



PARENT FORMS

(Complete & return to the school)

Gurukul Montessori Academy

2015-2016

GURUKUL MONTESSORI ACADEMY The Bharatiya Temple of Metropolitan Detroit
6850 N. Adams Road (at South Blvd) • Troy, MI 48098 248-879-1921
email: gurukul.bt@gmail.com • website: www.gurukultroy.org



Gurukul Montessori Academy

2015-2016 ENROLLMENT CONTRACT

Name of Student _____ (hereinafter "Student")

DOB: _____

Parent(s) _____ (hereinafter "Parent")

_____ (hereinafter "Parent")

I. Intention: Parent hereby enrolls Student for the 2015-2016 school year in the Gurukul Montessori Academy Program(s) indicated below, under the terms if the within contact. The School reserves the right, in consultation with Parent, to begin Student on a "phase-in schedule."

In accepting this agreement, the undersigned accepts the responsibility for payment of tuition for the **entire school year**. Students entering after the month of school will receive a pro-rated quote for tuition, which will be signed by the Parent. The school reserves the right to cancel Student's enrollment if payments are not made by the agreed upon due dates. In cases of failure to pay, Parent is responsible to the extent permitted by law for the School's expenses of enforcement and collection including attorneys' fees and costs. Tuition is NOT WAIVED for vacations and/or illnesses.

II. Registration: A non-refundable registration fee of \$100 must accompany this contract in order to reserve a place for the Student for the school year in the program(s) Parent chooses. This registration fee is not applied toward tuition. The registration fee was waived for last year's students who re-enrolled by May 1, 2015 and/or for toddlers who transition into our preschool room.

III. Acceptance: Student is accepted or a provisional period of ninety (90) days. During this provisional period, the School shall work with the child and the parent(s) to facilitate the Student's adjustment in to the program(s).



IV. Withdrawal: The School reserves the right to require withdrawal of a Student when the Student has not adjusted into the program(s) or when the Student demonstrates patterns of inappropriate behavior considered undesirable or harmful to self or others. The decision to require withdrawal of a Student shall be made by the Principal.

If for any reason the Parent withdraws the Student or if the School requires the Parent withdraw the Student, Parent shall be entitled to a pro-rated refund of any Semi-Annual or Annual payments made. Two weeks' notice is required prior to withdrawal in order to stop tuition payments.

V. School Policies: The Parent has received, read & signed the **Agreement to Follow School Policies** form and agrees to follow said policies.

VI. Amendment: This contract is the entire contract between the parties concerning this Student for the 2014-15 school year and may be amended only in writing signed by the School and the Parent.

For Gurukul Montessori Academy

Parent: _____

Director: _____

Date: _____

Date: _____



ADMISSION APPLICATION

Child's Last Name _____ Date of Birth _____

Child's First Name _____ Child's First Language _____

Has your child attended (circle any/all that apply) Montessori Daycare other

What are your child's interests?

Does your child have special needs related to eating, sleeping, toileting or learning?

Father's Name _____ email _____

Address _____ Phone _____

Place of Employment (if any) _____

Mother's Name _____ email _____

Address _____ Phone _____

Place of Employment (if any) _____

Gurukul Montessori Academy does not discriminate against any individual or group because of race, gender, religion, national origin, martial status, political belief or disability.

Signature of Parent

Date

Director

Date

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ENROLLMENT FORM

Child's Last Name _____ Date of Birth _____

Child's First Name _____ Gender _____ Language _____

Describe your child's proficiency with spoken English (circle one)

None Just Learning Moderate Usage Proficient

Family Information

Father's Last Name _____ Mother's Last Name _____

Father's First Name _____ Mother's First Name _____

Address _____ Address _____

Home Phone _____ Home Phone _____

Cell Phone _____ Phone _____

Company _____ Company _____

Work Phone _____ Work Phone _____

Best Email to Contact _____ Best Email to Contact _____

Family Preferences & Other Information

Food _____ Vegetarian _____ Non-Vegetarian _____ Other (specify) _____

Child eats with _____ Hands _____ Spoon _____ Fork _____ Other _____

(specify)

What words does your child use for toileting? Urine _____ Bowel Movement _____

Describe your child's napping schedule _____

Does your child have any fears? _____

How do you comfort your child? _____

What else would you like us to know about your child? _____

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AGREEMENT TO FOLLOW SCHOOL POLICIES

Daily Operations:

- The school is open from 7:30 a.m.-6:00 p.m. Your child's scheduled times are dependent on if you are signed up for half day, full day or full day with daycare.
- The school follows the Troy School District's calendar & snow closing announcements. There are some days when Gurukul remains open due to assessing if Troy is closed based on their busing system. You will receive an automated text/email if we are closed.

Dismissal:

- Your child will not be released to anyone other than yourself and those persons you have authorized in writing. Photo identification is required for pick-up by these authorized persons.
- Late pick-up fees will be assessed monthly as follows: \$1/minute after 6 p.m.; \$10/hr. for all other pick-up times, after a 10-minute grace period.

Illness:

- Sick children may not attend. Children who are too ill to play outside are too ill to come to school.
- Children who become ill during the day will be sent home. Children will be sent home if the following symptoms are present: unexplained rash, fever of 100 or higher or vomiting.
- Children who are sent home must be free of symptoms for 24 hours before returning to school.
- Non-prescription medicines will not be administered unless authorized by a physician.
- Prescription medicines in the original containers will be administered by your written permission.
- Oral Ayurvedic and homeopathic medicines cannot be administered.
- Topical ointments and sunscreen will be administered by your written permission.

Vacations/Extended travel:

- Tuition is computed for a full school year and will be pro-rated for enrollment after the start of the school year. Tuition is due regardless of: vacation, extended travel, snow days, sick time, etc. We understand that some of you will travel to India during your time at Gurukul Montessori. Tuition payments are due while you travel. If you do not pay while you are gone, you will forfeit your spot and it becomes available to new families. We will no longer accept the payment of an enrollment fee of \$100; the enrollment fee of \$100 is reserved for new families entering our program for the first time. If we have openings when you return, you will need to pay back tuition in order to re-enroll. This policy is effective as of November 18, 2014.

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Meals:

- You agree to bring meals from home. These meals must meet USDA guidelines and consist of healthy choices.
- We are a vegetarian school. The following are prohibited on school grounds: meat, eggs, fish, chicken and turkey.
- Snacks are provided twice daily for all students.
- Lunch is provided by the school on Fridays at no extra cost to parents.

Outdoor Play:

- All children will go outside every day, weather permitting. We go outside when the temperature is between 32 degrees and 95 degrees.
- We will use the multipurpose hall only when the weather keeps us inside.
- You agree to send snow pants, boots, hats, glove or mittens every day during the winter and into spring.
- Sunscreen can also be kept at school and applied, with your permission, on sunny days.

Payment:

- Payment is expected as agreed in enrollment contract.
- Changes to your selected payment plan must be requested in writing.
- You will receive a statement by Jan. 31st showing payments received during the previous year.
- You may request a statement for your dependent care assistance plan at any time.
- Payments are not to be considered as contributions to the Bharatiya Temple.
- There will be a 10% late fee for tuition received after the 10th of the month.

I hereby agree to follow these and all policies of Gurukul Montessori Academy. I understand that these policies may be changed from time to time with reasonable notice and I will receive written notification of said changes.

Signature of parent

Date

ALLERGY & FOOD PREFERENCE INFORMATION

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Child's Name _____ Date of Birth _____

What is your child allergic to? _____

Has a physician diagnosed this allergy? _____

What are the symptoms of this allergy? _____

What should we look for to determine if the child having an allergic reaction? _____

How do you treat this allergy? _____

What should we do if we observe that the child is having an allergic reaction? _____

At Gurukul Montessori Academy, parents agree to bring nutritious, well-balanced meals from home. These meals must follow USDA Meal Guidelines From time to time, foods may be provided by the school for snacks and special events. Please give specific instruction below regarding food restrictions and/or limitations based on family preference, religious affiliation or medical need, if any.

Signature

Date

AUTHORIZATION TO RELEASE FORM

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Child's Name _____

The following person(s) have my permission to pick up my child.
Gurukul Montessori Academy will not release
your child to anyone who is not on this list.

Photo Identification is required.

Name _____ Relationship to Child _____

Address _____

Phone _____ Cell Phone _____

Name _____ Relationship to Child _____

Address _____

Phone _____ Cell Phone _____

Name _____ Relationship to Child _____

Address _____

Phone _____ Cell Phone _____



EMERGENCY AUTHORIZATION FORM

Child's Name _____

Date of Birth _____

I understand and hereby authorize by signature below that, in the event of an emergency, Gurukul Montessori Academy staff certified in First Aid & CPR will provide first aid to my child.

I hereby authorize Gurukul Montessori Academy to call an ambulance to transport my child to the hospital or nearest medical facility and to seek medical services for my child.

Signature of Parent

Date



PARENTAL CONSENT FOR PHOTOGRAPHIC RELEASE

Please read statement below and circle your preferences

Gurukul Montessori Academy occasionally takes pictures/videos of Students as part of its activities.

I DO give **Gurukul Montessori Academy** permission to use the content (pictures/videos) in whole or part, in School Activity Display Boards, Multimedia Presentations, School Web Site and Printed Matter and agree to release **Gurukul Montessori Academy** from any claims, so long as such use is in accordance with rights granted under this release.

I DO NOT give **Gurukul Montessori Academy** permission to use the content (pictures/videos) in whole or part, in School Activity Display Boards, Multimedia Presentations, School Web Site and Printed Matter. I DO NOT agree to release **Gurukul Montessori Academy** from any claims, so long as such use is in accordance with rights granted under this release.

Child's name

Parent's signature

Date

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YOUR CHILD'S FIRST DAY

Your child needs:

- Cold weather gear (i.e., snow pants, coat, hat, mittens/gloves, boots)
- Bathing suit, towel, water shoes for summer camp
- Sunscreen (in summer)
- Extra clothing and/or socks to keep at school
- Vegetarian lunch, if staying past 11:30 a.m. (see below for Pizza Friday information)
- Filled water bottle daily
- A simple placemat for lunchtime
- Blanket for children who will nap here
- Towel for students who do not nap (for rest time)
- All paperwork, completed
 - Make sure to include Health Appraisal Form (signed by your child's doctor), Emergency Card & proof of immunizations (or waiver form)
- TODDLERS ALSO NEED:
 - Diapers, wipes
 - Filled and labelled bottles
 - Sippy cups for juice or water
 - Suggested daily schedule

Snack Program:

Gurukul offers nutritious and fun snacks to students. No nuts are served and allergies are accommodated. Snack menus are posted around the school and sent via email the first week of each month.

My child may NOT eat/drink the following:

Pizza Fridays:

Every Friday Gurukul serves Hungry Howie's cheese pizza for students

- Yes, I want my child to have pizza every Friday!!
- No, my child will bring his/her own lunch every Friday!!
- No, my child will NOT attend on Fridays!!

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SCHOOL POLICIES & INFORMATION

I, the undersigned parent of _____ have received the following documents from **Gurukul Montessori Academy**, where my child is enrolled.

- Discipline policy
- Nutrition plan & Snack calendar sample
- Health Care services plan
- Admission & withdrawal policy
- Pest Management Policy
- Daily schedule
- Dress Code Policy
- Your child's first day
- School calendar
- Tuition & curriculum information
- School safety & emergency procedures
- Licensing notebook notification
- Travel, vacation & illness policies
- Program philosophy

Signature of Parent

Date