

Child's Name:



the
garden
MONTESSORI & ARTS LEARNING CENTER

Electronic Signature Approval

By checking this box, I authorize the below typed name to stand as my electronic signature, and submit the following forms as my intention and will.

| Signature | Date |
|-----------------------------------------------------------------------|------|
| Required Forms | |
| Emergency Authorization Form | |
| Family Questionnaire | |
| Photo & Video Release Form | |
| Discipline Policy Agreement | |
| Tuition Agreement | |
| Provided Separately | |
| Medical Packet (Medical Report & Immunization Record) | |
| Family Handbook Acknowledgment | |
| Required Forms for Students with Medical Needs (check any that apply) | |
| Asthma Action Plan | |
| Seizure Action Plan | |
| Permission to Administer Medication | |
| Food Allergy Emergency Care Plan | |

**Child's Health/Emergency Information and Authorization Form
for Transportation Providers
(To be completed by the child's parent or guardian)**

Health/Emergency Information

Child's Name: _____

Other Name Child Responds to (if applicable): _____ Birthdate: _____

Parent's/Guardian's Name: _____

Address: _____ Home Phone:() _____

Workplace: _____ Work Phone:() _____

Address where child is to be picked up and returned (if different from above): _____

Person(s) responsible for meeting child being transported: _____

| | |
|---------------------------------------------------------------------------------------------------------------------------|---------------------|
| In case of emergency and the parent(s)/guardian(s) cannot be reached, please contact one of the following persons: | |
| 1) Name: _____ | Phone:() _____ |
| Address: _____ | Relationship: _____ |
| 2) Name: _____ | Phone:() _____ |
| Address: _____ | Relationship: _____ |

Please give specific instructions if your child needs special assistance, equipment, or materials when transported.

List any chronic medical condition or allergies your child may have as well as any medications your child may take:

Other important information about your child: _____

Authorization for Transportation Services

I authorize the following transportation provider Sandhills Emergency Physicians to transport my child to and from the following location _____

Signature of Parent/Guardian _____ Date _____

Authorization for Emergency Medical Care

In case of accident or illness requiring medical attention, the undersigned authorize _____ (transportation provider) to call a health care provider or to take my child _____ (child's name) to the nearest hospital or doctor, and it is understood that if possible, their services will be obtained. If neither parents nor preferred health care provider can be contacted, the transportation provider is authorized to contact another health care provider. It is also understood that this agreement covers only those situations, which-in the best judgment of the transportation provider, are true emergencies.

| | |
|---------------------------------------------|-----------------------------------|
| The health care provider to call is: | My hospital preference is: |
| Name: _____ | Name: _____ |
| Address: _____ | Address: _____ |
| Phone:() _____ | Phone:() _____ |

I authorize emergency treatment deemed necessary by a physician in the event that I cannot be reached for permission. I agree to be responsible for the cost of such emergency medical care.

Signature of Parent/Guardian _____ Date _____



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Family Questionnaire

Date: _____

This information will be kept confidential to faculty and staff only and will be used to enhance your child's experience at The Garden. Please be open and honest with all answers.

Child's Name: _____ Nickname _____
Male Female Language spoken by child _____
Birthday _____
Parent's Name: _____ Language spoken by parent _____
Occupation: _____
Parent's Name: _____ Language spoken by parent _____
Occupation: _____
Other children and adults living in the household:

| Name: | Age: | Relationship to child: |
|-------|------|------------------------|
| | | |
| | | |
| | | |
| | | |

Other caregivers in child's life (include babysitters, nannies, relatives, etc who provide regular care)

| Name: | Relationship to child: |
|-------|------------------------|
| | |
| | |
| | |
| | |

Has your child had any other childcare or school experience? Please share these experiences.

Have there been any recent major changes in your child's life?

In general, how does your child react to anxiety or stressful situations?

What activities does your child enjoy most?

Does your child have any special needs or developmental delays? Do you have any concerns that there may be an undiagnosed issue? Please explain thoroughly.

Does your child use the toilet independently?

Does your child exhibit any behavioral issues such as physical patterns (biting, hitting, pushing, throwing, or hurting other children), sensory-related patterns (sensitivity to light, taste, sound, touch, smell - this could include extreme reactions to things like crowds, loud music or voices, tags or clothing, certain foods or food textures), or anxiety/emotional patterns (separation anxiety, stranger anxiety use of an attachment object i.e. paci, blankie or stuffed animal, seemingly irrational fears, abnormal tantruming, obsessive behaviors i.e. repetitive performance of a task or extreme reaction to disorder)? Please explain thoroughly.

What are your goals for your child at The Garden for this school year? What skills do you hope s/he will learn at school?

What are your biggest concerns about sending your child to school this year (if any)?

Do you feel you have a basic understanding of the Montessori philosophy as you enter this school year? If not, what questions remain? Are you interested in learning more?

Why are you interested in Montessori Education for your child?

Are you interested in volunteering for The Garden this year? If so, what type of volunteering are you able to do? Please check all that apply.

- | | |
|--------------------------|----------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Fundraising Planning (events, scholastic, t-shirts, donations) |
| <input type="checkbox"/> | Classroom Volunteer (reading, cooking, crafts, gardening, culture) |
| <input type="checkbox"/> | Community Service Planning (coordinate with local organizations to help students provide valuable community service) |
| <input type="checkbox"/> | Out of School Volunteer (laundry, homemade classroom supplies - i.e. playdoh/sewing) |
| <input type="checkbox"/> | Classroom Parent (party planning, teacher appreciation, parent communication) |



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The Garden Photo & Video Release Form

I hereby grant to Graham & Keane, LLC DBA The Garden absolute and irrevocable right and unrestricted permission in respect of photographic portraits, editorial or any pictures or videos taken of me or in which me and/or my child(ren) may be included with others, to copyright the same; to re-use, publish and republish the same in whole or in part, individually or in conjunction with other photographs, and in conjunction with any printed matter, in any and all media now or hereafter known, and for any other purpose whatsoever, for illustration, promotion, art, editorial, advertising and trade, or any other purpose whatsoever with restriction as to alteration; from time to time, or reproductions thereof in color, black and white or otherwise made through any media. I hereby waive any right that I may have to inspect or approve the finished products or the advertising copy or printed matter that may be used in connection therewith or the use to which it may be applied. I hereby release, discharge and agree to save harmless Graham & Keane, LLC DBA The Garden its legal representatives or assigns and all persons acting under its permission or authority, from any liability in connection with the use of the photographs as aforesaid or by virtue of any alteration, processing or use thereof in composite form, whether intentional or otherwise, as well as any publication thereof. I understand that the photographs will be included into stock files. I agree that the photographs, the transparencies thereof and the rights to copyright the same, shall be the sole property of Graham & Keane, LLC DBA The Garden, with full right of lawful disposition in any manner. I hereby grant permission to Graham & Keane, LLC DBA The Garden to use any photographs of the participant(s) during activities in video, audio-visual and printed materials without compensation or approval rights.

Signature of Parent or Guardian: _____ Date _____

Printed Name of Parent or Guardian: _____

Printed Name of Minor(s): _____

I do NOT wish to have my child's photo or video shared in any manner. I do NOT give my permission to have my child's photo or video shared by The Garden or any of its employees.

Signature of Parent or Guardian: _____ Date _____

Printed Name of Parent or Guardian: _____

Printed Name of Minor(s): _____



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Discipline Policy & Guidelines

Maria Montessori developed the concept of "normalization" to describe the process by which each child acquires certain personality characteristics that lead to success in the classroom and throughout life. A "normalized" child will love learning, be kind to others, develop concentration and good work habits, and become independent. Our goal is to create and maintain an environment in which each child can successfully reach this level of normalization. Normalization of the classroom begins with the modeling of the appropriate behavior by the teacher/guide combined with a high level of respect for each student. Many discipline problems can be avoided by the following proactive strategies practiced in the classroom. The teacher/guide will:

1. Provide an environment in which a child feels secure and confident to choose his/her work
2. Set behavioral expectations through redirection, classroom instruction, role modeling, and class meetings
3. Discuss classroom rules and behavior expectations (grace and courtesy).
4. Work patiently one-on-one with children who need additional guidance.
5. Refer child to Behavior Action Map (below) to respond to challenging consistent behaviors or behaviors that exhibit a lack of care for environment, self or others.
6. Abide by Montessori's Decalogue (attached).

The behavioral expectations we have for the children all fall under the umbrella of one simple rule: Respect yourself, others and your environment. To do so, the children are taught (through simple lessons and games) to:
Demonstrate age-appropriate responsibility, respect, and self-restraint.

1. Treat all school materials, indoors and out, with great respect and care.
2. Return all things to their proper place.
3. Keep the environment (classroom, bathrooms, outdoors, shared spaces) clean and orderly.
4. Work quietly in the classroom to respect the work of others
5. Walk indoors at all times.

** If a student is not meeting the standards of behavior expected in the school, teachers/guides must use the behavior action map to determine the course of action required for the student. Constant communication with parents must take place in regards to any concerns or issues with behavior. Communication should open a positive channel of communication between home and school. A child's behavior becomes a problem when his/her negative actions continuously disrupt the school environment and affect the positive values and culture defined here. For the safety and well-being of all individuals in the environment, the following are examples of behaviors which should be addressed using the Behavior Action Map:

1. Intentionally disrupting the learning environment
2. Misuse or abuse of classroom materials or playground equipment or any other school property
3. Intentionally not following directions in the classroom, in the outdoor classroom area or on the playground
4. Encouraging others to break rules
5. Disrupting or impeding the work of others
6. Showing rudeness or disrespect to others
7. Littering
8. Physical aggression of any kind
9. Verbal abuse of any kind
10. Exhibiting any behaviors that jeopardize the safety or experience of other members of the school community.

If a child exhibits behavior listed above, actions will be taken as outlined in the behavior action map.. The teacher or parent/guardian may request a conference at any time to discuss behavior issues. Teachers, staff and volunteers are required to document on an Incident Report or any behavior that causes injury or harm and requiring first aid and or disciplinary action. No one employed by The Garden is permitted to share with parents the names, information or circumstances pertaining to any other child. All witnesses are encouraged to document their concerns and all views will be respected and treated as valid. Each child will be treated individually and with respect. Behavior that results in physical harm to another person with the intent to do bodily injury, exhibited by, but not limited to, hitting, pushing, slapping, kicking, and biting will be addressed immediately and any repeated behavior will be responded to by the use of a Behavior Intervention Plan (parents must attend a meeting to assist in developing the BIP). In cases where the school feels it has done all it can to assist a child in redeeming undesirable behaviors and a cause can not be determined, the school may recommend a developmental evaluation to rule out any diagnostic cause. Teachers/Guides will never use punishments or rewards to motivate a change in behavior (this includes time-outs and positive reinforcement tools like sticker charts).

PARENT/GUARDIAN'S ROLE IN SUPPORTING POSITIVE BEHAVIOR

1. Modeling: A parent is the most important teacher in a child's life. Children observe and often imitate or react to the behavioral responses that are used by the significant adults in their environment. Parents who are respectful and kind to others, especially their own children, are likely to see that same behavior develop in their children. Demonstrating a variety of healthy responses to frustration and set-backs, as well as modeling effective problem-solving techniques and non-judgmental communication are especially valuable to young children who are still learning to establish their own self-control.

2. Discussion: While children absorb a great deal by observation, discussing ways to show respect, build trust, show empathy, manage anger, and practice forgiveness can help a child build successful relationships.

3. Reinforcement: Our school philosophy does not advocate external rewards for desired behavior (or punishment for inappropriate behaviors), as this jeopardizes the opportunity for a child to develop intrinsic motivation. However, acknowledging and reinforcing positive behavior is always important and will help shape a child's behavior far better than criticism.

4. Home/School Communication: Changes in a child's home life may affect his/her behavior and performance at school. Parents should notify the child's teacher/guide if any significant changes occur, such as:

- * Extended vacations or business trips by a family member
- * Child staying somewhere other than home (relative/friend's house) for more than a day or two
- * Loss of family member, including pets
- * Moving /Relocation
- * Change in family environment (separation, divorce, new partner, new baby)

* *This information will be kept strictly confidential.*

5. Parent Education: Acquiring the knowledge, skills, and patience to raise healthy, happy and well-adjusted children is an on-going process that requires a tremendous amount of effort, time, and diligence. Several resources are available and parents are expected to take proactive responsibility in this area.

~ The school has a small lending library of helpful books and videos that can be checked out by parents.

~ The Garden can provide a recommended reading list that covers Montessori philosophy and other topics of education, child development, parenting and discipline.

~ Parents are encouraged to participate in parent education classes offered by our staff or other community agencies.

~ Parent/Teacher discussions may be scheduled at any time with your child's teacher to exchange ideas and strategies for specific behavioral issues that may be impacting the student or family. Administrators are also available to discuss educational and behavioral issues.

NOTE: Enrolling at The Garden is a choice that parents make after a thorough enrollment process that includes in-depth information sessions, classroom tours and opportunities to ask questions. Parent who choose to enroll at The Garden should ensure that their beliefs and parenting styles align with those clearly represented by The Garden. Students who are unable to progress or become responsible, independent, and productive members of the school community have the option of withdrawal at any time, however, parents remain responsible for outstanding tuition. Parent understanding and support of the expectations established by The Garden is vital to each child's behavior and successful performance. We expect parents to support our efforts and to understand that children cannot be permitted to continually interrupt the learning environment and process for others.

If you understand and agree to adhere to the discipline policy outlined here, please sign where designated and submit with other required forms.

Student's Name _____

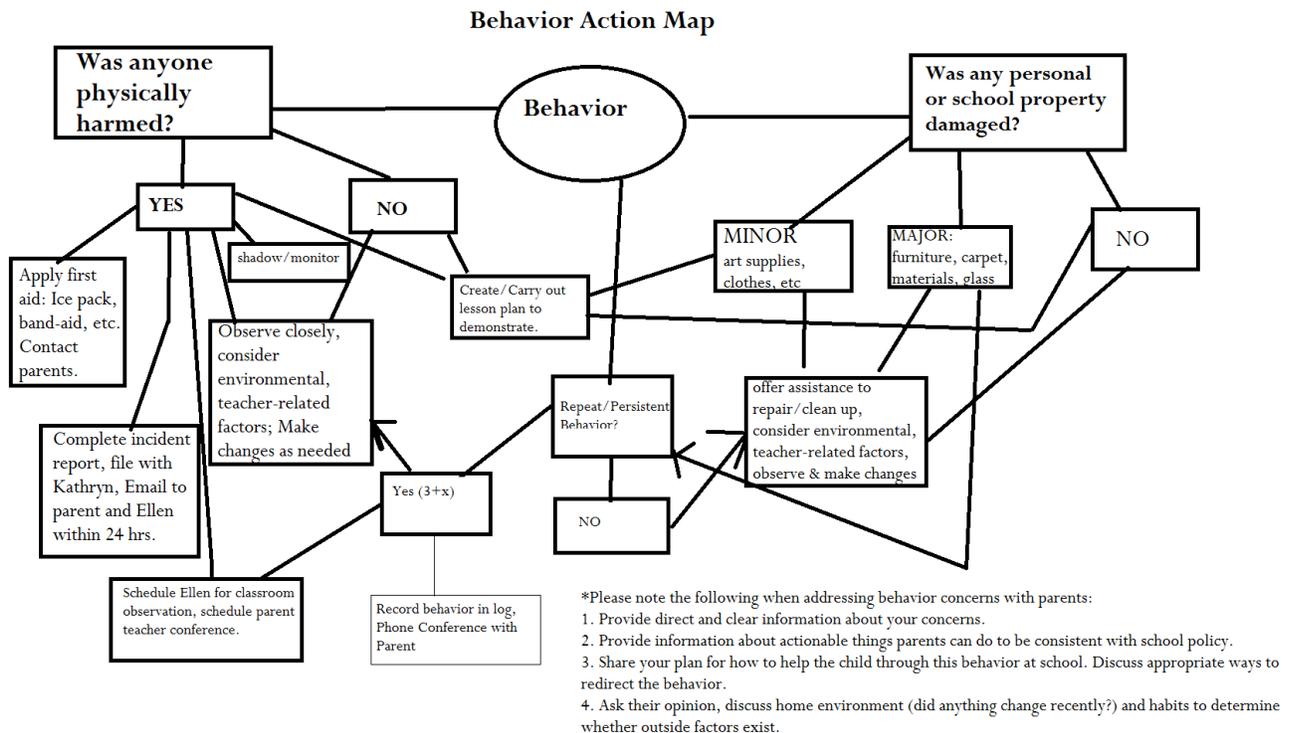
Parent/Guardian's Printed Name _____

Parent/Guardian's Signature _____

Date _____

Maria Montessori's Decalogue

1. Never touch the child unless invited by him (in some form or the other).
2. Never speak ill of the child in his presence or absence.
3. Concentrate on strengthening and helping the development of what is good in the child that its presence may leave less and less space for evil.
4. Be active in preparing the environment. Take meticulous and constant care of it. Help the child establish constructive relations with it. Show the proper place where the means of development are kept and demonstrate their proper use.
5. Be ever ready to answer the call of the child who stands in need of you and always listen and respond to the child who appeals to you.
6. Respect the child who makes a mistake and can then or later correct himself, but stop firmly and immediately any misuse of the environment and any action which endangers the child, his development or others.
7. Respect the child who takes rest or watches others working or ponders over what he himself has done or will do. Neither call him nor force him to other forms of activity.
8. Help those who are in search of activity and cannot find it.
9. Be untiring in repeating presentations to the child who refused them earlier, in helping the child acquire what is not yet his own and overcome imperfections. Do this by animating the environment with care, with restraint and silence, with mild words and loving presence. Make your ready presence felt to the child who searches and hide from the child who has found.
10. Always treat the child with the best of good manners and offer him the best you have in yourself and at your disposal.





2019-20 Tuition Agreement

* see TADS invoice for total amounts*

Yearly Tuition Amount:

Monthly Payment Amount:

Registration Fee Amount: \$300.00

Supply Fee Amount: \$75.00 (not required for MMCS Pre-K students)

School Terms and Conditions

In this contract between Graham & Keane, LLC DBA The Garden (henceforth referred to as "The Garden") and the parents or guardians of the students listed herein, we hereby enroll this student(s) under the following terms and conditions:

- 1) I agree I am responsible for all late and NSF (non-sufficient funds) fees.
- 2) I agree that school records will not be released until all tuition and other financial obligations are met.
- 3) I agree that all tuition balances must be paid by May 1st of the respective academic year. Students may not start the next summer or academic year if the prior year's tuition is not paid in full.
- 4) I understand and agree that by enrolling my child in The Garden *I am committing to a full academic year*. I agree that I am responsible for the full yearly tuition cost regardless for any reason that I withdraw my child from The Garden. The option of monthly payments is a convenience for the families.
- 5) I agree to pay the full tuition and required payments on or before their due date (1st of each month beginning in August). I agree to pay legal fees associated with recovering unpaid tuition.
- 6) I understand and agree that The Garden has the right to dismiss my child(children) from the school when our account becomes 15 days past due.
- 7) I understand and agree that The Garden has the right to subscribe to a credit reporting organization. The Garden may also report any accounts that remain delinquent.
- 8) I understand that all tuition and fees are non-refundable.
- 9) I agree to pay a registration and supply fee as noted in the handbook at time of enrollment.
- 10) I understand that financing and payment through TADS is subject to all TADS processing fees and that I am responsible for full payment of these fees in addition to tuition and fees payable to The Garden. I agree to my full tuition agreement terms which can be found in my TADS account.

I, the undersigned parent(s) and/or guardian(s), have read and understood this contract (to include the terms as listed above), agree with the provisions of enrollment and tuition payment, and accept the rules and regulations of The Garden. This contract shall be governed by the North Carolina state law.

Invoiced Amounts: Invoiced amounts will be due as indicated on the invoices. Invoicing and fees will be assessed as indicated in this document.

Changes to the agreement: If You authorize The Garden to change the amount due them during the term of this agreement, the total amount due and the installment payments will change to reflect the adjusted charges.

Termination: If You and The Garden agree to terminate your mutual agreement, we will process any change provided it is submitted at least 10 days before scheduled payment date. Termination for active duty military members for the reason of relocation mid-year, provided orders are submitted, allows for exemptions from this contract, however, refunds will be processed within 30 days of formal submission and will be prorated based on months of attendance.

Funding source: The Garden only accepts payment through our online payment processing site www.TADS.com. Returned

Checks: See TADS returned payment policy.

By signing below, I understand and agree to abide by the terms and conditions listed above.

X _____
Parent Signature

Date

Child Name(s): _____ Parent Name (Printed): _____