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**Registration Packet for 2022-2023**

**Child’s Name**

**Please Circle the following Age or Grade level:**

 **6weeks- 1 year 1 year old 2-year-old 3-year-old 4-5year old**

**Infant Ages: 6weeks-16mos Toddler Ages: 16mos-2**

Full Time Monday- FridayFull Time Monday-Friday

**Weekly: Monthly: Weekly: Monthly:**

$297.00 $1,287.00$258.00 $1,118.00

 **Preschool: 2-year-olds Preschool: 3- 5 years old**

 Full Time Monday- FridayFull Time Monday- Friday

**Weekly: Monthly: Weekly: Monthly:**

$240.00 $1,040.00 $224.00 $970.00

Discounts apply only to Full Time Students:

 Older Sibling Discount 10%

Active-Duty Military 10%

Summer Registration Fee (Annual) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$40.00/child

Fall Registration Fee (Annual) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$75.00/child

Summer and Fall Registration Fee Combined (Annual) \_\_\_\_\_\_\_\_\_$100.00/child

Summer Preschool Activity Fee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$50.00/child

**Registration & Summer Activity Fees are due at the time of registration and are NON-REFUNDABLE**

\*Monthly payments are due on or before ***the 1st of the month***. A $100.00 late fee will be assessed after the 5th of the month.

\*Weekly payments are due on or before ***Monday of*** each week. A $25.00 late fee will be assessed if payment is not received by 6:00pm Tuesday.

***\*Please Note:***

* *Your child will be considered enrolled upon receipt of:* ***A******Completed Registration Form, A Non-refundable Registration Fee, and the Signed Parent Tuition Agreement Statement.***
* *Even if your child now attends Beach Montessori, a new registration form must be completed each year to ensure that our emergency information is current.*

**Child Information Form**

**SPEECH**

Describe your child’s speech (Check all that apply):

\_\_\_Rapid \_\_\_Slow \_\_\_Moderate \_\_\_Clear \_\_\_Talks Constantly \_\_\_Seldom Talks \_\_\_Uses Many Words \_\_\_Uses Few Words \_\_\_Talks Only During Play

**TOILETING**

Does your child have any special toileting needs? \_\_\_Yes\_\_\_No

If so, please explain:

**SLEEPING**

What time does your child go to bed?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Wakes up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child walk, talk, or cry out at night?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child take anything to bed with them?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your child’s mood when they wake up?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child take naps?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If so, what is their typical time of nap:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INTEREST**

Has he/she had experience playing with other children?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

With what age group does he/she prefer to play?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are his/her favorite activities at home?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does he/she like to(Check all that apply): \_\_Be read to \_\_Read independently \_\_Listen to music \_\_Play outdoors

Has he/she had experience with (Check all that apply): \_\_\_Clay \_\_\_Scissors \_\_\_Blocks \_\_\_Puzzles \_\_\_Painting

**COMMENTS**

In what ways can we help your child this year?

Briefly describe your child (Personality, abilities, etc.):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HEALTH**

What communicable diseases has the child had? \_\_\_Measles \_\_\_Mumps \_\_\_Chicken Pox \_\_\_Whooping Cough \_\_\_Other(please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are any medications given regularly? \_\_\_Yes \_\_\_No

Please list medications & reasons:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHILD’S FAMILY PROFILE**

Mother’s Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fathers Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other family members (Brothers, Sisters, Grandparents, etc.)living at home:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age:\_\_\_\_\_\_\_\_ Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age:\_\_\_\_\_\_\_\_ Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age:\_\_\_\_\_\_\_\_ Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PLEASE PRINT CLEARLY.** |  |  |  | **2022-2023** |
| ***Please completely fill in all highlighted areas.*** |  |  |  | **Child Registration Form** |
| Child | Nickname | Date of Birth | Sex |
|   |   |   |   |   |
| Address | Home Phone |
|   |   |
| Chronic Physical Problems/Pertinent Developmental Information as well as any Special Accommodations Needed |
|   |
|
| Previous Child Day Care Programs and/or Schools Attended: |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
| If child attends this Center and another School/Program, give name of that School/Program: Grade: |
|   |
|
| How did you find out about Beach Montessori School? |
| \_\_\_Internet/Website \_\_\_Advertised Special Code \_\_\_Friend (Who\_\_\_\_\_\_\_\_\_\_\_\_\_\_) \_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
|  |  |  | **Parent(s)/Guardian(s)** |  |  |  |
| Father | Place of Employment | Business Phone |
|   |   |   |   |
| Home Address | Cell Phone | Home Phone |
|   |   |   |   |   |   |   |   |   |
| Mother | Place of Employment | Business Phone |
|   |   |   |   |   |   |   |   |   |
| Home Address | Cell Phone | Home Phone |
|   |   |   |   |   |   |   |   |   |
| Person(s) or Agency Having Legal Custody of Child (if different from above) |
| Email Address: |
|   |   |   |   |   |   |   |   |   |
|  |  |  | **Emergency Information** |  |  |  |
| Allergies of Intolerance to food, medication, etc. and Action to take in an Emergency |
|   |   |   |   |   |   |   |   |   |
| Child's Physician | Physician Phone |
|   |   |   |   |   |   |   |   |   |
|  |  |  |  | **Emergency Contact** |  |  |  |  |  |  |
| Two People to Contact if Parent(s) Cannot be Reached | Address | Phone |   |
| 1 |   |   |   |   |   |
| 2 |   |   |   |   |   |
| Person(s) Authorized to Pick up Child |
|   |   |   |   |   |   |   |   |   |
| Person(s) **NOT** Authorized to Pick up Child\* |
|   |   |   |   |   |   |   |   |   |
| ***\*Appropriate paperwork such as custody paper shall be attached if a parent is not allowed to pick up the child.*** |

**Field Trip, Activities Permission, and Other Agreements**

* ***I have received, read, and understand the school handbook including the health policies section. I agree to abide by all school policies for the protection of my child as well as the other children and staff members at Beach Montessori School.***
* I give my permission for my child to participate in neighborhood walks.
* I grant my permission for my child to be included in school pictures and give permission for those pictures to be used by the center for advertising, yearbooks, scrapbooks, webpage’s, etc.
* I grant my permission for my child to participate in the activities and in the use of the equipment at the center.
* I grant permission for my child to be transported to a safe location in an emergency situation.
* The parent(s)/guardian(s) authorize Beach Montessori School to obtain immediate medical care if an emergency occurs when the parent(s)/guardian(s) cannot be located immediately. \*\*
* I agree to abide by all school policies for the protection of my child as well as the other children and staff members at Beach Montessori School.
* Beach Montessori School agrees to notify parent(s)/guardian(s) whenever the child becomes ill, and they will have to arrange to have the child picked up as soon as possible.
* The parent(s)/guardian(s) agree to inform Beach Montessori School within 24 hours (or the next business day) after any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life-threatening diseases which must be reported immediately.
* I verify that all registration information is complete to the best of my knowledge.
* I give permission for BMCA to post my child’s allergy and medical information.
* Food brought from home must be stored properly, with ice packs if applicable, in an insulated lunchbox, and dated daily. Lunch substitutions brought from home for the Preschool should only be for Medical, Religious, or family preferences.
* Medications must be submitted to the office with a medication authorization form completed by the parent and medical professional for long term administration
* *I agree to release and hold harmless Beach Montessori School and its employees, from any accident or harm that may occur should I retain the services of any Beach Montessori School employee for the care of my child(ren) outside of the facilities. If I retain the service of any Beach Montessori School employee in such capacity, Beach Montessori School has no responsibility and is held harmless from any incident which may occur.*

 **Signatures**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

 Parent/Guardian Signature Date Parent/Guardian Signature Date

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Administration Date

***\*\*If there is an objection to seeking emergency medical care, a statement should be obtained from the parent(s) or guardian(s) that states the objection and the reason for the objection.***

**Beach Montessori Christian Academy Parent Tuition Agreement Statement 2022-2023**

**­**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name

***For Office Use Only:***

*Method of Payment: Check\_\_\_ Cash\_\_\_ CC\_\_*

*Amount Discounts Total Initials*

\_\_\_\_1st of the month in the amount of $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

\_\_\_\_Monday of each week in the amount of $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

\_\_\_\_Other $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

***\*Note that your child’s tuition payments may be changed throughout the year to reflect any schedule charges that have occurred.***

***\*\*Because our expenses still accrue whether you child attends or not, we cannot give tuition refunds or credits for days your child is absent, inclement weather, or holidays the school is closed. Therefore, you will be responsible for the full tuition owed.***

***\*\*\*Payment schedules may only be changed by completing a new Parent Tuition Agreement Statement***

***\*\*\*\*Withdrawal Policy – Two weeks’ notice is required so that we can make a smooth transition for the student leaving and the one entering in his/her place. Parents wishing to withdraw their children who fail to provide a two-week notice will be liable for the additional two weeks tuition from date of withdraw.***

**Vacations and Discounts:**

* Vacation time consists of ten school days or two weeks per year. Vacation must be taken at a minimum of 5 consecutive days or 1 week (not individual days). The child must be absent from school the entire time to receive the vacation discount.
* Sibling discounts consist of a 10% discount off the tuition of the eldest child.
* Military discounts consist of a 10% discount for Active Duty or Retired Only. Copy of Military ID Required.
* Discounts only apply to full time students.
* Only one employer discount per family.

**Late Fees and Additional Charges:**

* A $25 late fee will be assessed to weekly payments and $100 for late monthly payments if payment has not been received by the close of the day following the due date. After two late payments all discounts will be discontinued and will result in a weekly tuition payment schedule. If an account becomes delinquent, the student will not be allowed to return to school until full payment is received.
* Re-enrollment based on availability.
* All resubmitted checks will be assessed a fee of $25.00; all returned checks will be assessed a an additional $35.00.
* There is a late fee of $10 per child for those not picked up by 6:05. There will be an additional $1 for every minute your child is in attendance after 6:05pm.
* A $10 fee will be charged for any child at school over 10 hours in one day.

**Payment Default:**

* **In case of tuition default, I agree to pay all court costs and Attorney fees determined necessary for Collection plus interest on balance of ten percent (10%).**

**Tuition Agreement Signatures**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

 Parent/Guardian Signature Date Parent/Guardian Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Administration Date

**Office Use Only**

 **Identity Verification**

*If proof of identity is required and*

*a copy is not kept, please fill out the following.*

Date of Notification of Local Law-Enforcement Agency (when required proof of identity is not provided):\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Place of Birth** | **DOB** | **Birth Certificate Number** | **Date Issued** |

|  |  |  |
| --- | --- | --- |
| **Other Form of Proof** | **Date Document Viewed** | **Person Viewing Document** |

**Date Child Entered Care: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date Child Left Care: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**