



Start Date \_\_\_\_\_

**CHECK PROGRAM:**

Half-Day Children's House 8:30 am - 12:30 pm Ages 3-6

M-F \_\_\_\_\_ (\$550)

MWF \_\_\_\_\_ (\$500)

Extended Day 12:30 - 2:30 Ages 3-6

M-F \_\_\_\_\_ (\$175)

Child's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

**Parent/Guardian**

Name \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

**Parent/Guardian**

Name \_\_\_\_\_

Address (If different) \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

**IN CASE OF EMERGENCY WHEN PARENT(S) CANNOT BE REACHED, LIST PEOPLE WHO CAN PICK UP YOUR CHILD WITHIN ONE HOUR. DO NOT LEAVE THIS SECTION BLANK. \* We require a photo of each person listed below as well as a picture of parents/guardians as a security measure to keep your children safe!**

Name \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Relationship \_\_\_\_\_

Name \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Relationship \_\_\_\_\_

Physician \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Allergies/Medical Problems:

\_\_\_\_\_  
Your signature on this application grants Wake Forest Montessori School permission for the following:

1. To allow paramedics to take your child to the nearest hospital for emergency treatment.
2. To use your child's photograph for purposes of school publicity and on the school's website.
3. To allow staff to apply first aid (see Parent Manual)

**GUARANTEE OF PAYMENT**

It is necessary for all parents whose children are enrolled at Wake Forest Montessori to fill out this form so that you will understand how delinquent accounts will be handled by the school. The undersigned agree that all bills are due and payable on the first of each month. The undersigned agree that a penalty charge of \$50 will be applied if payment is received after the 8<sup>th</sup> of each month. In addition, the undersigned agree to pay all attorney's fees, court costs, and/or collection agency charges or commissions if this account is referred to an attorney or collection agency for collection if any amounts are determined due.

Tuition Policy

A 30 day written notice is required prior to withdrawal of any student from the school. If a child is not in attendance for any reason, or the tuition payment has not been received, the child's space will be filled from our waiting list. Re-admittance would require a new application and application fee, provided there is a space available. (If 30-day notice is not given, you will be liable for the present month's full tuition.) A non-refundable \$50 application fee and an annual non-refundable \$175 supply fee are required when your application is submitted. These fees are not applicable to monthly tuition.

**All parents/guardians are required to sign this form.**

I have read the entire application and the entire WFM Parent Handbook and understand its contents, filled it out honestly and completely, and agree to all its conditions.

\_\_\_\_\_

Signature of Parent/Guardian Date

\_\_\_\_\_

Signature of Parent/Guardian Date

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Office Use Only

Date Application Received: \_\_\_\_\_ Registration Fee: \_\_\_\_\_ Check# \_\_\_\_\_

Start Date: \_\_\_\_\_ Discharge Date: \_\_\_\_\_

Tuition Fee: \_\_\_\_\_ Check #: \_\_\_\_\_

I acknowledge that I have received a copy of Wake Forest Montessori's Parent Handbook.

I have read and understand the contents of this handbook and will act in accord with these policies and procedures as a condition of my child being enrolled at Wake Forest Montessori.

I understand that if I have questions or concerns at any time about the Parent Handbook, I will consult my child's teacher and or the director.

Please read your Parent's Handbook carefully to before you sign this document.

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Parent/ Guardian Signature

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Date

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# Minor Photo Release Form

Wake Forest Montessori

I give Wake Forest Montessori permission to publish in print, electronic, or video format the likeness or image of my child. I release all claims against Wake Forest Montessori with respect to copyright ownership and publication including any claim for compensation related to use of the materials.

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MINOR'S NAME

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YOUR NAME (Parent or Guardian, Please print)

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YOUR SIGNATURE

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DATE

**General Guidelines:** It is recommended that a release be obtained when photographing or videotaping a minor (under 18). Parent or guardian signatures are required; signatures of minors are not sufficient. When images are published, Wake Forest Montessori will take cautionary steps to provide minimum identifying information and **will not use** specific street or mailing addresses, e-mail addresses, names, or phone numbers of any students.

## **First day of school important information**

### **Contact Information:**

To contact the classroom during school hours please call [\(919\) 827-1148](tel:9198271148) Ms Kristen will forward the necessary information along to the classroom.

If you need to relay general information to the teachers, please email the director at [kristen@wakeforestmontessori.com](mailto:kristen@wakeforestmontessori.com) as she checks her email periodically throughout the day.

### **Snack:**

Each child will need an individually wrapped snack with his/her name clearly printed on it. We suggest using a Ziploc bag or re-usable container. This snack will be available to your child during the work cycle.

### **Lunch:**

Parents of children enrolled in the extended day program must provide a nutritious lunch, in addition to the child's individually wrapped snack.

Lunches should be clearly marked with the child's name. If necessary, please include an ice pack in your child's lunch box. Lunch boxes will only be available to the children at lunchtime and therefore need to be packed separately from snacks.

### **Restrictions & Requests:**

- **Do not** send any food with nuts.
- It is not necessary to send your child with a drink - we supply fresh, filtered water in the classroom.

### **Drop-Off Procedures:**

Morning Drop-Off is between 8:30 and 9:00 AM.

Place your child's labeled snack in the 'snack' bin under the coat rack.

If applicable, place your child's lunch in the 'lunch' bin next to the coat rack.

Hang your child's sweater or sweatshirt on the coat rack (it sometimes gets chilly in our classroom!)

Sign-in your child by marking your initials next to his/her name on the clipboard hanging on the coat rack.

Say a quick goodbye and let your child walk freely to the classroom door.

A teacher will greet your child at the classroom door.

**Extra Clothes:**

Parents must provide an 'Extra Clothing Pack'. Packs should be sealed in a gallon-sized Ziploc bag with the child's name clearly printed on the outside of the bag. The bag should contain an entire set of extra clothes including:

shoes  
socks  
underwear  
shorts/pants  
t-shirt

**Emergency Pack:**

Parents must provide an Emergency Kit. Kits should be sealed in a gallon-sized Ziploc bag with the child's name clearly printed on the outside of the bag and must include:

1. A small towel
2. Small package of Kleenex
3. Small packet of hand wipes
4. Two cans or boxes of juice
5. Two small snack packages of commercially, vacuum-packed foods such as granola bars, beef jerky, fruit rolls, etc.
6. Old sweat shirt or sweater
7. 72-hour supply of any prescribed medication labeled with the child's name, the type of medication and instructions.
8. Small toy, game, book or item of comfort such as a family picture

**Pick-Up Procedures:**

A teacher will bring your child to the door. You do not need to knock, ring the doorbell, or enter the classroom as this may disrupt our circle time.

Please, sign-out your child by marking your initials next to his/her name on the clipboard hanging on the coat rack. Check the lunch bin, snack bin and coat rack for your child's belongings before you leave.

Pick-up for students enrolled in the half-day program is between 12:15 and 12:30 PM

Pick-up for students enrolled in the full-day program is between 2:15 and 2:30 PM