

## EMERGENCY INFORMATION

CHILD'S NAME:		CHILD'S BIRTHDAY
FATHER'S NAME:		
MOTHER'S NAME:		/ /
ADDRESS:		
HOME PHONE:		
FATHER'S WORK PHONE:	CELL PHONE:	
MOTHER'S WORK PHONE:	CELL PHONE:	
ALTERNATE PHONE:		

### ADDITIONAL PERSONS TO CALL IN EMERGENCY

NAME	RELATIONSHIP	TELEPHONE

### PERSONS AUTHORIZED TO TAKE CHILD FROM FACILITY

Child will not be allowed to leave with any other person without authorization from parents.

NAME	RELATIONSHIP



Peninsula Montessori School

Child's name:		
D.O.B:	Sex M or F	Home Phone:
Address:		
Father's name:		
Father's work phone:	Cell:	
Mother's name:		
Mother's work phone:	Cell:	
Father's e-mail:	Mother's e-mail:	
Alternate address:		

Alternate Emergency Contact

Name:	Address:	Phone:	Relationship:

Medical Emergency

Physician:	Phone:
Dentist:	Phone:

Persons authorized to take child from the facility (not listed above)

Name:	Relationship:

CONSENT FOR MEDICAL TREATMENT

As the parent/guardian, I hereby give consent to Peninsula Montessori School to provide all emergency dental or medical care prescribed by a duly licensed physician (M.D.) or dentist (D.D.S.) for my child. This care may be given under whatever conditions are necessary to preserve the life, limb or well being of my child.

CHILD HAS THE FOLLOWING:

MEDICATION:	ALLERGIES:

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

SCHOOL DIRECTORY EXCLUSION

\_\_\_\_\_ I would NOT like my child's name, parent's name, address, home phone, and e-mail address included in the school directory.

# Peninsula Montessori School

## Tuition Agreement

At the time of your child's enrollment, and every year thereafter, you will be asked to sign a tuition agreement. Please complete this form and return it to the office.

### Tuition payment options:

The academic school year runs mid-September through mid-June. Your child's tuition is an annual fee, which may be paid in full between August 1<sup>st</sup> and August 15<sup>th</sup> or in 10 equal installments beginning August 1<sup>st</sup> and ending May 1<sup>st</sup>.

#### Payment Option #1

**Annual tuition policy:** The annual tuition may be paid in full prior to the start of the fall semester in August. You will receive a discount if you choose to pay in this manner. Note: This discount only applies to children starting in September.

#### Payment Option #2

**Monthly installments:** You may choose to pay the annual tuition in 10 equal installments from August through May. These payments are due on the first of every month. Payments overdue by the 10<sup>th</sup> of the month will be assessed a \$50 late fee. There is a returned check charge of \$20.00. Two consecutively missed payments may result in dismissal from Peninsula Montessori School. Note: Payments are the same every month, regardless of school calendar and holidays.

#### Refunds:

A thirty day written notice is required prior to the withdrawal of any child from Peninsula Montessori School. You will be responsible for your child's tuition until the thirty days have expired. No tuition refunds will be given after April 1<sup>st</sup>.

My child, \_\_\_\_\_, is enrolled in the \_\_\_\_\_ program at Peninsula Montessori School. I have read the policies and procedures of the tuition agreement and I agree to abide by them.

\_\_\_\_\_  
(Parent or Guardian)

\_\_\_\_\_  
Date

Dear Parents,

Please review the following morning drop-off and afternoon pick-up procedures. To insure the safety of the children during these very busy times, they will be strictly enforced.

1. When entering from Hawthorne Blvd., please use the driveway at the rear of the school and proceed around the building to the designated drop-off area in front of the playground. When entering from Palos Verdes Dr. West, please use the southernmost driveway (next to Admiral Risty and proceed east to the drop-off line where a staff member will be directing the flow of traffic.
2. There will be 4 car positions with a staff member posted at each location for loading and unloading. **There is no parking at any time in the drop-off area or in front of the school entrance.** Please make sure your child has his/her belongings together for morning drop-off so as not to hold up the line of cars behind you. The children will be organized and ready to be escorted into the cars during afternoon pick-up. Be sure your car seat is free from clutter so there is no delay in the process. **Please remain in your car at all times while the staff members assist the children.**
3. **ALWAYS! Hold your child's hand in the parking lot.** As a parent, be aware of moving cars. As a driver, be aware of people walking. If you have signed out your child and are waiting for an older sibling, please **do not allow the younger child to play unattended during that time.**
4. Do not stop to chat with any of the parking monitors. This not only causes a delay in the flow of traffic, it distracts the staff from tending to the children's safety. Pick-up times are listed below:
  - Preprimary: 3:00 – 3:15 p.m.
  - Transition: 3:15 - 3:30 p.m.
  - Elementary: 3:30 – 3:45 p.m.
5. If you are sending someone for the first time to pick up your child, please instruct them to park their car and pick up the child from his/her classroom so that proper identification may be given.

**Please! Be respectful... be responsible... be safe! Thank you!**

## Peninsula Montessori School Uniform Agreement

Peninsula Montessori School has a mandatory uniform policy that will be enforced Mondays through Thursdays. Our intention is not to stifle the child's creativity, but to assist them in focusing on the task at hand. We want the emphasis in the classroom to be on the beautiful and color-coded Montessori educational materials lining the shelves. Students arriving at school out of uniform create unnecessary disruptions in a class framework that's been designed to enable the students to focus without distraction on their lessons and materials.

We request that your child be dressed appropriately in school colors and approved articles of clothing purchased from Land's End, our uniform supplier (see attached).

- Please ensure your child is dressed appropriately for the climate to ensure they are comfortable, both inside and outside of the classroom.
- Please select footwear that is safe and appropriate for the classroom (no blinking lights) and active play outside. Socks or tights should be solid white, gray, or navy blue. Shoes may be solid white, black, brown, gray or navy.
- All jackets and/or sweaters worn at school should be in our uniform colors.
- Please provide a backpack and/or lunch bag that is either a solid color or a subtle print pattern. The backpack and bag should not have cartoon characters, decorations (key chains, etc.) printed on or hanging from it, nor should the backpack have wheels.
- We request that all uniform shirts have the school logo. Jackets, sweaters, pants, etc. are logo optional.

As a reminder, every Friday, or the last day of the school week is a free dress day, and uniforms are not required. Students are still required to dress in a manner that is conducive to our educational environment on free dress days.

It is our goal to help children focus and receive the maximum benefit from the quality education you have selected for them. We appreciate your strict adherence to the policy outlined above.

I, \_\_\_\_\_, understand and agree to comply with the Peninsula Montessori School Uniform Policy. In the event that my child/children are not in compliance with the above, I recognize that I will be called by a school official and asked to bring the appropriate attire and/or equipment to school for my child/children.

Child(ren)'s Names(s): \_\_\_\_\_

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

Printed Name: \_\_\_\_\_



**PENINSULA MONTESSORI SCHOOL — 900149436**

School uniform shopping is easy with Lands' End!

**ONLINE:** Go online to [landsend.com/school](https://landsend.com/school) to start shopping right away. Click on “Find your school’s dress code” to look up your school and enter your online store.

Preferred School Number: 900149436

**PHONE:** Call 1-800-469-2222 and reference your Preferred School Number : 900149436. Our team of consultants is available 27/7 for assistance.

**SEARS:** In-store: Visit your local Lands' End at Sears store. Our assistants can help you with sizing information and you can place your Preferred School order online via the store kiosk. Returns can also be made at Sears.

**WEBSITE:** Go to [Peninsula Montessori.com](https://PeninsulaMontessori.com) and use the link on the homepage.

Free shipping is always available!

Don't forget to sign up on the [landsend.com/school](https://landsend.com/school) for e-mail updates from Land's End.