



**GOLD MATERIAL  
MONTESSORI SCHOOL**

105 Kings Highway, Brooklyn, NY 11214 Tel: (718) 253-2552 www.goldmaterial.com

**APPLICATION FOR ADMISSION**

Today's Date \_\_\_\_\_ Desired Starting Date \_\_\_\_\_

**Child's Name** \_\_\_\_\_ Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(First) (Last) (Nickname)

Any allergies that child has: \_\_\_\_\_

**Child's Mother (or Guardian 1)** \_\_\_\_\_ Occupation \_\_\_\_\_  
(First) (Last)

Home Tel: \_\_\_\_\_ Cell Tel: \_\_\_\_\_ Work Tel: \_\_\_\_\_

Home Address \_\_\_\_\_

Work Address \_\_\_\_\_

E-mail \_\_\_\_\_

**Child's Father (or Guardian 2)** \_\_\_\_\_ Occupation \_\_\_\_\_  
(First) (Last)

Home Tel: \_\_\_\_\_ Cell Tel: \_\_\_\_\_ Work Tel: \_\_\_\_\_

Home Address \_\_\_\_\_

Work Address \_\_\_\_\_

E-mail \_\_\_\_\_

Parent(s)/Guardian(s) are:  Married  Single  Separated  Divorced  Widowed  Grandparent(s)

Legal Guardians  Other (please explain): \_\_\_\_\_

Other relatives or people who can bring or pick up the child from the school, and who can be called in the emergency situation:

\_\_\_\_\_  
(First name) (Last name) (Phone number) (Relation to the child)

\_\_\_\_\_  
(First name) (Last name) (Phone number) (Relation to the child)

\_\_\_\_\_  
(First name) (Last name) (Phone number) (Relation to the child)

**Name of Parent/Guardian completing this form** \_\_\_\_\_

**Signature of Parent/Guardian completing this form** \_\_\_\_\_

**Consent for emergency medical treatment**

I do hereby give authority to the staff of Montessori School Gold Material to obtain necessary emergency medical treatment for my child, with the understanding that the family will be notified as soon as possible.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_ **Relationship** \_\_\_\_\_

## **TERMS OF ATTENDANCE MONTESSORI SCHOOL GOLD MATERIAL**

1. Montessori School Gold Material hereinafter "School" provides services to children ages 2 through 6.
2. The School address is: 105 Kings Highway, Brooklyn, NY 11214. This address must be used for all communication. Change of address must be issued in writing.
3. This contract is signed for one school year and will be effective from September 1<sup>st</sup> 2016 until June 30<sup>th</sup> 2017, therefore the price set in the contract is for the 10 month period.
4. Gold Material Montessori School offers services during the summer months. July and August are not the part of the contract and parents may choose to attend or not to attend the School during these months. Tuition for these months is separate and pro-rated, for details address paragraph 40.

### **SCHOOL OPERATION AND SCHEDULE**

5. The School operates Monday through Friday from 8:00 am till 6:00 pm except for designated holidays. The list of designated holidays is given to the parents at the beginning of each school year and is subject to change by the School administration. Educational year is a 10 month period from September 1<sup>st</sup> until June 30<sup>th</sup>. Summer period is from July 1<sup>st</sup> until August 31<sup>st</sup>.
6. The School starts admitting children at 8:00 am. The School provides meals for the children according to the following schedule: lunch before nap time and a snack after nap time. The School does not provide any other time in the schedule for meals. Therefore, all children should have breakfast and dinner at home.
7. Parents must pick their child up from school no later than 1:15 pm, 3:30 pm or 6:00 pm depending on schedule chosen.

### **FOOD AND DRINKS**

8. The School will provide food for the children during the times scheduled for lunch and snack after nap time. The food is the same for all children attending Full Time Program. Parents who choose the Half Day Extended Program (8:00 am – 1:15 pm) must bring the food for their children. During School hours, the children will be provided with the water to drink.
9. If a child has any food allergy, the parents must notify the school in writing. This letter must include details of the allergy including symptoms and remedies or required medical action. The School will not offer any special meals for children with allergies to food or products that are part of the School meals. Parents should take note of the daily food menu and should provide a substitution for the School meal on the days when the food provided is either undesirable or dangerous for their child. The food provided by the parents must include three courses: two courses for lunch (soup and the main dish) and one course for the snack after nap time. The food should be ready for consumption and pre-packed in appropriate containers that can be heated in the microwave.
10. If, because of religious beliefs or for any other reasons, parents do not want their child to consume the food provided by the School, the parents should provide special meals for their child.
11. School will not compensate the parents for any expenses associated with special meals that are necessary for their child.

### **EASE OF ACCESS**

12. Parents should be always available for communication with the School personnel. Parents must provide the School with phone numbers that can be used in case of emergency. Additionally, parents must provide the names and the phone numbers of their proxies that can be contacted should the parents not be available.
13. Parents must notify the School immediately regarding any changes and provide their new phone numbers as well as changes to the phone numbers of their proxies.

### **CLOTHING AND SHOES REQUIREMENTS**

14. Parents must follow exactly the rules set by the School for the clothing and shoes that their child will wear in the School.
15. The size of the clothing and shoes should fit the physical conditions of the child. Regardless of the season, the child's clothing must be clean, comfortable and should not restrict his/her movements. Any clothing should allow the School personnel to teach the child to dress and undress independently. All fasteners on clothing should be snaps, zippers or Velcro. Up until the child is able to dress and undress independently, the clothing should not have buttons, clasps, straps, supporters, belts or strings. To be sure that the child's shoes will allow him/her to put them on and take them off independently, instead of shoestrings the shoes should have Velcro or zippers.
16. In the interest of creative work and play, children should wear comfortable "play" clothing and footwear to school; they should not wear anything that parents would consider too "good" or dressy to be soiled. Each child should have a seasonally appropriate change of clothing and shoes available - with at least three sets if not yet potty trained and two sets when potty trained. All personal items should be clearly labeled with the child's name (including what they are wearing to school - like socks and mittens).

### **HYGIENE AND APPEARANCE**

17. Child and his clothing must be clean and neat. The child's nails must be trimmed. Parents should not put any jewelry or ornamentation on the child or the child's clothing. This includes: bracelets, necklaces, earrings, rings for fingers, belts with buckles, or any other decorations on the clothing that can distract the child or potentially become a cause of injury to the child or any of the other children in the School.
18. It is unacceptable to use any deodorants or perfumes on the child or on his/her clothing when the child is attending the School. If, for any reason, child must use special napkins, creams, lotions or other similar products, these products must be unscented.

### **ILLNESSES**

19. The child that attends the School must be in good health. Parents are responsible for ensuring that their child does not become the source of infection for other children. School's policy prohibits staff from administering any medications to children, including lotions and ointments, and/or the storage of medicines in our refrigerators. If a child requires a dosage of medicine at a particular time .e.g. antibiotics, then the parent must come to school to administer the dose.
20. Children who are sick should remain at home. Staff members cannot care for your child when (s)he is sick. Parents will be asked to pick up their child promptly if (s)he is ill or has any of the following conditions:
  - High Temperature: Underarm temperature over 99.4 degrees For Oral Temperature over 100 degrees F. Your child must stay home at least a day after the fever has been detected here at school and cannot return until (s) he has been fever free for over 24 hours.
  - Conjunctivitis / Eye Infection: Conjunctivitis is an eye infection commonly referred to as "pink eye." The eye is generally red with some burning. There is a thick yellow discharge around the eye. A doctor's clearance is required before the child will be allowed to return to school.
  - Bronchitis: Bronchitis often begins with hoarseness, coughing and a slight elevation in temperature. The cough is usually dry and painful.
  - Impetigo: Impetigo is a rash that shows up as red pimples, which eventually become blisters surrounded by a reddened area. This rash occurs usually in moist areas of the body, such as the creases of the neck, groin, underarm, face, hands, or the edge of a diaper.
  - Diarrhea or Vomiting.
  - Strep Throat: Strep throat is very contagious and we often err on the side of caution if a child complains of a sore throat accompanied by any of the following: headache, aching belly or feeling nauseous. Fever often, but not always, accompanies this common illness. You must take your child to a doctor to get a strep test. If the results are positive, your child will be placed on antibiotics. They must have a full 24 hours of antibiotics before they can return to school.
  - Severe Cold: This refers to excessive nasal discharges, or any condition that prevents the child from breathing comfortably and/or participating fully in our program. Green mucous is a sign that your child is infectious and should not be in school.
  - Head Lice.
  - Obvious Illness without Clear Cause: Your child may occasionally seem ill without any clear cause. For example, you child may be unusually pale, irritable, tired or passive. You as parents know best when your child is "out of sorts."
  - Severe Unidentified or Contagious Rash: Any form of rash will require a visit to and a clearance from a physician.
  - Any Other Contagious Disease: This includes, but is not limited to, chicken pox and ringworm.
21. If any School personnel have good reason to believe that a child is sick and/or that this sickness may possibly present a danger to the safety of other children – including the possibility of transmission to other children – then the School personnel will immediately notify the parents. It is then the parent's responsibility to pick up their child from the School as soon as possible. If the School cannot reach the parents or their proxies, or in the event that the parents cannot come and pick up their child from the School in a reasonable time frame, the School may call for ambulance to transfer the child to a hospital. In the case of a medical emergency, the School will notify the parents or proxy and will then call for ambulance and transfer the child to the care of a hospital.
22. The same day the child gets sick and will be absent from school, the parents must notify the School administration.
23. Any child absent from the School because of illness must present a doctor's note indicating that the child is in good health and no longer contagious to other children before the child will be allowed to return.
24. In the morning prior to admission to the School parents must notify the School about any injuries such as: bruises, cuts, lacerations, gashes, tears, scrapes, abrasions, scratches and burns that child has on the body.

### **PARENTS PARTICIPATION IN EDUCATIONAL PROCESS**

25. Short informal meetings with your child's teacher can be held at any mutually agreeable time. Drop off or pick up times are not the time for the teacher to talk as his/her attention will be distracted from the children in the room. The teachers can consult with parents over the phone during their break / lunch time.

26. Please share with the classroom teachers any important events occurring in your child's life. When staff members are made aware of changes or events happening in your child's home environment, they can provide necessary support for your child.
27. Parents should pay attention to all School demands and recommendations that relate to the education and development of their child. The School demands that parents be involved in the educational process in ways that are rational and professional according to the terms set by the School.
28. In addition to regular monthly tuition payments, parents must compensate the School for the expense of special schoolbooks, workbooks and other specialized materials and aids that are essential for educational process of their child.

#### **PRICES AND PAYMENTS TERMS**

29. Non-refundable Annual Registration Fee in amount of \$100.00 per child is required for all new and re-enrolling students at the beginning of the School Year.
30. The parents must pay for all services provided by the School.
31. All the payments for the School services must be made in advance.
32. Tuition is set by the School administration only. The School administration reserves the right at any time to change the prices for services provided without explanation. However, the School cannot demand that parents pay higher price for services for the period of time that had been already paid.
33. Tuition is set for one calendar month. It does not matter how many work days in each calendar month or how many holidays fall on that particular month.
34. Tuition payment for every new month must be made in full on or before the 25<sup>th</sup> day of the preceding month.
35. Tuition cannot be lowered for any reason, including vacation, child sickness, holidays or general absence. Never the School will compensate the days or time that were missed by the child in the period already paid.
36. For some clients, during the effective period of this contract, school can set different prices and terms for its services for the children that may require additional efforts and time from the School personnel.
37. When this contract is signed, the parents must pay the first month tuition.
38. Parents are bound by this contract and will pay the tuition for his/her child's attendance of the School for 10 month from September 1<sup>st</sup> 2016 until June 30<sup>th</sup> 2017. If the start date of attendance is after September 1<sup>st</sup> 2016 then the tuition will be calculated proportionally to the number of months left until the end of the school year. This contract will annul if the child is unable to attend Gold Material Montessori School or any other preschool / child day care center for one month or more because of child's serious medical condition. This contract will also annul if the parents because of the valid reasons will not be able to pay tuition for the child's attendance in Gold Material Montessori School or any other preschool / child day care center.
39. The School will schedule additional mandatory payments to cover any expenses related to holiday events and any other events in which their children participate as these events are intended as enrichment and are not part of the standard educational process.
40. The School has set separate payment terms for the summer season beginning July 1<sup>st</sup> until August 31<sup>st</sup>. During this period the School will pro-rate payment to include only days that the child is in attendance. This pro-rated payment is accepted on the condition that parents notify the School in advance of payment for the month containing the vacation period. In this case, the pro-rated tuition is calculated as a percentage of the full month tuition.

#### **OTHER TERMS**

41. Your child must be immunized before beginning the program. Any parent who seeks an exemption from immunizations must submit, in advance, a statement that conforms to the NYC Health Department standard. All the children need an examination once a year. Children are not allowed to attend the program without a current medical record on file.
42. Parents must pick up their children from the School no later than 1:15 pm, 3:30 pm or 6:00 pm depending on schedule chosen. If the parents are late to pick-up their child then the penalties will be assessed according to the following schedule:
  - a. 1 – 15 minutes delay – \$20.00
  - b. 15 – 30 minutes delay – \$50.00
  - c. 30 – 60 minutes delay – \$100.00
43. Tuition payment for the next month must be paid in full on or before the 25<sup>th</sup> day of the preceding month. If the 25<sup>th</sup> day of the preceding month falls on the weekend, then payment must be made next business day. The School will not send any written reminders or invoices. Delay in payments because of vacation, sickness or any other reason is unacceptable. If the payment was made after the 25<sup>th</sup> day of the preceding month then the parents must pay a late fee in amount of \$80.00 for each day past due. If the payment is not made in full (monthly tuition and late fee) before the first day of the new month the child will not be allowed to attend the School. The child will be allowed to return back to School only after repayment of the debts. In any case the parents will be responsible for the payment of the full amount of the contract.
44. There will be a bank surcharge of \$30.00 dollars for any returned check.
45. After the school year is over, parents do not have to sign the new contract for the following school year. Payment for the month of September will be considered as an agreement to renew the contract for upcoming school year under the same terms.

**INCLEMENT WEATHER POLICY AND EMERGENCY CLOSINGS**

- 46. Gold Material Montessori School follows New York City Public School schedules in regard to inclement weather. In the event of bad weather, Gold Material Montessori School will typically follow New York City Public School closing schedule. If we choose to vary from the New York City Public School schedule, we will attempt to contact you.
- 47. In the unlikely event of a prolonged utility loss which would jeopardize the health or safety of the children, Gold Material Montessori School is required to close until the situation is corrected. Every reasonable effort will be made to expedite any repair.
- 48. No credit/refund will be owed if the School must close because of emergency or inclement weather.

**TERMINATION**

- 49. The parents of the child can terminate this contract under the following condition: they must provide a written statement of intention to terminate this contract at least one month in advance of the intended termination month. Parents will be responsible for the unpaid portion of the yearly tuition unless they meet the conditions set in paragraph 38 of this contract.
- 50. At any time, if the school is at full enrollment and additional students wish to enroll at the full time schedule, part time services may be discontinued. Part time students will have the option of switching to full time services (8:00 am until 6:00 pm 5 days a week) and if they choose not to, the School may terminate the contract effective the next billing month.
- 51. It is a privilege to attend the Montessori School Gold Material. Because of this, the School is able to regulate the composition of its clientele at its sole discretion. Accordingly, the School can deny the services to any of its clients for any reason without justification. The School administration reserves the right to terminate this contract without prior written notice. In this case the School will inform the parents about its decision in any suitable form. The School may, at its sole discretion, allow a child to finish the current calendar month should a contract be terminated. If the School terminates a contract, the security deposit will be refunded in full.

**I accept the terms of this contract:**

**My Social Security Number is:** \_\_\_\_\_

**I choose next Montessori program:**

- \$14,440.00 a year - 5 Days a week (8:00 am – 6:00 pm) Monday through Friday
- \$11,180.00 a year - 3 Days a week (8:00 am – 6:00 pm) Mondays, Wednesdays and Fridays
- \$8,450.00 a year - 2 Days a week (8:00 am – 6:00 pm) Tuesdays and Thursdays
- \$12,570.00 a year - 5 Days a week (8:00 am – 3:30 pm) Monday through Friday
- \$9,730.00 a year - 3 Days a week (8:00 am – 3:30 pm) Mondays, Wednesdays and Fridays
- \$7,360.00 a year - 2 Days a week (8:00 am – 3:30 pm) Tuesdays and Thursdays
- \$10,500.00 a year - 5 Days a week (8:00 am – 1:15 pm) Monday through Friday
- \$7,820.00 a year - 3 Days a week (8:00 am – 1:15 pm) Mondays, Wednesdays and Fridays
- \$6,190.00 a year - 2 Days a week (8:00 am – 1:15 pm) Tuesdays and Thursdays

**Name of Parent/Guardian completing this form** \_\_\_\_\_

**Signature of Parent/Guardian completing this form** \_\_\_\_\_