

## OurKids Montessori School Fee Agreement

**Tuition Payment Procedures:** For the regular academic year, you have four payment programs from which you may choose.

**Weekly payment:** Your payment is due by the 1st business day of every week. After the 1st day a late fee of \$25 will be added to your account. **There will be a \$10 daily fee assessed to any account that is not paid in full by the end of each week.**

**Monthly payment:** Your payment is due by the 5th business day of every month. After the 5th a late fee of \$25 will be added to your account. **There will be a \$10 daily fee assessed to any account that is not paid in full by the 15th of each month.**

**Semester payment:** You may pay for the complete semester in the beginning of the semester. If tuition is paid upfront for the whole semester, a discount of 4% will be applied to the total tuition amount.

**Full School Year payment:** You may pay for the full academic year. A discount of 6% will be applied to the total tuition fee.

**Supply Fee:** Is based on the program your child is enrolled. It is due with the first tuition payment for each semester. Fees are found on the current tuition sheet.

**Annual Registration Fee:** will be due at the time of enrolment of your child for the school year and for each year thereafter.

**Sibling Discount** if you have more than one child enrolled in the school, you will get a 25% discount on the registration fee and a 10% discount on the tuition fee for each additional child enrolled. The discount will be applicable to sibling (s) with equal or lesser tuition fee.

**Vacation and Sickness Procedures:** Paid tuition holds a space for your child within our program whether he/she is in attendance or not; for that reason there will be no reduction in fees for absences or illness.

**Academic Program:** We follow the LISD/CISD year schedule: there is no adjustment in fees when the academic program is closed for breaks, there will be a \$15 fee assessed per child on early dismissal days and a \$25 fee assessed per child on student holidays.

**Withdrawals:** If a student is withdrawn, any tuition paid is non-refundable. A written notice of at least 2 weeks is required prior to withdrawal. Failure to provide written notice will result in a charge of 2 weeks of tuition. The obligation for full payment of tuition continues until the date indicated as date of withdrawal. If a student is withdrawn at the request of the school, the tuition will be prorated and refunded accordingly.

**\*All fees including tuition, registration and supply fees are non-refundable and non-transferable,**

\_\_\_\_\_, is enrolled in the \_\_\_\_\_ Program I have elected to make tuition payments of \$\_\_\_\_\_ by the week.

I have read the school fee structure and rules regarding tuition payment and agree to abide by them. I understand that if my child's program changes either due to my request or for my child's advancement, my tuition fee will be adjusted accordingly.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

OurKids Director \_\_\_\_\_ Date: \_\_\_\_\_

We are honoured that you have chosen OurKids Montessori School to work with you, as a partner, in caring for and educating your child.

# OurKids Montessori School

477 Highland Drive, Lewisville TX 75067

## Handbook Agreement Acknowledgement Sheet (Please Return To Office)

I have received a copy of the PARENT HANDBOOK. I have read and understand the guidelines and policies outlined in this book. I agree to abide by all of the guidelines and policies of the OurKids Montessori School.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for placing your trust in OurKids Montessori School.

# OurKids Montessori School

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- ❖ You will be given a family pass code for signing your child in and out. The vestibule doors will always be locked. You must use your pass code.
- ❖ For security reasons, do not give your password to others who may pickup only occasionally. We will answer the door and sign your child out.
- ❖ Please bring 2 extra changes of labeled clothes, including underwear.
- ❖ Bring a water bottle each day. No sip cups.
- ❖ Please make us aware of any special medical or diet needs on the Admission Form. (allergy of foods, Insects or medications)
- ❖ We have an open door policy. You are always welcome to visit the school.
- ❖ We will not release your child to anyone that is not listed, name and driver's license, on the "authorized person" section of the Admission Form.
- ❖ New School Year Orientation Night is held in September for all parents. Please check the calendar for the classroom dates. You will meet with your child's teachers, in a group session located in your child's classroom.
- ❖ We hold 2 Parent/Teacher Conferences per academic year. If you wish to meet with your teacher before that time, please discuss with the teacher and the front desk. Face to face or phone meetings can be scheduled.
- ❖ All children will play outside unless the outside temperature has a heat index of 100 or higher or a wind chill of 32 or lower. We do not go out on red level days.
- ❖ If your child needs to take any type of medication, please fill out a medication form located at the front desk. Only doctor prescribed medication can be administered and must be dated at the time of each illness.
- ❖ All children, ages 4 and under will need to bring a travel or baby pillow, crib sheet and crib-size blanket for naptime. Cots are provided.
- ❖ Leave toys at home. We want the children to be drawn to the Montessori materials not their cubby where the toy resides. A soft sleeping friend may be brought for security during nap.

### Toddler Parents:

- ❖ We will work with you and your child on "potty training" when your child shows signs of being ready. This is an individual process for each child.
- ❖ Please bring a package of diapers and wipes on the first day. If your child's uses a diaper cream, please bring in a labeled tube.
- ❖ Movement into the Primary classroom is first determined by your child's: physical, mental and emotional development level: This will be determined by your child's teaching staff, the receiving class teacher and the Director. Your child will then be placed on the list for the first space available in the appropriate class level: Also, your child must be completely self-toilet trained.
- ❖ Please leave pacifiers and sippy cups at home. Bring a bottle of water each day.

# OurKids Montessori School

## Student information

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

How did you learn of this Montessori school? \_\_\_\_\_ newspaper / magazine ad  
\_\_\_\_\_ telephone directory. \_\_\_\_\_ referral, \_\_\_\_\_ sign, \_\_\_\_\_ web page, \_\_\_\_\_ e-mail

The purpose of this confidential information sheet is to help the teachers meet each student's unique and special needs. Your time and cooperation are appreciated.

1. What are your expectations for your child in our Montessori school? \_\_\_\_\_  
\_\_\_\_\_
2. How do you discipline your child? Describe. \_\_\_\_\_  
\_\_\_\_\_
3. Briefly describe your child's social abilities, especially regarding interactions with siblings and peers.  
\_\_\_\_\_
4. Were there any special circumstances surrounding the child's birth? (Premature birth. early illness or trauma, adoption, etc.) Please explain. \_\_\_\_\_  
\_\_\_\_\_
5. Please list any other persons who give regular care and/or guidance to your child.  
\_\_\_\_\_
6. Has your child ever had a negative learning experience?  
\_\_\_\_\_
7. Has your child ever been tested for a learning or behaviour difficulty? \_\_\_\_\_  
Where? \_\_\_\_\_
8. Has your child ever been taken medication for hyperactivity? \_\_\_\_\_ Is she/he on medication? \_\_\_\_\_  
Name of medication \_\_\_\_\_
9. Describe your child's eating habits. \_\_\_\_\_  
\_\_\_\_\_
10. Describe your child's attitude at bedtime; \_\_\_\_\_  
\_\_\_\_\_
11. Are the parents separated or divorced? \_\_\_\_\_ Is either parent deceased? \_\_\_\_\_  
Is either parent absent for long periods of time? \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

# OurKids Montessori School

## **PARENT- TEACHER ORGANIZATION (PTO) MEMBER SIGN UP SHEET**

Please put your name/child's name/email address and phone number below if you are interested in becoming an active member of the PTO. Please note that most of the correspondence to the members is via email so please list an address where you can receive personal emails.

WE GENERALLY MEET AT THE SCHOOL AT 6:30 PM ON THE FIRST TUESDAY OF EVERY MONTH AND WELCOME YOU TO ATTEND!

PARENTS NAME: \_\_\_\_\_

CHILD'S NAME/CLASS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

# Photo Authorization Form

## General Use

\_\_\_\_\_ I grant OurKids Montessori permission to photograph my child during observations, class projects, field trips, or any other classroom activity. I understand that only first names will be used and that the pictures may be used in any portfolio or displayed within the centre.

## Website/Facebook Use

\_\_\_\_\_ I grant OurKids Montessori permission to use my child's photo on their Facebook Page or Website. I understand the website/Facebook Page has a large audience and my child's photo will be available to the general public. (Photos only. No names will be used)

Child's Name \_\_\_\_\_

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

Date \_\_\_\_\_

\* This form is valid until written notice is given that OurKids Montessori no longer has permission to take/use child's photos.

# Discipline and guidance policy for OurKids Montessori School

- ❖ Discipline must be:
  - 1) Individualized and consistent for each child,
  - 2) Appropriate to the child's level of understanding; and
  - 3) Directed toward teaching the child acceptable behaviour and self-control.
- ❖ A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
  - 1) Using praise and encouragement of good behaviour instead of focusing only upon unacceptable behaviour;
  - 2) Reminding a child of behaviour expectations daily by using clear, positive statements;
  - 3) Redirecting behaviour using positive statements; and
  - 4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
- ❖ There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
  - 1) Corporal punishment or threats of corporal punishment;
  - 2) Punishment associated with food, naps, or toilet training;
  - 3) Pinching, shaking, or biting a child;
  - 4) Hitting a child with a hand or instrument;
  - 5) Putting anything in or on a child's mouth;
  - 6) Humiliating, ridiculing, rejecting, or yelling; at a child;
  - 7) Subjecting a child to harsh, abusive, or profane language;
  - 8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
  - 9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Check one please:

parent

employee/caregiver

household member of child-care home