

Abner Montessori School Inc.
432 East Boundary Street
P.O. Box 158
Chapin, SC 29036
(803) 345-9428
www.abnermontessori.com



2010-2011

Parent Enrollment Checklist

Pre-Primary Class

- Enrollment Application - Signed
- Tuition Agreement - Signed
- S.C. Certificate of Immunization - DHEC Form 1148
- Policy and Permission Form Signed
- Consent for School Directory Listing
- \$300 Deposit for 2010-2011 School Year
- Statement of Child's Health - DSS Form 2900



Enrollment Application

I. Child's Information

Child's Name: _____ Date of Birth: _____
Preferred Name: _____ Gender: _____
Home Address: _____ SS#(Last 4 digits): _____
City, State, Zip: _____
Child's Physician: _____ Physician Phone: _____
Allergies/Special Needs: _____
(Please attach special instructions)

II. Parent's Information

A. *Mother/Guardian*

Name: _____ Home Phone #: _____
SS# (Last 4 digits): _____ Cell Phone #: _____
Home Address: _____ Email Address: _____
City, State, Zip: _____
Employer: _____ Work Phone #: _____
Work Address: _____ Work Hours: _____

B. *Father/Guardian*

Name: _____ Home Phone #: _____
SS# (Last 4 digits): _____ Cell Phone #: _____
Home Address: _____ Email Address: _____
City, State, Zip: _____
Employer: _____ Work Phone #: _____
Work Address: _____ Work Hours: _____



Enrollment Application Continued

Parent's Marital Status: Married Single Separated Divorced Widowed

If Divorced, who has legal custody: _____

List Members of Child's Household

Relationship to Child

III. Emergency Contact Information (If parents cannot be reached)

Name:

Work #:

Home #:

Persons Authorized to Pick Up Child

Family Code Word: _____

* Family code word is used in emergency situations when parents can not contact the school to let us know someone different will pick up your child. If they give us the code word, we will know they are authorized to pick up your child.

IV. What is your best estimate for how long you plan to remain at Abner Montessori School?

(check all that apply)

- Early Childhood Program, 3-5 year olds (Includes Kindergarten year)
- Lower Elementary, 1-3 grade

Signature of Parent/Guardian: _____

Date _____

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2010-2011

Abner Montessori Tuition Agreement
Pre-Primary Class

Enrollment commitment is for the full school year, starting August 9, 2010 ending June 3, 2011 (42 weeks).

Tuition Plans

\$6,800.00 School Year Tuition

\$ 680.00 Monthly Tuition

\$300.00 Non-Refundable Deposit to be applied towards December's tuition

Tuition covers all meals and field trips. We do not charge enrollment fees, materials fees, or any other hidden fees.

Monthly tuition payments are due in advance on the first school day of each month. A late fee of \$20.00 will be added for payments received after the close of business on the seventh day of month. Returned checks will be surcharged a \$20.00 bank processing fee. To reserve a place for your child a non-refundable \$300.00 commitment fee is due with the enrollment application. Please note that this fee will be deducted from your December's tuition.

* Note: After school care is included in the tuition for the pre-primary class which includes Spring Break and Christmas holidays when the facility is open.

Tuition Agreement

I understand and agree to all terms of this financial agreement. I commit to enrolling my child,

_____, and I agree to pay tuition in 10 monthly payments on the first school day of each month.

Parent/Guardian Signature

Date



Policy and Permission Form

Discipline Policy

In keeping with the Montessori philosophy, the use of physical punishment is strictly prohibited. Discipline consists of positive reinforcement and conflict resolution as described in the Abner Montessori Parent Handbook. Aggressive behavior intended to harm others will not be tolerated and parents will be informed. The Director reserves the right to ask parents to withdraw students who refuse to respect the rights of other members of the Abner community.

Confidentiality of Records

Children's records are open only to the particular child's teacher, the director(s) or director designee, authorized employees of the Department of Social Services, and the child's parent or legal guardian.

Parents' Permission

Playground/Activities Permission

I hereby grant permission for my child to use all of Abner Montessori School's play equipment and participate in all activities of the school.

Transportation Permission

I hereby grant permission for my child to leave the school premises under the supervision of teachers and chaperones for the purpose of educational field trips. I grant permission for my child to be transported to and from local field trips (within four miles of school) on the Abner Montessori/Chapin Children's Center transportation.

Medical Assistance Permission

I hereby grant permission for teachers, staff, or director to take whatever steps necessary to obtain emergency medical care if warranted. These steps include, but are not limited to:

- 1) Attempt to contact parent or guardian.
- 2) Attempt to contact child's physician.
- 3) Attempt to contact parent or guardian through any persons listed in emergency information completed on Enrollment Application.
- 4) If unable to contact parent/guardian we may call another physician, call an ambulance, or transport the child to the hospital.
- 5) Any expenses incurred under #4 will be the responsibility of the child's family.
- 6) Abner Montessori School will not assume any responsibility for anything that may happen if false information is given at any time.

Media Permission

I hereby grant Abner Montessori School my permission to use my child's image in any media pertaining to the school but not limited to newsletter, website images, bulletins and news articles.

I have read and agree to the policies and procedures of Abner Montessori School for the 2010-2011 school year.

Child's Name

Parent's Name

Parent's Signature

Date



ADMISSIONS QUESTIONNAIRE

Abner Montessori School respects each individual child. Our admission process is designed to help us find the right fit between school, student, and family. Please answer the following questions and feel free to give us any information that you feel would be helpful in getting to know your child.

Student's Name _____

- Why have you chosen to apply to Abner Montessori School?

- What kind of care has your child received outside your home (day care, play groups, with grandparents, etc.)?

- What activities does your child enjoy outside of school? (i.e. – sports, hobbies, scouts, etc.)

- What previous school experience has your child had? (type of school and years attended)

- What do you hope your child will gain from a Montessori environment?

- Does your child have any special behavior problems? If yes, please specify.

- Have there been any unusual occurrences in your child's life? (death in the family, extended hospitalization, moving, divorce, etc.) Nature and date.
- Describe your child's social relationships with adults and other children.
- Is your child toilet trained? _____ Partially _____ Completely _____
- Does your child have any special fears or worries? _____ If so, please specify. How does he/she express concern?
- Does your child have any speech/hearing problems or learning differences or disabilities? _____ If yes, please specify.
- If so, is he/she receiving special help for this?
- Does your child have any special medical needs or allergies? _____ Please specify.
- Do you have any comments that you feel may add to our understanding of your child and his/her needs? (adoption, special family circumstances, etc.)



Consent for Student Directory Listing

Abner Montessori School is creating a student directory for the students and families. The directory will be used by Abner families only and will include the information listed below for each enrolled student.

Please complete the bottom of this letter for us to use in compiling this information. Be sure to print your information the way you would like it to appear in the directory.

Thank you for your assistance in this matter.

Abner Montessori has my permission to display the following information in the student directory:

Student: _____

Parent(s): _____

Address: _____

Phone #: _____

E-mail: _____

Parent/Guardian Signature: _____

Please do not include our family information in the Abner Student Directory.

Parent/Guardian Signature: _____

South Carolina Department of Social Services
Child Care Regulatory Services

GENERAL RECORD AND STATEMENT OF CHILD'S HEALTH FOR ADMISSION
TO CHILD CARE FACILITY

This form is to be completed for each child at the time of enrollment in the child care facility, updated annually thereafter, and maintained on file at the facility.

GENERAL INFORMATION: (to be completed by Parent or Guardian)

Name of Facility: Abner Montessori School County: Lexington

Address: 432 East Boundary Street Chapin, SC 29036
Street Address – no Post Office Boxes City, State, Zip

Child's Name: _____
Last First Middle Initial Nick Name

Date of Birth: _____ Enrollment Date: _____

Child's Current Home Address: _____
Street Address City, State, Zip

Parent/Guardian's Full Name: _____

Home Phone: _____ Work Phone: _____ Other Phone: _____

Parent/Guardian's Full Name: _____

Home Phone: _____ Work Phone: _____ Other Phone: _____

You must have two individuals who have the authority to obtain emergency medical treatment for the child.

1. Person responsible if parent/guardian unavailable for emergency medical services:

Full Name Relationship
Address: _____
Street Address City, State, Zip
Telephone Number(s): _____ Family Code Word(s): _____

2. Person responsible if parent/guardian unavailable for emergency medical services:

Full Name Relationship
Address: _____
Street Address City, State, Zip
Telephone Number(s): _____ Family Code Word(s): _____

Is Child currently enrolled in school? (5K up to 6 years old) Yes No

My Child will regularly attend this facility FROM _____ am/pm TO _____ am/pm

If Child is a drop-in, indicate hours of care: FROM _____ am/pm TO _____ am/pm

Check all days Child will regularly attend this facility: Mon Tue Wed Thurs Fri Sat Sun

Check all meals Child will receive daily: Meals are not offered Breakfast Morning Snack Lunch

Afternoon Snack Dinner Evening Snack

HEALTH INFORMATION: (to be completed by Parent or Guardian)

Family Physician or Health Resource: _____
Name

Street Address City, State, Zip Telephone

Emergency Care Provider: _____
Emergency Facility Name

Street Address City, State, Zip Telephone

Dental Care Provider: _____
Name

Street Address City, State, Zip Telephone

Health Insurance Provider: _____

Certificate of Immunization: Yes No N/A Please explain: _____

My child has the following health conditions such as allergies, asthma, diabetes, epilepsy, etc., and/or takes the following medications on a regular basis:

Additional Comments: _____

I certify that to the best of my knowledge _____
Child's Name

is in good mental and physical health and able to participate in the child care program at

Name of Child Care Facility

Signature: _____ Date: _____
Parent or Guardian

Signature: _____ Date: _____
Director/Operator/Staff Designee