

# **Mountain Boulevard Montessori School**

4432 MOUNTAIN BOULEVARD • OAKLAND, CA 94619 • PHONE (510) 482 - 2850 • FAX (510) 482 - 0326

EMAIL - [mtnblvd@aol.com](mailto:mtnblvd@aol.com)      [www.mtnblvd.com](http://www.mtnblvd.com)

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**Dear Parents,**

**Thank you for selecting Mountain Boulevard Montessori School for your child's early childhood educational needs. This is a very important period in your child's young life and the learning that takes place during this time will last a lifetime.**

**Attached you will find the enrollment forms necessary to complete your child's enrollment process. Although these forms may ask very detailed information, it enables the School to better meet your child's individual and unique needs. Of particular importance are the forms that authorize those individuals to pick-up your child from the School, health immunization, and emergency medical treatment. Please note all pertinent telephone contact numbers, including cell-phone numbers and e-mail addresses. Please complete all forms, sign where applicable, and return the entire enrollment package as promptly as possible. If you have any questions regarding any of the forms, please feel free to ask the School director for assistance.**

**Once again, a sincere thank you for selecting Mountain Boulevard Montessori School for your child's early childhood educational needs.**

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## ENROLLMENT AGREEMENT PAGE 1 OF 7

### **PARTIES TO AGREEMENT**

This Enrollment Agreement (“Agreement”) is entered into between Mountain Boulevard Montessori School (the “School”) and the Parent(s)/Guardian(s) listed on page 5 of this Agreement. All references to “You” or “Your” refer, both collectively and singularly, to the Parent(s)/Guardian(s) of the child(ren) enrolled at Mountain Boulevard Montessori School. The effective date of this agreement is the latter most date following the signatures on page 5 of this Agreement.

### **INITIAL ENROLLMENT REQUIREMENTS**

For initial enrollment at Mountain Boulevard Montessori School the following is due to secure enrollment: One Month tuition deposit (for each child enrolling), \$50.00 registration fee (one time-per family) and yearly material fee of \$150.00 (per child – due every September). The tuition deposit for initial enrollment will be used in lieu of tuition during the child’s last month of attendance, per written 30-day notice of enrollment withdrawal (see pg.3).

### **TUITION PAYMENT**

Tuition is due and payable on the first day of each new month. There is an allowed grace period for tuition payment until the 5th of the month. There are no make-up days or refunds for attendance absences due to holidays (School and/or legal), illness/sickness, personal days, off-days or vacation days.

### **SERVICES PROVIDED**

The School will provide childcare, educational services or online classroom for the agreed upon attendance schedule. The School will provide morning and afternoon snacks. Parents will provide the lunch meal.

### **HOURS OF OPERATION**

Hours of operation are from 7:30 A.M. to 5:30 P.M., Monday through Friday, approximately 50 weeks a year. Classes begin promptly at 9:00 A.M. We kindly ask that if You are late bringing Your child to School in the morning, to please use the rear entrance as quietly as possible so as not to disturb the classroom activities.

### **LATE, RETURN CHECK, AND CHARGE-BACK CHARGES**

Tuition payments are late if not received by the 5th of each new month. Payments received on or after the 6th of each month will be subject to a \$7.50 charge per day that tuition is late. The only exception to this policy is when the 5th of the month falls on a weekend. In this case, tuition payment is late if not received by the next regular business day. Return check and charge-back charges are \$35.00 per transaction. The daily late pick-up charge rate is \$7.50 per minute/per child, based on the official school clock for children who are picked up after 5:30pm and are payable to Mountain Boulevard Montessori School. Any charges within this section shall include all necessary costs of collection and reasonable attorney’s fees for collection.

### **SIGN-IN/SIGN-OUT SHEETS**

The State of California Childcare State Licensing Agency (Community Care Licensing) requires that student sign in/out sheets be completed daily by the parent/guardian responsible for dropping off/picking up the child to/from School. Please be sure to provide Your full signature (not initials) and the correct time when dropping off/picking up Your child from School. We are required to provide these daily attendance records to Community Care Licensing

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upon request of inspection. Community Care Licensing can issue a fine to the School for as much as \$50.00 or more if it is found that a parent has not signed the sign-in/out sheet correctly. If this occurs, that fine will be charged to the applicable parent. Please take the time to sign the in/out sheet correctly. It is the parent's responsibility to inform any person dropping or picking up Your child of this requirement.

### ALTERNATE PICK-UP/DROP OFF

If someone other than a parent will be picking up/dropping off Your child (who is not currently on Your emergency pick-up list), the School needs to be notified either by writing, by phone or in person that such person will be allowed with Your permission to pick up/drop off Your child. The School will need the name of such person so that when they arrive we are able to verify identity through a government issued identification card such as a driver's license or passport. Please note that late pick-up charges also apply to anyone that is designated to pick-up a child by a parent. The daily late pick-up charge rate is \$7.50 per minute/per child, based on the official School clock for children who are picked up after 5:30pm and are payable to Mountain Boulevard Montessori School.

### SCHOOL HOLIDAYS

The School observes the following holidays: New Year's Day, January Parent-Teacher conference day, Martin Luther King's Jr. Birthday, President's Day, Spring Break Week, Memorial Day, June Parent-Teacher conference day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and the day after Thanksgiving Day. The School is also closed from the Saturday preceding Christmas Day until the Monday following New Year's Day. There will be signs posted as a reminder for parents to allow ample notice that the School will be closed on the holidays which are listed above. If there is any confusion regarding School holidays, please refer to the yearly holiday schedule that is available to parents. Please note that if a holiday falls on an attendance day, there are no makeup days allowed of any kind for any missed attendance day or schedule.

### VACATION-PERSONAL HOLIDAYS

All parents vacation days, holidays (School and/or legal), personal days, off days, or sick days must be paid as School operations are open and ongoing all year. Children who plan to miss School for one month or longer due to an extended-vacation; parents are asked to speak with the program director about tuition payment schedules. There are no makeup days or tuition refund allowed of any kind for any missed attendance day or schedule.

### SCHOOL SICK POLICY

If Your child has become sick with an infectious or contagious illness and is exhibiting signs and/or symptoms such as a high-grade fever, diarrhea, nausea, cough and/or cold lasting longer than 1 week, the child needs to be kept home until he/she has been symptom free for at least 24 hours before returning to School. If Your child has been sick for two or more weeks due to illness, Your child will not be re-admitted to School without a doctor's written authorization permitting such actions. Please note that if a holiday falls on an attendance day, there are no makeup days allowed of any kind for any missed attendance day or schedule.

### STUDENT ILLNESS

If Your child, in the opinion of the director and in accordance with the School's sick policy, is too ill to attend class, then arrangements must be made as soon as possible for his/her care. Children with contagious and/or infectious

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## ENROLLMENT AGREEMENT PAGE 3 OF 7

diseases or fevers will be sent home. If Your child is deemed by the School Director to be too ill to attend class we ask that Your child be picked up within at least 2 hours of notification by the School. If Your child has become sick with an infectious or contagious illness and is exhibiting signs and/or symptoms such as a high-grade fever, diarrhea, nausea, cough and/or cold lasting longer than 1 week, the child needs to be kept home until he/she has been symptom free for at least 24 hours before returning to School. Please note that if Your child is absent for two weeks or more due to illness, Your child will not be re-admitted to School without a doctor's written authorization permitting such actions.

### STUDENT MEDICATIONS

Please notify the director if Your child needs any medication, with specific written instructions indicating the interval and amount of dosage, required for Your child's medical condition. Additionally, please notify the director, in writing, if Your child has any allergies or special dietary needs.

### ALLERGIES

If Your child has allergies please inform the School by writing a list of all pertinent allergies. The School keeps an up-to-date list for reference of children who have allergies and what they are allergic to. Also, if Your child requires special food and/or snacks please bring these items clearly labeled with Your child's name so that they may be stored at the School for Your child.

### TOILET TRAINING

The completion of toilet training is not a requirement to attend Mountain Boulevard Montessori School. The School through the School director does assist each child in the toilet training process. Children who are two years of age are charged a fixed fee (included in the tuition) each month for diapering services in the amount of \$50.00. When a child reaches the age of three or older, it is re-evaluated as to whether or not the child is completely toilet trained. The School considers a child to be completely toilet trained if no accidents have occurred for a minimum two-week period. Please note that the diapering fee can continue for a child past the age of three or until the child is completely toilet trained according to the Mountain Boulevard Montessori School's policy.

### ATTENDANCE WITHDRAWAL

A minimum of 30 days written notice is *required prior to* a child's withdrawal from the program. Said notice shall be submitted to the director for Mountain Boulevard Montessori School. If 30 days written notice is not given then You shall be responsible for the agreed tuition costs of the unfulfilled term of the enrollment contract.

### ENROLLMENT TERMINATION

The policy and protocol for any termination of enrollment services, whether as a result of a child's and/or parent's actions is described as follows:

- The child is unable to adjust classroom rules for acceptable behavior after a reasonable adjustment period. Such adjustment periods normally last 2-4 weeks.
- Repeated incidents of physical or verbal inappropriate behavior towards staff and/or other students. Such examples of inappropriate behavior are inclusive but not limited to the following:

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- a. Defiance of staff authority
  - b. Verbal abuse of staff and/or other students
  - c. Uncontrollable or spontaneous behavior such as tantrums, screaming, behavioral outbursts impacting the order of the classroom or playground
  - d. Unprovoked physical assaults on other students and/or staff such as scratching, hitting, punching, kicking, tackling, pushing, tripping, biting, pinching
- Parent/guardian fails to comply with school policies after verbal or written notification by school management
  - Non-payment of tuition
  - Chronic late pick-up of child after school closing time
  - Parent request for special behavioral or education services for their child, at the exclusion of other children in the program, that cannot be reasonably delivered by the school staff and curriculum in the opinion of school management
  - Immediate causes for termination of services are as follows:
    - a. Parents/guardians physically, verbally, or expressing themselves in a perceived threatening or intimidating behavior to school, students, or other parents
    - b. Perceived dangerous behavior by a parent or students to others

### REFUNDS

Should it become necessary to terminate Your child's enrollment for any reason, no refunds will be issued.

### ATTENDANCE CHANGES

Should it become necessary to change Your agreed attendance schedule, one month's (at least 30 calendar days) notice, in writing must be submitted to the director prior to the proposed effective date of the change. Please note that any new attendance schedule will be subject to the prevailing tuition charge. Please note there is a \$25.00 charge for changing Your child's attendance schedule to attend fewer days per week (i.e. changing from a 5-day attendance schedule to a 3-day attendance schedule). There is no charge to change Your child's attendance schedule to include more days (i.e. changing from a 3-day attendance schedule to a 5-day attendance schedule). Please note that if a holiday falls on an attendance day, there are no makeup days allowed of any kind for any missed attendance day or schedule.

### TERM OF AGREEMENT

The term of this Agreement is one calendar year from the effective date of this Agreement. This Agreement shall automatically renew on the anniversary date until the School is notified in writing otherwise.

### AGREEMENT TERMINATION

Should it become necessary to terminate Your child's enrollment at the School, such actions will be based upon the following criteria. First, any actions jeopardizing the health and safety of any student will be grounds for termination. Second, any actions impeding the orderly management of the School will be grounds for termination.

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## ENROLLMENT AGREEMENT PAGE 5 OF 7

Any agreement termination and/or tuition refund will be issued at the discretion and judgment of the School director based upon the above criteria.

### **OUTSIDE TEACHER EMPLOYMENT**

Any outside teacher employment (i.e. babysitting, tutoring, teaching, etc.) from Mountain Boulevard Montessori School is strictly prohibited, as it is a conflict of interest for teachers, students and parents within the school.

### **ANNUAL MATERIAL FEE**

There is an annual materials fee due yearly in September in the amount of \$150.00. This cost covers a wide array of student's individual workbooks, class materials (pencils, colored pencils), photocopying and refurbishing/repair of Montessori materials, integration of new classroom materials, etc.

### **STUDENT PERSONAL ITEMS**

The School shall not be held responsible for damages or loss to any personal belongings especially items such as toys, family items, personal items (such as blankets, clothing, etc.) or other items considered to be special to the child that can occur as a result of being brought to School. It is preferable that the aforementioned not be brought to the School. Please clearly label all items that Your child's name that is brought to School (clothes, blankets, food containers, etc.)

### **STUDENT PHOTOS**

Taking photos of any student enrolled in the School other than your own child while on the School grounds is not permitted. Taking photos of students other than your child can create a potential safety hazard as the School has no control over where these pictures end up (social media websites, etc.) Taking photos while on school grounds also causes a disruption to normal daily functions. Please speak with the School Director to clarify this policy.

### **STUDENT RECORDS/IMMUNIZATIONS**

Each individual students files are considered to be confidential information that is available to a child's parents/guardians upon request. Upon Your child's initial attendance at the School, an up-to-date immunization record and signed by a doctor, is required for each child by the State of California Department of Health and Human Services.

### **SCHOOL EVALUATION CONTRACT PROVISIONS**

The policy, protocol, and enrollment contract clause for school evaluations for student leaving and/or graduating from our program.

Any school evaluation(s) performed for any student is subject to the following policy:

- The first school evaluation is performed pro bono.
- Any additional evaluations and/or copies are subject to a \$50.00 per evaluation/copy.

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## ENROLLMENT AGREEMENT PAGE 6 OF 7

### **ARBITRATION OF DISPUTES**

The School and Parent(s)/Guardian(s) agree that any dispute or claim in law or equity arising between them out of this Agreement or any other transaction or incident shall be decided by neutral binding arbitration. The arbitrator shall be a retired judge or justice, or any attorney with at least 5 years of experience as an arbitrator. The parties shall have the right to discovery in accordance with California Code of Civil Procedure section 1283.05. In all other respects the arbitration shall be conducted in accordance with Title 9 of Part 3 of the Code of Civil Procedure. Judgement upon the award of the arbitrator(s) may be entered into any court having jurisdiction. Enforcement of this agreement to arbitrate shall be governed by the Federal Arbitration Act. Exclusions from the agreement for arbitration of disputes are specified in paragraph entitled 'EXCLUSIONS FROM ARBITRATION DISPUTES'.

NOTICE: BY INITIALING IN THE SPACE BELOW YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP YOUR JUDICIAL RIGHTS TO DISCOVERY AND APPEAL. UNLESS THOSE RIGHTS ARE SPECIFICALLY INCLUDED IN THE ARBITRATION OF DISPUTES PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE CALIFORNIA CODE OF CIVIL PROCEDURE. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY.

WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION TO NEUTRAL ARBITRATION.

School's Initials \_\_\_\_\_ Parent(s')/Guardian(s') Initials \_\_\_\_\_

### **EXCLUSIONS FROM ARBITRATION DISPUTES**

The preceding 'ARBITRATION OF DISPUTES' provision does not apply to any matter that is within the jurisdiction of a probate court, small claims court (as set forth in California Code of Civil Procedure section 116.110 *et seq.*), or bankruptcy court.

### **RIGHTS OF THE LICENSING AGENCY**

Department of Social Services/Community Care Licensing (DSS/CCL) requires that parents are informed of the rights reserved under Title 22 by DSS/CCL to interview and examine children without parental notification.

### **NOTICE OF NON-DISCRIMINATION**

Mountain Boulevard Montessori School is operated on a non-discriminatory basis.

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## ENROLLMENT AGREEMENT PAGE 7 OF 7

I/We have read, understand, and agree to the provisions and conditions of this enrollment agreement and give my/our permission for my/our children to attend Mountain Boulevard Montessori School.

My child(ren) \_\_\_\_\_ will be enrolled at the monthly tuition rate of \_\_\_\_\_ for full-time (Monday-Friday) attendance or at the monthly tuition rate of \_\_\_\_\_ for part time attendance of either (Monday, Wednesday, Friday) or (Tuesday, Thursday) schedule.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Acceptance on behalf of Mountain Boulevard Montessori School

Authorized signature \_\_\_\_\_ Date \_\_\_\_\_

**"Our care of the children should be governed not by the desire to 'make them learn things', but by the endeavor always to keep burning within them the light which is called intelligence" – Maria Montessori**



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## STUDENT TUITION FEES

STUDENTS 3-6 YEARS OF AGE			
<input type="checkbox"/>	<b>5 FULL DAYS</b>	(MONDAY - FRIDAY)	<b>INCLUSIVE OF PRICE*</b>
<input type="checkbox"/>	<b>3 FULL DAYS</b>	(MONDAY, WEDNESDAY, FRIDAY)	<b>INCLUSIVE OF PRICE*</b>
<input type="checkbox"/>	<b>2 FULL DAYS</b>	(TUESDAY, THURSDAY)	<b>INCLUSIVE OF PRICE*</b>

**Inclusive classes/instruction to the cost of tuition for the 3-6 age group are as follows:**

- Music & Movement class
- Music Education Class
- Art instruction
- Mandarin and Spanish language instruction
- Gymnastics class
- Age-appropriate work with Wi-Fi computers
- Three separate snacks are given each day which consist of fruit/vegetables, milk and juice
- Parents are expected to provide their child's individual lunch. Microwaves are available for parents that provide a heat-up meal or container for their child
- An extra diapering fee of \$50.00 per month **may be included** in the cost of tuition if its determined that a child is three years of age and not toilet-trained. This fee will be incurred until it is determined by the School that the child has been accident-free for a **minimum of a two-week period**.
- **Please note - An annual material-fee of \$150.00 per student is due every September**

STUDENTS 2-3 YEARS OF AGE			
<input type="checkbox"/>	<b>5 FULL DAYS</b>	(MONDAY - FRIDAY)	<b>INCLUSIVE OF PRICE*</b>
<input type="checkbox"/>	<b>3 FULL DAYS</b>	(MONDAY, WEDNESDAY, FRIDAY)	<b>INCLUSIVE OF PRICE*</b>
<input type="checkbox"/>	<b>2 FULL DAYS</b>	(TUESDAY, THURSDAY)	<b>INCLUSIVE OF PRICE*</b>

**Inclusive classes/instruction to the cost of tuition for the 2-3 age group are as follows:**

- Music & Movement class
- Music Education Class
- Art instruction
- Mandarin and Spanish language instruction
- Gymnastics class
- Age-appropriate work with Wi-Fi computers
- Also included are three separate snacks during each day which consist of fruit/vegetables, milk and juice
- Parents are expected to provide their child's individual lunch. Microwaves are available for parents that provide a heat-up meal or container for their child
- A diapering fee of \$50.00 per month is included in the cost of tuition for the entire year that Your child is two years of age. Our School does assist children in the toilet-training process. When Your child turns three years of age, it is re-evaluated if Your child is toilet trained. The fee is continued **through the age of three** if the child is not yet toilet trained. After the child has reached age three, the fee is discontinued from the cost of tuition **only if** the child has demonstrated to be accident free for a **minimum two-week period**.
- **Please note - An annual material-fee of \$150.00 per student is due every September**

FAMILY INFORMATION	MOTHER	FATHER
FIRST AND LAST NAME (PLEASE PRINT):		
HOME ADDRESS CITY, STATE, ZIP CODE:		
HOME PHONE NUMBER:		
CELL PHONE NUMBER:		
EMAIL ADDRESS:		
WORK ADDRESS:		
CITY, STATE, ZIP CODE:		
WORK PHONE NUMBER:		
EMERGENCY PICK-UP PERSONS	EMERGENCY CONTACT INFORMATION	
FIRST & LAST NAME (PRINT):		
HOME PHONE NUMBER:		
CELL PHONE NUMBER:		

### HOW DID YOU HEAR ABOUT MOUNTAIN BOULEVARD MONTESSORI SCHOOL?

- WEB SEARCH/OTHER (PLEASE LIST): \_\_\_\_\_
  REFERRED BY: \_\_\_\_\_  
 EDUCATIONAL PUBLICATION (PLEASE LIST): \_\_\_\_\_
  WORD OF MOUTH

### ENROLLMENT INFORMATION

#### ENROLLMENT PROCEDURES

- Mountain Boulevard Montessori School *does not* maintain a waiting list. We require the following to reserve a position:
- A \$50.00 (*non-refundable*) one-time registration-fee & projected School start date.
  - One month's tuition deposit (*non-refundable*) to be applied the last month that Your child attends School.
  - An annual material-fee of \$150.00 per student is due every September and is *non-refundable*.
  - Up-to-date list of medical immunizations from Your child's doctor.

DATE YOU WISH YOUR CHILD(REN) TO START SCHOOL: \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

#### FOR OFFICE USE ONLY

IMMUNIZATIONS REQUESTED ___/___/___	REGISTRATION FEE RECEIVED ___/___/___	PAYMENT TYPE _____
IMMUNIZATIONS RECEIVED ___/___/___	LAST MO. DEPOSIT RECEIVED ___/___/___	PAYMENT TYPE _____
ENROLLMENT AGREEMENT SIGNED ___/___/___	MATERIAL FEE RECEIVED ___/___/___	PAYMENT TYPE _____
EMERG. CARE/CONSENT SIGNED ___/___/___	ATTENDANCE START DATE ___/___/___	
CCL PARENT'S PERSONAL RIGHTS SIGNED (3 PAGES) ___/___/___	LANGUAGE(S) SPOKEN AT HOME _____	

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## APPLICATION FOR ENROLLMENT

STUDENT INFORMATION		PLEASE CHECK DESIRED PROGRAM SCHEDULE
LAST NAME:		<b>STUDENTS 3-6 YEARS OF AGE</b>  <input type="checkbox"/> 5 Full-Days per week (Mon-Fri) <input type="checkbox"/> 3 Full -Days per week (Mon/Weds/Fri) <input type="checkbox"/> 2 Full -Days per week (Tues/Thurs)
FIRST NAME:		
MIDDLE NAME:		
DATE OF BIRTH:		
CITY OF BIRTH:		
STATE OF BIRTH:		
CHILD'S GENDER:	<input type="checkbox"/> MALE  <input type="checkbox"/> FEMALE	<b>STUDENTS 2-3 YEARS OF AGE</b>  <input type="checkbox"/> 5 Full-Days per week (Mon-Fri) <input type="checkbox"/> 3 Full -Days per week (Mon/Weds/Fri) <input type="checkbox"/> 2 Full -Days per week (Tues/Thurs)

FAMILY STATUS	
PARENTS ARE:	<input type="checkbox"/> Together <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Parents Deceased
STUDENT RESIDES WITH (CHECK ONE):	<input type="checkbox"/> Both Parents <input type="checkbox"/> Father (only) <input type="checkbox"/> Mother (only) <input type="checkbox"/> Shared Custody <input type="checkbox"/> Guardian
IF DIVORCED/SEPARATED PLEASE LIST CUSTODY SCHEDULE:	_____
CHILD HAS:	<input type="checkbox"/> Stepparent      How long with child? _____
LIVING WITH SIGNIFICANT OTHER:	<input type="checkbox"/> Yes <input type="checkbox"/> No      How long with child? _____
OTHER PERSON(S) LIVING IN SAME HOUSEHOLD: (name, age, sex, relationship to child)	1. _____ 2. _____

<b>FAMILY INFORMATION</b>	<b>MOTHER</b>	<b>FATHER</b>
FIRST AND LAST NAME (PLEASE PRINT):		
PARENT'S AGE:		
HOME ADDRESS:		
CITY, STATE, ZIP CODE:		
HOME PHONE NUMBER:		
CELL PHONE NUMBER:		
EMAIL ADDRESS:		
SOCIAL SECURITY NUMBER:		
OCCUPATION/EMPLOYER:		
WORK HOURS:		
WORK ADDRESS:		
CITY, STATE, ZIP CODE:		
WORK PHONE NUMBER:		

<b>AUTHORIZED PICK-UP PERSONS</b>	<b>PICK-UP # 1</b>	<b>PICK-UP# 2</b>	<b>PICK-UP # 3</b>
FIRST & LAST NAME (PRINT):			
CITY, STATE, ZIP CODE			
HOME PHONE NUMBER:			
BUSINESS PHONE NUMBER:			
CELL PHONE NUMBER:			
RELATIONSHIP TO CHILD:			
EMERGENCY MEDICAL AUTHORIZATION?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>PERSONS <u>NOT</u> AUTHORIZED TO PICK-UP CHILD: (PLEASE LIST FULL NAME AND RELATIONSHIP TO CHILD)</b>	1. _____ 2. _____
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<b>EATING HABITS</b>	
DESCRIBE YOUR CHILD'S ATTITUDE TOWARD EATING:	_____
LIST FAVORITE AND DISLIKED FOODS	FAVORITE FOODS: _____ DISLIKED FOODS: _____
DOES YOUR CHILD HAVE ANY FOOD ALLERGIES? DESCRIBE:	_____
<b>DEVELOPMENTAL HISTORY</b>	
TYPE OF BIRTH:	<input type="checkbox"/> Normal <input type="checkbox"/> Pre-mature  <input type="checkbox"/> Complications- describe _____
AGE YOUR CHILD:	Sat-up: _____      Walked: _____ Crawled: _____      Talked: _____
CHILD'S DOMINANT HAND:	<input type="checkbox"/> Left <input type="checkbox"/> Right
DOES YOUR CHILD HAVE ANY SPEECH DIFFICULTIES? DESCRIBE:	_____
DOES YOUR CHILD NEED ASSISTANCE WITH:	<input type="checkbox"/> Dressing/Undressing <input type="checkbox"/> Eating <input type="checkbox"/> Washing hands

<b>SLEEPING HABITS</b>	
YOUR CHILD'S ATTITUDE TO BEDTIME	_____
CHILD'S SLEEP SCHEDULE	TIME CHILD GOES TO BED: _____ TIME CHILD WAKES UP: _____
DOES YOUR CHILD SLEEP THROUGH THE NIGHT & TAKE NAPS?	<input type="checkbox"/> Yes <input type="checkbox"/> No      TAKE NAPS? <input type="checkbox"/> Yes <input type="checkbox"/> No
DOES YOUR CHILD TAKE ANYTHING TO BED? DESCRIBE:	_____

<b>EATING HABITS</b>	
DESCRIBE YOUR CHILD'S ATTITUDE TOWARD EATING:	_____
LIST FAVORITE AND DISLIKED FOODS	FAVORITE FOODS: _____ DISLIKED FOODS: _____
DOES YOUR CHILD HAVE ANY FOOD ALLERGIES? DESCRIBE:	_____

TOILETING HABITS	
CAN YOUR CHILD BE RELIED UPON TO INDICATE HIS/HER BATHROOM NEEDS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
DOES YOUR CHILD NEED ASSISTANCE IN TOILETING?	<input type="checkbox"/> Yes <input type="checkbox"/> No Describe _____
DOES YOUR CHILD NEED TO GO MORE OFTEN THAN USUAL FOR HIS/HER AGE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
WHAT WORDS DOES YOUR CHILD USE FOR BOWEL MOVEMENT?	_____ Urination _____
WAS YOUR CHILD DIFFICULT TO TRAIN?	<input type="checkbox"/> Yes <input type="checkbox"/> No Describe _____
ANY DAYTIME ACCIDENTS?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Occasionally
ANY NIGHTTIME ACCIDENTS?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Occasionally

MEDICAL INFORMATION	
WHO WILL PROVIDE CARE WHEN CHILD IS ILL AND CANNOT ATTEND SCHOOL?	_____
ANY ALLERGIES? PLEASE CHECK	<input type="checkbox"/> Animals (describe) _____ <input type="checkbox"/> Pollen <input type="checkbox"/> Other (describe) _____
CHILD'S REACTION TO FEVER OR ILLNESS?	_____

MEDICAL CARE INFORMATION	PEDIATRICIAN	DENTIST
PROVIDER:		
DOCTOR'S NAME:		
ADDRESS:		
CITY, STATE, ZIP CODE:		
PHONE NUMBER:		
MEDICAL PLAN NUMBER:		
ALTERNATE DOCTOR NAME/PHONE:		
EMERGENCY HOSPITAL PREFERENCE:		
PARENT SIGNATURE & DATE:		

**SOCIAL & EMOTIONAL RELATIONSHIPS**

HAS YOUR CHILD HAD PREVIOUS GROUP CHILD CARE EXPERIENCES?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If so, where? _____ How long? _____
WHAT WAS HIS/HER EXPERIENCE THERE?	_____		
WHO HAS CARED FOR YOUR CHILD OTHER THAN PARENTS?	_____		
HOW DOES YOUR CHILD GET ALONG WITH PARENTS, SIBLINGS, OTHER CHILDREN?	_____		
DOES YOUR CHILD HAVE DIFFICULTY SEPARATING FROM HIS/HER FAMILY?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
HOW DO YOU HANDLE THE SITUATION?	_____		
OUTDOOR PLAY AT HOME FOR YOUR CHILD?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
DOES YOUR CHILD HAVE DIFFICULTY SHARING/PLAYING WITH OTHER CHILDREN?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	HAVE NEIGHBORHOOD PLAYMATES? <input type="checkbox"/> Yes <input type="checkbox"/> No
DESCRIBE ANY FEARS/SPECIAL ISSUES:	_____		
SITUATIONS THAT UPSET YOUR CHILD?	_____		
HOW DOES HE/SHE REACT TO THESE SITUATIONS?	_____		
DESCRIBE YOUR CHILD'S PERSONALITY	_____		
WHAT ARE YOUR EXPECTATIONS OF OUR SCHOOL?	_____		

# Mountain Boulevard Montessori School

4432 MOUNTAIN BOULEVARD • OAKLAND, CA 94619 • PHONE (510) 482 - 2850 • FAX (510) 482 - 0326

EMAIL - mtnblvd@aol.com    www.mtnblvd.com

## EMERGENCY CARE AND PERMISSION FORM

CHILD'S FULL NAME:	
DATE OF BIRTH:	
LIST ANY KNOWN ALLERGIES:	
DATE OF LAST TETANUS SHOT:	
OTHER EMERGENCY INFORMATION:	

FAMILY INFORMATION	MOTHER	FATHER
FIRST AND LAST NAME (PLEASE PRINT):		
HOME ADDRESS:		
CITY, STATE, ZIP CODE:		
HOME PHONE NUMBER:		
CELL PHONE NUMBER:		
EMAIL ADDRESS:		
SOCIAL SECURITY NUMBER:		
OCCUPATION/EMPLOYER:		
WORK HOURS:		
WORK ADDRESS:		
CITY, STATE, ZIP CODE:		
WORK PHONE NUMBER:		

MEDICAL CARE INFORMATION	PEDIATRICIAN INFORMATION
PROVIDER:	
DOCTOR'S NAME:	
ADDRESS:	
CITY, STATE, ZIP CODE:	
PHONE NUMBER:	
MEDICAL PLAN NUMBER:	
ALTERNATE DOCTOR NAME/PHONE:	
EMERGENCY HOSPITAL PREFERENCE:	



AUTHORIZED PICK-UP PERSONS	EMERGENCY CONTACT # 1	EMERGENCY CONTACT # 2	EMERGENCY CONTACT # 3
FIRST & LAST NAME (PRINT):			
CITY, STATE, ZIP CODE			
HOME PHONE NUMBER:			
BUSINESS PHONE NUMBER:			
CELL PHONE NUMBER:			

In case of accident or emergency, if Parent or Legal Guardian cannot be reached, I authorize a School representative to make necessary arrangements for my child to receive medical care, dental, or hospital care including transportation. I further authorize the designated physician to undertake such care and treatment. In any event said Doctor is not available, I authorize such care and treatment to be performed by an licensed physician or surgeon. Any expenses will be incurred by myself.

Parent's or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Child's name \_\_\_\_\_ born on \_\_\_\_\_ is being studied for readiness to enter Mountain Boulevard Montessori School. Mountain Boulevard Montessori School provides a program that extends from \_\_\_7:30\_\_ a.m. to \_\_\_6:00\_\_ p.m. for \_\_\_\_\_ days per week. Please provide a report on the above named child using the forms below. I hereby authorize the release of medical information in this report to Mountain Boulevard Montessori School.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

## PHYSICIAN REPORT TO BE COMPLETED BY A LICENSED DOCTOR

Problems we should be aware of: \_\_\_\_\_

Hearing _____	Vision _____
Allergies _____	Insect Stings _____
Development _____	Food _____
Language/speech _____	Asthma _____

Medication prescribed/Special routine/Restrictions: \_\_\_\_\_

Other/Comments: \_\_\_\_\_

## IMMUNIZATION HISTORY (Fill out or attach California Immunization Record PM-298)

	1st Dose	2nd Dose	3rd Dose	4th Dose	5th Dose
<b>Polio</b>					
<b>DPT</b>					
<b>MMR</b>					
<b>HIB</b>					
<b>Hep B</b>					
<b>Varicella</b>					

**Screen of TB Risk Factors:**

- Risk factors not present, TB skin test not required     
  Risk factors present, ManToux TB skin test performed  
 Communicable TB disease not present

I have  have not  reviewed the above information with the parent/guardian

Physician \_\_\_\_\_ Date of Examination \_\_\_\_\_

Address \_\_\_\_\_ Date this form completed \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ License Number \_\_\_\_\_

**CHILD CARE CENTER**

## NOTIFICATION OF PARENTS RIGHTS

### PARENTS RIGHTS

As a parent/Authorized Representative, You have the right to:

- (1) Enter and inspect the childcare center without advance notice whenever children are in care.
- (2) File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
- (3) Review, at the childcare center, reports of licensing visits and substantiated complains against the licensee made during the last three years.
- (4) Complain to the licensing office and inspect the childcare center without discrimination or retaliation against Your child.
- (5) Request in writing that a parent not be allowed to visit Your child or take Your child from the child care center, provided You have shown a certified copy of a court order.
- (6) Receive from the licensee the name, address and telephone number of the local licensing office.  
Licensing Office Name: Community Care Licensing  
Licensing Office Address: 1515 Clay Street Oakland, CA 94612  
Licensing Office Telephone #: (510) 622-2602
- (7) Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that name of the person may also be obtained by contacting the local licensee office.
- (8) Receive, from the licensee, the Caregiver background check process form.

*NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO THE CHILDREN IN CARE.*

-----  
DETACH HERE AND GIVE UPPER PORTION TO PARENTS

**ACKNOWLEDGMENT OF NOTIFICATION OF PARENTS RIGHTS**  
*(Parent/Authorized Representative Signature Required)*

I, the parent/authorized representative of \_\_\_\_\_ have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

Name of the child care center:

Mountain Boulevard Montessori School 4432 Mountain Boulevard Oakland, CA 94619-3045

Signature of the representative/guardian \_\_\_\_\_ Date \_\_\_\_\_

*Note: This acknowledgment must be kept in child's file and copy of the Notification given to the parent/authorized representative.*

**PERSONAL RIGHTS**

**Child Care Facilities**

Personal Rights, see Section 101223 of the California Code of Regulations for waiver conditions for Child Care Centers. Child Care Facilities. Each child receiving services from a child care facility shall have rights with include, but are not limited to the following:

- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
- (2) To be accorded safe, healthful and comfortable accommodations, furnishings, and equipment to his/her needs.
- (3) To be free from corporal punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including by not limited to: interference with daily living functions, including eating, sleeping or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information including confidentiality.
- (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In child care facilities, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s) or guardian(s) of the child.
- (6) Not to be locked in any room, building, or facility premises by day or night.
- (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

COMMUNITY CARE LICENSING 1515 CLAY STREET OAKLAND, CA 94619 (510) 622-2602

-----  
DETACH HERE AND GIVE UPPER PORTION TO PARENTS

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE

PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of submission to:

Mountain Boulevard Montessori School Oakland, CA 94619-3045

Print the name of the child \_\_\_\_\_

Signature of the representative/parent/guardian \_\_\_\_\_

Title of representative/parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

**EMERGENCY MEDICAL CONSENT FORM**

**Authorization for Third Party to consent to Treatment of Minor Lacking Capacity to Consent**  
**I/We, the undersigned, parent(s)/person(s) having legal custody/legal guardian of**

\_\_\_\_\_ a minor, do hereby authorize Mountain Boulevard Montessori School as agent(s) for the undersigned to consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care to be rendered to the minor under the general or special supervision and upon advice of a physician and surgeon licensed under the provisions of the Medical Practice Act or to consent to an x-ray examination, anesthetic, dental or surgical diagnosis or treatment and hospital care to be rendered to the minor by a dentist licensed under the provisions of the Dental Practice Act.

It is understood that this authorization is given in advance of any specific diagnosis, treatment, or hospital care being required but is given to provide authority to empower on the part of the aforesaid agent(s) to give specific consent to any and all such diagnosis, treatment, or hospital care which a physician, meeting the requirements of this authorization, any in the exercise of his/her best judgment, deem advisable. This authorization is given pursuant to the provisions of Section 25.8 of the Civil Code of California.

I/We hereby authorize any hospital which has given treatment to the above-named minor pursuant to the provisions of Section 25/8 of the Civil Code of California to surrender physical custody of such minor to my/our above-named(s) upon completion of treatment. This authorization is given pursuant to Section 1283 of the Health and Safety Code of California.

These authorizations will remain in effect until \_\_\_\_\_, 20\_\_\_\_ unless sooner revoked in writing delivered to said agent(s).

Date \_\_\_\_\_

Parent/Legal Guardian  
Having Legal Custody \_\_\_\_\_

Parent/Legal Guardian  
Having Legal Custody \_\_\_\_\_

If signed by other than  
parent indicate relationship \_\_\_\_\_

# Check List for the 1<sup>st</sup> Day of School

- \* Tuition Check, Last Month's Deposit & Material Fees
  
- \* Immunization records completed, up-to-date, sign by physician
  
- \* All paperwork completed including agreement, enrollment information signed using full signature
  
- \* All contact numbers and addresses (home, work, cell, e-mail)
  
- \* Lunch box (with Your child's name on it)
  - \* Ice pack, if necessary
  - \* Labeled containers
  - \* Heat-up items placed on heat-up tray
  
- \* Items for the cubby (please label all items with Your child's name)
  - \* Small blanket for napping
  - \* Large, zip-lock bag with a change of clothing
  - \* Diapers, wipes, ointment (if needed)
  - \* Picture of your child for their cubby
  - \* Tips for easing any transition issues
  
- \* Try to say a quick good-bye and reassure your child that you will return soon.
  
- \* Then leave child with one of the teachers, either inside or outside. All of the School staff is well trained and sensitive to any and all transition issues that could come up.

If you have any questions, please feel free to ask. We are here to help you.

Thank you and welcome!