



**GOLD MATERIAL
MONTESSORI SCHOOL**

www.goldmaterial.com

Kips Bay Branch
484 2nd Avenue,
New York, NY 10016
(212) 545-0061

East Village Branch
41 Avenue B,
New York, NY 10009
(212) 677-6711

Bensonhurst Branch
105 Kings Hwy,
Brooklyn, NY 11214
(718) 253-2552

APPLICATION FOR SUMMER CAMP 2016 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 OF GOLD MATERIAL MONTESSORI SUMMER CAMP

1. Montessori School Gold Material (hereinafter "School") provides services to children ages 2 through 6.
2. The School address is: **Gold Material Montessori School, 105 Kings Hwy, Brooklyn, NY 11214**. This address must be used for all communication. Change of address must be issued in writing.

SCHOOL SUMMER CAMP OPERATION AND SCHEDULE

3. The School Summer Camp operates Monday through Friday from 8:30 am till 6:00 pm, Manhattan Branches and 8:00 am till 6:00 pm Brooklyn Branch. School Summer Camps will be closed on July 4th 2016.
4. The School Summer Camp starts admitting children at 8:30 Manhattan Branches and 8:00 am Brooklyn Branch. 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.
5. Parents must pick their child up from school no later than 1:15 pm, 1:30 pm or 6:00 pm depending on schedule chosen.

FOOD AND DRINKS

6. 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. During School hours, the children will be provided with the water to drink.
7. 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.
8. 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.
9. School will not compensate the parents for any expenses associated with special meals that are necessary for their child.

EASE OF ACCESS

10. 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.
11. 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

12. Parents must follow exactly the rules set by the School for the clothing and shoes that their child will wear in the School.
13. 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 be elastic and 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.
14. 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

15. 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.
16. 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

17. The child that attends the School Summer Camp 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.
18. 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.
19. 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.
20. The same day the child gets sick and will be absent from school, the parents must notify the School administration.
21. 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.
22. 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

23. 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.
24. 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.
25. 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.
26. 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

Summer Camp 2016 Tuition for the period June 1st through August 31st, 2016

Manhattan

<i>Kips Bay</i>	<i>Camp Hours</i>	<i>1 week</i>	<i>4 weeks & more</i>
Full Day Camp	8:30 am - 6:00 pm	\$587.00 a week	\$540.00 a week
Half Day Camp	8:30 am - 1:30 pm	\$458.00 a week	\$422.00 a week

<i>East Village</i>	<i>Camp Hours</i>	<i>1 week</i>	<i>4 weeks & more</i>
Full Day Camp	8:30 am - 6:00 pm	\$570.00 a week	\$525.00 a week
Half Day Camp	8:30 am - 1:30 pm	\$445.00 a week	\$410.00 a week

Brooklyn

<i>Bensonhurst</i>	<i>Camp Hours</i>	<i>1 week</i>	<i>4 weeks & more</i>
Full Day Camp	8:00 am - 6:00 pm	\$390.00 a week	\$370.00 a week
Half Day Camp	8:00 am - 1:15 pm	\$290.00 a week	\$275.00 a week

27. The parents must pay for all services provided by the School.
28. All the payments for the School services must be made in advance.
29. 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.
30. Tuition is set for one calendar week or month. It does not matter how many work days in each calendar week or month or how many holidays fall on that particular week or month.
31. Tuition payment for every new week or month must be made in full on or before the first day of attendance.
32. 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.
33. 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.
34. When this contract is signed, the parents must pay the first week or month tuition no later than the first day of attendance.
35. 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.

OTHER TERMS

36. Your child must be immunized before beginning the Summer Camp 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 Summer Camp program without a current medical record on file.
37. Parents must pick up their children from the Summer Camp program no later than 1:30 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
38. There will be a bank surcharge of \$30.00 dollars for any returned check.

INCLEMENT WEATHER POLICY AND EMERGENCY CLOSINGS

39. 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.

- 40. 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.
- 41. No credit/refund will be owed if the School must close because of emergency or inclement weather.

TERMINATION

- 42. It is a privilege to attend the Gold Material Montessori School. 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 week or 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: _____

YES, my child will be attending a Gold Material Summer 2016 for:

School Branch	Full Day Mon - Fri (8:30 am – 6:00 pm)	Full Day Mon - Fri (8:00 am – 6:00 pm)	Half Day Mon-Fri (8:30 am – 1.30 pm)	Half Day Mon-Fri (8:00 am – 1.15 pm)	Number of weeks
<i>Bensonhurst</i>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<i>East Village</i>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
<i>Kips Bay</i>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

PROGRAM PRICE \$ _____

NUMBER of WEEKS _____

GRAND TOTAL \$ _____

Name of Parent/Guardian completing this form _____

Signature of Parent/Guardian completing this form _____

GOLD MATERIAL MONTESSORI SCHOOL has an institutional commitment to the principles of diversity. In that spirit, Gold Material Montessori School does not discriminate in violation of the law on the basis of race, religion, creed, color, gender, sexual orientation, age, physical challenge, national origin, or any other characteristic.