



Application for Admission

General Information

Child's Full Name _____ Date of Birth _____

Child's Home Address _____

Date of Admission _____ Date of Withdrawal _____

Child Lives With: (Circle One) Both Parents Mom Dad Guardian

Custody Documents on File: (Circle One) Yes No N/A

Please note: If applicable, custody documents must be submitted with application.

Father or Guardian's Name: _____

Phone Number: _____ E-mail: _____

Mother or Guardian's Name: _____

Phone Number: _____ E-mail: _____

Emergency Contact Information (Not Optional). Give the name, address, and phone number of the responsible individual to call **in case of an emergency** if parents/guardian cannot be reached.

Name: _____ Relationship: _____

Address: _____

Phone Number: _____

Release Authorization (Optional). I authorize Riverchase Montessori to release my child to the following persons. Children will only be released after verification of ID.

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____



Consent Information

Transportation

I give consent for my child to be transported and supervised by the operation's employees:

- For emergency care
- Field Trips
- To and From School (School Age)

Please note that before field trips, parents will be notified, and further consent will be required.

School Age Children

My child attends the following school: _____

School Phone Number: _____

- My child's medical records are current and on file at their school.

I authorize Riverchase Montessori to pick up/drop off my child to the following locations:

Water Activities

I give consent for my child to participate in the following activities

- Water table play
- Splash Pad
- Sprinkler Play
- Is your child able to swim without assistance:
 - Yes
 - No (If no, what type of assistance is needed: _____)



Meals

I understand that the following meals will be served to my child in care.

- None
- Breakfast
- Morning snack
- Lunch
- Afternoon snack
- Evening snack

Parents who choose to send snacks and meals from home:

I choose to send meals and snacks from home. I understand that I am responsible for the nutritional value of my child. I understand that if I do not provide a snack for my child, he or she will be served one from the school.

Parent or Guardian Name: _____

Parent or Guardian Signature: _____

Days and Times in Care

- 5 Full Days (6:30 am – 6:30 pm)
- 5 School Days (8:00 am – 3:00 pm)
- 5 Half Days (8:00 am – 12:00 pm)
- 3 Full Days (6:30 am – 6:30 pm) Specify Days: _____
- 3 School Days (8:00 am – 3:00 pm) Specify Days: _____
- 3 Half Days (8:00 am – 12:00 pm) Specify Days: _____
- After School (3:00 pm – 6:30 pm)

Please note that the full day program is the only available option for children 18 months and younger.



Authorization for Emergency Medical Attention

In the event I cannot be reached to make arrangements for emergency medical care, I authorize the person in charge to take my child to:

Name of Physician: _____

Address: _____

Phone Number: _____

Name of Emergency Care Facility:

Address: _____

Phone Number: _____

I give consent to Riverchase Montessori to secure any and all necessary emergency medical care for my child.

Parent or Legal Guardian Signature: _____

Date: _____



Child Allergy Information

Does your child have diagnosed food allergies? If yes, please submit an allergy action plan.

- Yes
- No

Please list **diagnosed** food allergies _____

Child's Special Care Needs (check all that apply)

- Environmental Allergies
- Limitations or restrictions on child's activities
- Food intolerances
- Reasonable accommodations or modifications
- Existing illness
- Adaptive equipment (include instructions below)
- Previous serious illness
- Symptoms or indications of complications
- Injuries and hospitalizations (past 12 months)
- Medications prescribed for continuous long-term use
- Other

Explain any needs selected above:



Health Statement

Health statements must be signed by your child's physician **within one week** of admission. This statement may be faxed to the school at the number listed at the bottom of the page. This is not a requirement for children in the After School Program.

Child's Full Name: _____

Date of Birth: _____

Health Care Professional Statement: I have examined the child within the past twelve months and find that he or she is able to take part in the school program.

Physician Signature: _____

Date: _____

Vision and Hearing

Children 4 years and older, a copy of the vision and hearing screening must be attached. This is not a requirement for children in the After School Program.

Immunizations

- I have attached my child's immunization records
- I have attached a signed and dated affidavit stating that I decline immunizations for reason of conscience, including religious belief on the form described by Section 161.0041 Health and Safety Code submitted no later than the 90th day after the affidavit is notarized.

Please note that immunizations must be updated as received. Immunization records are not a requirement for children in the After School Program.



Behavior and Conduct Statement

Riverchase Montessori reserves the right to terminate enrollment at any time if a child's behavior puts other children or staff members in danger. In this case, a 30-day notice is given to find alternative care.

Parent or Guardian Signature: _____ Date: _____

Parent Acknowledgement of Admission Documents

- I have attached all necessary documents and understand that enrollment is not complete until all necessary documents have been submitted.
- I will update my child's immunization records as soon as received.
- I understand that vision and hearing results must be submitted once my child turns 4 years old.

Parent or Guardian Signature : _____ Date: _____



Operational Discipline and Guidance Policy

This form provides the required information per 26 Texas Administrative Code (TAC) minimum standards §744.501(7), §746.501(a)(7), and §747.501(5).

Discipline and Guidance Policy

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 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 behavior instead of focusing only upon unacceptable behavior;
- 2) Reminding a child of behavior expectations daily by using clear, positive statements;
- 3) Redirecting behavior 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 or open; and
- 9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

This policy is effective on the following date: _____

Signed by: _____

- Parent
 Caregiver/Employee



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Parent Agreement 2024-2025

- I hereby request acceptance for my child _____ into Riverchase Montessori for the entire academic school year.
- Enrollment Fees: Registration, Security Deposit and Supply fees are due upon enrollment and must be paid by the first day of enrollment.

SECURITY DEPOSIT: The Security Deposit is fully refundable with 30 days’ written notice.

- **YEARLY RE-REGISTRATION:** A yearly re-registration is due in August at the start of each academic year. Families enrolled between April – July will not be charged a re-registration fee for the upcoming school year.
- **SUPPLY FEE:** A supply fee is added each semester in January and August for children 1 year and older.
- **ABSENCES:** Tuition must be paid in full each month regardless of absences of any duration. This is necessary due to operational costs incurred based on fixed levels of enrollment.
- **PRORATION OF TUITION:** Tuition is only prorated at the time of enrollment, re-enrollment or withdrawal.
- **INCLEMENT WEATHER:** Riverchase Montessori follows CISD, CFBISD, LISD, IISD for inclement weather.

- **SUMMER:** Summer tuition is calculated on a weekly basis in the months of June and July.
- **SUMMER PROGRAM ACTIVITY & ENTERTAINMENT FEE:** A summer entertainment fee is added in the months of June and July.

- **WITHDRAWAL:** The obligation for full payment of tuition continues until the day indicated by the parent in a written notice. A 30-day withdrawal notice must be provided, and the security deposit will be applied to the last month’s tuition. Failure to provide such notice will result in forfeiture of the deposit.
- **TERMINATION OF ENROLLMENT:** Riverchase Montessori reserves the right to terminate enrollment at any time due to non-payment of tuition or when necessary for the well-being of the child and/or other children in the class.
- **SIBLING DISCOUNT:** A 10% sibling discount is applied to the tuition of the oldest enrolled child.
(Sibling discount is only applied to children enrolled in the full-day program.)
- **LATE PICK-UP:** A late fee in the amount of \$10.00 per minute is added after 6:30 PM.

TUITION IS DUE ON THE 1ST OF EACH MONTH.
(Tuition is considered late after the 5th of each month)

PERMISSIONS:

- I give permission to Riverchase Montessori to send information via email or through Procure.
- I give permission to Riverchase Montessori to photograph/video record my child during school hours and events
- I give permission to Riverchase Montessori to share my child’s photograph/video on the school website or Facebook Page.

YES / NO

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

I acknowledge and agree to the terms I have read in this agreement.

Signature of Parent or Guardian: _____ Date: _____

1555 E. Sandy Lake
Coppell, Texas

info@riverchase Montessori.com
www.riverchase Montessori.com

Phone # (972)745-1500
Fax #: (972)745-1523



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Tuition Schedule

2024-2025 School Year

5 Full Day Program: 6:30 a.m. to 6:30 p.m. Monthly Tuition

- Included in your tuition: Yoga, Spanish, Music, Chinese, P.E. (Varies by age)
- School prepared lunch and snacks are provided.
- Option to enroll in the Extra Curricular Activities at an extra cost: Ballet, Hip-hop & Tumble, Chinese, Music & Soccer.
- Summer Program is Optional TUTION IS NOT PRORATED DURING THE MONTHS OF AUGUST TO MAY.

5 Full Day = \$1,200
3 Full Days = \$1,110

School Day Program: 8:00 a.m. to 3:00 p.m. Monthly Tuition

- Included in your tuition: Yoga, Spanish, Music, Chinese, P.E. (Varies by age)
- School prepared lunch and snacks are provided.
- Option to enroll in the Extra Curricular Activities at an extra cost: Ballet, Hip-hop & Tumble, Chinese, Music & Soccer.
- Summer Program is Optional TUTION IS NOT PRORATED DURING THE MONTHS OF AUGUST TO MAY.

5 School Days = \$1,090
3 School Days = \$990

Half Day Program: 8:00 a.m. to 12:00 p.m. Monthly Tuition

- Included in your tuition: Yoga, Spanish, Music, Chinese, P.E. (Varies by age)
- School prepared lunch and snacks are provided.
- Option to enroll in the Extra Curricular Activities at an extra cost: Ballet, Hip-hop & Tumble, Chinese, Music & Soccer.
- Summer Program is Optional TUTION IS NOT PRORATED DURING THE MONTHS OF AUGUST TO MAY.

5 Half Days = \$955
3 Half Days = \$900

INFANT 1 PROGRAM = \$1,470 PER MONTH (6W-12M) **INFANT 2 PROGRAM = \$1,350 PER MONTH (12M-18M)**

AFTER SCHOOL : \$525 PER MONTH (Elementary Age / 3-6:30pm) **SUMMER SCHOOL ENROLLMENT = \$ 100 (New Families)**

Other Fees	
1. Registration Fee	NON-REFUNDABLE..... \$200 per family
2. Supply Fee (August 1st. and January 1st.)	NON-REFUNDABLE\$175 per semester per child
3. Yearly Re-Registration Fee	(ALL AGES).....\$100 per family per year
4. Summer Program Activity & Entertainment Fee	(12M+).....\$75 per month per child in June & July
5. Sibling Discount.....	10% discount is applied to the oldest child
6. Security Deposit	(REFUNDABLE W/30 DAY WRITTEN NOTICE).....\$ 300
7. Late Payment Fee.....	\$ 35
8. NSF fee will be added to your invoice when a return check takes place.....	\$ 35

I acknowledge and agree to the terms of this fee schedule.

Signature of Parent /Guardian

Date

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Parent Checklist

I have received and completed all agreements and release forms needed.

Please initial next to completed and returned form:

	SIGNED APPLICATION FOR ADMISSION
	IMMUNIZATION RECORD
	HEALTH STATEMENT SIGNED BY PHYSICIAN
	VISION & HEARING (4yrs & up)
	SAFE SLEEP POLICY (6w-12m)
	DISCIPLINE & GUIDANCE POLICY
	PARENT HANDBOOK ACKNOWLEDGEMENT
	SIGNED PARENT TUITION AGREEMENT
	SIGNED PARENT AGREEMENT
	ACKNOWLEDGEMENT OF TUITION EXPRESS AUTHORIZATION

AS SOON AS ALL THE PAPER WORK NEEDED FOR YOUR CHILD'S FILE IS SUBMITTED AND COMPLETE, A SECURITY PIN FOR SIGNING IN AND OUT IS GIVEN TO EACH FAMILY.

Please Sign Below:

Signature of Parent or Guardian

Date

I understand that my child is considered accepted at Riverchase Montessori when all forms are fully completed, included a current record of Immunizations signed by a physician and initial financial responsibilities are paid.