



La Casa dei Bambini

701 Scott St.
Kyle, TX 78640
(512) 262-2999

www.kylemontessori.com

ENROLLMENT PACKET

ENROLLMENT PACKET CONTENTS (Pages with * need to be signed & returned to staff)

_____ TUITION / ENROLLMENT CONTRACT*

_____ WRITTEN NOTIFICATION FOR WITHDRAWAL*

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_____ DISCIPLINE AND GUIDANCE POLICY*

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_____ SCHOOL YEAR CALENDAR



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TUITION / ENROLLMENT CONTRACT

My child, _____, will be registered at La Casa dei Bambini – Kyle Montessori School. I have paid a registration fee of 350.00 to secure my child’s spot.

Please circle your selected tuition plan:

HALF DAY (8:30 am – 12:30 pm)

FULL DAY (7:15 am – 4:00 pm)

EXTENDED DAY (7:15 am – 6:00 pm)

It is your contractual obligation to provide a WRITTEN NOTIFICATION to the school office at least 30 days prior to the withdrawal of your child. Verbal notification is NOT sufficient. Failure to submit written notification will mean that your responsibility for tuition continues through the following 30 days. A 30-day notice will not be accepted in the months of April, May, or June. If you choose to withdraw your child in these months, you will still be responsible for the remainder of your outstanding annual tuition. In the case of prolonged absence, a child’s enrollment in the class will be reserved only as long as tuition payments are made. NO TUITION PAYMENT WILL BE REFUNDED BECAUSE OF ABSENCE OR WITHDRAWALS, as the financial obligations of the school are ongoing.

*Parents continue to be responsible for one month tuition fee should the school close due to unforeseen circumstances.

NOTE: When you enroll your child, we will request a check for one month’s tuition. The check will be held until June 1st, when it will be cashed (if you enrolled in August). If you have any questions regarding this policy, please let us know. If you provide 30-day notice, then it will be used for your child’s last 30 days in the school.

Tuition is based upon a yearly fee consisting of 11 monthly payments. The first tuition payment is due upon enrollment prior to the first day of school. Please note that the amount of the monthly payments is equal, regardless of the actual number of days in school. **Tuition is due on the first day of the month.** If the first day of the month falls on a weekend, the tuition is due on the closest school day. I certify that I have read, understood, and agree to be accountable to the above TUITION, ENROLLMENT, AND WITHDRAWAL CONTRACT.

Signature of Parent or Guardian

Date

Signature of School Representative

Date



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PRESS RELEASE FORM

Please fill out the following permission form to allow your child's picture and/or video to be used on the Internet, in printed publications, and/or Facebook.

I, _____, the parent of _____, give La Casa dei Bambini School permission to use pictures and/or video of my child on the school website/CD/Facebook Page or in printed publications.

I give the rights to any CD made at the school. Video/CD rights will belong to La Casa dei Bambini.

Signature of Parent/Guardian

Date

Signature of School Representative

Date



DISCIPLINE AND GUIDANCE POLICY

In Montessori, as a guide for discipline the method of logical consequence is implemented. In Montessori, discipline is not thought of in the traditional sense of discipline. Helping a child build his/her own self-discipline allows for all of the freedoms that are inherent in a Montessori classroom (as in life, if you want to have freedoms, you must have self-discipline). The following list illustrates more specifically how this guideline will be implemented:

1. Guidance will be given clearly through Grace and Courtesy. Children will be helped to understand why certain conduct is unacceptable, and what is acceptable in a given situation.
2. Staff members are to ensure that guidance is consistent, based on individual needs, and promote self-discipline.
3. Children are to be treated with respect, patience, and understanding at all times. There will be no harsh or unusual treatment of any kind. No corporal punishment is permitted at the school.
4. Any staff person who violates the discipline policy will be immediately dismissed.
5. When a staff person deems it necessary, a child may be separated from the group, for a period of time. These separations are not "time-out" periods, and usually entail only that the child conduct his/her activities closer to the Guide (so the Guide is better able to attend to the child's needs).

Following Minimum Standards

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 behavior and self-control.

A care giver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- a. using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- b. reminding a child of behavior expectations daily by using clear, positive statements;
- c. redirecting behavior using positive statements; and
- d. using brief, supervised separation the group, when appropriate for the child's age and developmental stage, which is limited to no more than one minute per year of the child's age
- e. There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 - i. Corporal punishment or threats of corporal punishment
 - ii. Punishment associated with food, naps, or toilet training;
 - iii. Pinching, shaking, or biting a child
 - iv. Hitting a child with a hand or instrument
 - v. Putting anything in or on a child's mouth
 - vi. Humiliating, ridiculing, rejecting, or yelling at a child
 - vii. Subjecting a child to harsh, abusive, or profane language
 - viii. Placing a child in a locked or dark room, bathroom, or closet with the door closed
 - ix. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

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

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

Signature

Date



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PARENT ACKNOWLEDGEMENT OF RECEIPT OF PARENT HANDBOOK

I certify that I have read, understood, and agree to be accountable to the operational procedures and policies of La Casa dei Bambini-Kyle Montessori.

Signature of Parent/Guardian

Date

Email of Parent/Guardian

Phone Number

Signature of School Representative

Date



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Student Roster Information

This information will be distributed to all the parents via a student roster so that our community can communicate with each other. We will also use your name and email to registrar you to the Yahoo Group so that you can receive private messages regarding school happenings.

***This is the primary contact parent.**

Child's Full Name: _____

Child's Birthday: _____

Parent #1 Name: _____

Parent #1 Email: _____

Parent #1 Phone: _____

Parent #1 Work/Other Phone: _____

Parent #2 Name: _____

Parent #2 Email: _____

Parent #2 Phone: _____

Parent #2 Work/Other Phone: _____