



August, 2011

Dear Parents,

I would like to take this opportunity of welcoming you back to the Rolling Hills Montessori Family!

Enclosed herewith are all the forms required for re-admission. This year we will again be having a 'Registration Day' on Friday, September 2<sup>nd</sup> between 9:00 a.m. and 3:00 p.m. so that you can bring all the forms to school on this day. The first official day of school will be on Tuesday, September 6<sup>th</sup>.

Student Check List:

- 2011 - 2012 school year calendar
- Parent Admission Agreement
- Admission Policy 2011 - 2012
- Physician's Report (if any changes)
- Identification and Emergency Information (if any changes)
- Extra Curricular Class Enrollment Forms \*\*
- Kelly's Korner Menu

\*\* These will be placed in your child's file folder on registration day.

Thanks again for being such a valued part of Rolling Hills Montessori. We look forward to seeing you all soon.

All our best  
The Rolling Hills Montessori Staff

26825 Rolling Hills Road, Rolling Hills Estates, CA 90274 tel. 310 377 5722

[www.rollinghillsmontessori.com](http://www.rollinghillsmontessori.com)

A CALIFORNIA CORPORATION



## **2011 - 2012 School Calendar**

September 2	Registration Day
September 6	First day of school
September 16	Family BBQ Night 5:00 p.m. – 7:00 p.m.
October 14	Back to School Night 6:00 p.m. - 8:00 p.m.
October 31	Halloween Parade 9:30 a.m. – 10:30 a.m.
November 11	NO SCHOOL - in observance of Veteran's Day
November 23	Minimum Day - Noon Dismissal for all students
November 24 & 25	NO SCHOOL - Thanksgiving
December 8 & 9	Parent Conferences - No school, only childcare
December 16	Winter Sing Song Presentation 9:30 a.m. Minimum Day - Noon Dismissal for all students
December 19 - January 1	Winter Break - School resumes January 2 <sup>nd</sup>
January 16	NO SCHOOL - Martin Luther King Jr. observance
February 20	NO SCHOOL – President's Day
March 30	Minimum Day - Noon Dismissal for all students
April 2- April 6	Spring Break - School resumes April 9 <sup>th</sup>
April 13	Picture Day (Class and Individual) 9:30 a.m.
May 4	International Day Celebrations 9:30 a.m. - 11:00 a.m.
May 7 - 11	Teacher Appreciation Week
May 28	NO SCHOOL - Memorial Day
June 7 & 8	Parent Conferences - No school, only childcare
June 15	Minimum Day - Noon Dismissal - Last Day of School 1:00 Graduation for all graduates and families only.



## Parent Admissions Agreement

This Admissions Agreement is made between Rolling Hills Montessori and \_\_\_\_\_ (parent or guardian) for the care of \_\_\_\_\_ (child's name).

**Services Offered:** Rolling Hills Montessori offers full day and half day Toddler/Preschool and School age programs as well as a daycare program for children 18 months – 6 years. Each child will receive quality care, a Montessori educational curriculum, opportunities to explore, to play, morning & afternoon snacks and a naptime (optional).

**Admission:** To be enrolled, a complete Registration Form, Parent Admissions Agreement, History and Background form, Immunization Record, and all other state required forms must be on file. This information must be kept current throughout your child's enrollment. Please refer to the Parent Handbook for detailed information on all school policies and procedures. In order to finalize the enrollment process, all required paperwork must be completed in its entirety and submitted to the school office.

**Payment Provision:** The entire academic year can be paid on the first day of school at a discounted rate, or by tuition payments divided into 10 equal installments. Payments are not considered 'by the month' charges. It is the academic year divided into a payment plan for a 10 month period. Payments are billed on the 1<sup>st</sup> of each month. Tuition is not refunded or pro-rated due to absences caused by illness, vacations, or dismissal.

**Rates:**

Toddler: Full Day \$1225 p/m (\_\_\_) Half Day \$975 p/m (\_\_\_)

Pre-Primary: Full Day \$1015 p/m/ (\_\_\_) Half Day \$825 p/m (\_\_\_)

Kindergarten/First Grade \$1100 p/m (\_\_\_)

**Refund Policy:** One month's written notice is required for the withdrawal of your child from the program. The above written notice has to be hand-delivered to the director. If no notice is received, parents agree to be financially responsible for the current and following month of tuition.

Pre-payments and tuition fees cannot be refunded after the end of March.

**Late Fee:** All accounts are to be paid by the 5<sup>th</sup> of each month. A late fee of \$50 will be applied to your account if your payment is after this period. If payment is still outstanding by the end of the month, the school reserves the right to terminate all agreements.

**Other school fees:** A \$350 non-refundable registration fee. A \$150 material fee is also due upon enrollment, and an annual fee thereafter. This fee purchases your child's personal earthquake kit, school directory and also contributes towards scheduled field trips.

**Modification Conditions:** Rolling Hills Montessori reserves the right to modify any of the conditions of this agreement upon 30 day written notice to the parent or guardian.

**Returned Checks:** There will be a \$50 charge (plus a late fee) for any check returned for insufficient funds. If you should have two returned checks, you will need to pay in cash or by money order thereafter.

**Absences and Vacation:** Parents need to call Rolling Hills Montessori by 9:00 a.m. on the day(s) their child will be unable to attend. Continuous expenses make it impossible to give a reduction in tuition for absences and vacation.

**Childcare/Overtime:** Rolling Hills Montessori hours are 7:30 a.m. until 6:00 p.m. Childcare is offered before school from 7:30 a.m. – 8:30 a.m. and after school 3:15 p.m. – 6:00 p.m. Fees for childcare are \$10.00/hr, \$20/day or \$400/month. Any time after 6:00 p.m. will be considered overtime and parents will be charged at a rate of \$2 per minute.

**Optional Services:** Extra curricular classes are offered at an additional fee for the sub-contractors services and paid directly to the organizations. The classes are held during the second recess time. Half day students are welcome to participate, and then just get picked up after the class is concluded.

**Reasons for termination:**

1. See **Late Fee** above regarding delinquency of payment.
2. See **Discipline** in the Parent Handbook. If disruptive behavior persists after discussions with the parents and their observations of their child in the classroom, then Rolling Hills Montessori reserves the right to request that the child be permanently removed from the classroom by the parent at the next incident of disruption.

**RIGHT OF THE LICENSING AGENCY:** The State of California General Licensing Requirements, Section 101200 (b) and (c) states The Department of Licensing Agency shall have the authority to interview children, or staff and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any child(ren), or any staff member, and for the examination of all records relating to the operation of the facility.

In the event that it becomes necessary for Rolling Hills Montessori to recover any debt incurred by the signatory(s) of this document, I/we agree to bear all court costs and collection agency/attorney fees over and above all other sums due.

Acceptance

I/We, the parents of \_\_\_\_\_ have read and agree to the policies and procedures set forth in the Parent Handbook and the Parent Admissions Agreement of Rolling Hills Montessori.

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Parent Signature Date

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Parent Signature Date

## Admission Policy



2011-2012

Rolling Hills Montessori offers a traditional Montessori education to children between the ages of 18 months to 6 years of age. Rolling Hills Montessori school does not discriminate on the basis of race, color, religion, national and ethnic origin in its administration of its educational and admission policies. Applications are accepted throughout the school year, and a recommendation for placement is made after parents observe the classrooms, and interview with the Director.

At Rolling Hills Montessori we intend to honor and respect the true Montessori philosophy. We will offer the most natural life-supporting environment for each child. It is our goal for each child to learn to care deeply about other people and the world, and work to discover a unique and individual way to contribute.

Registration: \$350.00 non-refundable application fee      Other: Materials Fee: \$150.00

Rates: Preschool Half Day (9:00 - 12:00) \$825.00 p/m      Preschool Full Day (9:00 - 3:00) \$1,015.00 p/m  
Toddler Half Day (9:00 - 12:00) \$975.00 p/m      Toddler Full Day (9:00 - 3:00) \$1,225.00 p/m

Kindergarten/First Grade (8:30 - 3:00) \$1,100.00 p/m

Tuition Policy: Rolling Hills Montessori offers an academic school year for all classes from September to June. Tuition payments are divided into 10 equal installments. Payments are not considered 'by the month' charges. It is the academic year divided into a payment plan for a 10 month period. Payments are billed on the 1<sup>st</sup> of each month. The entire academic year can be paid by September 1<sup>st</sup> at a discounted rate. Families with more than one child enrolled in the full day program will receive a tuition discount of 10% for each additional child. This discount is to be applied after the registration and material fee is deducted. A summer program is also offered for a total of 10 weeks (5 weeks followed by another 5 weeks).

Childcare: Rolling Hills Montessori is open from 7:30 am - 6:00 pm. Childcare is available for our students between the hours of 7:30 am - 8:30 am and 3:15 pm - 6:00 pm. Fees are as follows: \$10.00/hr, \$20/day, or \$400/month. Beginning at 6:01 pm, \$2.00 per minute is billed until your child is picked up.

Snack/Lunch: Snacks (juice, milk, and crackers) are provided by the school. Lunch is the responsibility of the parent. For those who are interested, 'Kelly's Korner' offer a pre-ordered lunch delivery service. Order forms are available in the office.

I have read the 2011 - 2012 admission policy above and have taken full opportunity to make all inquiries necessary to understand the policies, curriculum and terms of tuition responsibilities of Rolling Hills Montessori. Upon signing, I agree to abide by the policies, both financial and otherwise, as stated in the handbook and in enrollment forms.

Signature of Parent (or guardian)

Date

# PHYSICIAN'S REPORT—CHILD CARE CENTERS (CHILD'S PRE-ADMISSION HEALTH EVALUATION)

## PART A – PARENT'S CONSENT (TO BE COMPLETED BY PARENT)

\_\_\_\_\_, born \_\_\_\_\_ is being studied for readiness to enter  
(NAME OF CHILD) (BIRTH DATE)

\_\_\_\_\_. This Child Care Center/School provides a program which extends from \_\_\_\_\_ : \_\_\_\_\_  
(NAME OF CHILD CARE CENTER/SCHOOL)

a.m./p.m. to \_\_\_\_\_ a.m./p.m. , \_\_\_\_\_ days a week.

Please provide a report on above-named child using the form below. I hereby authorize release of medical information contained in this report to the above-named Child Care Center.

\_\_\_\_\_  
(SIGNATURE OF PARENT, GUARDIAN, OR CHILD'S AUTHORIZED REPRESENTATIVE)

\_\_\_\_\_  
(TODAY'S DATE)

## PART B – PHYSICIAN'S REPORT (TO BE COMPLETED BY PHYSICIAN)

Problems of which you should be aware:

Hearing: \_\_\_\_\_ Allergies; medicine: \_\_\_\_\_

Vision: \_\_\_\_\_ Insect stings: \_\_\_\_\_

Developmental: \_\_\_\_\_ Food: \_\_\_\_\_

Language/Speech: \_\_\_\_\_ Asthma: \_\_\_\_\_

Dental: \_\_\_\_\_

Other (Include behavioral concerns): \_\_\_\_\_

Comments/Explanations: \_\_\_\_\_

MEDICATION PRESCRIBED/SPECIAL ROUTINES/RESTRICTIONS FOR THIS CHILD: \_\_\_\_\_

### IMMUNIZATION HISTORY: (Fill out or enclose California Immunization Record, PM-298.)

VACCINE	DATE EACH DOSE WAS GIVEN				
	1st	2nd	3rd	4th	5th
POLIO (OPV OR IPV)	/ /	/ /	/ /	/ /	/ /
DTP/DTaP/ DT/Td (DIPHTHERIA, TETANUS AND [ACELLULAR] PERTUSSIS OR TETANUS AND DIPHTHERIA ONLY)	/ /	/ /	/ /	/ /	/ /
MMR (MEASLES, MUMPS, AND RUBELLA)	/ /	/ /			
HIB MENINGITIS (REQUIRED FOR CHILD CARE ONLY (HAEMOPHILUS B))	/ /	/ /	/ /	/ /	
HEPATITIS B	/ /	/ /	/ /		
VARICELLA (CHICKENPOX)	/ /	/ /			

**SCREENING OF TB RISK FACTORS (listing on reverse side)**

Risk factors not present; TB skin test not required.

Risk factors present; Mantoux TB skin test performed (unless previous positive skin test documented).

\_\_\_ Communicable TB disease not present.

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

Physician: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Date of Physical Exam: \_\_\_\_\_  
Date This Form Completed: \_\_\_\_\_  
Signature \_\_\_\_\_

Physician  Physician's Assistant  Nurse Practitioner

## IDENTIFICATION AND EMERGENCY INFORMATION CHILD CARE CENTERS/FAMILY CHILD CARE HOMES

To Be Completed by Parent or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ( )
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
					BIRTHDATE
FATHER'S/GUARDIAN'S/FATHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ( )	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
					HOME TELEPHONE ( )
MOTHER'S/GUARDIAN'S/MOTHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ( )	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
					HOME TELEPHONE ( )
PERSON RESPONSIBLE FOR CHILD	LAST NAME	MIDDLE	FIRST	HOME TELEPHONE ( )	BUSINESS TELEPHONE ( )

### ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

### PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ( )
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ( )

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

CALL EMERGENCY HOSPITAL       OTHER      EXPLAIN: \_\_\_\_\_

### NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY

(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE CALLED FOR

SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE	DATE
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### TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY CHILD CARE HOMES LICENSEE

DATE OF ADMISSION	DATE LEFT
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