

**BRUSHY CREEK MONTESSORI SCHOOL**

Enrollment Information

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Date of Enrollment \_\_\_\_\_

Days and Hours of Care \_\_\_\_\_

Child's Address \_\_\_\_\_  
(Street) (City) (Zip)

Home Phone: \_\_\_\_\_

Parent or Guardian's Name: \_\_\_\_\_ D.L.# \_\_\_\_\_ DOB: \_\_\_\_\_  
(Father)

Parent or Guardian's Name: \_\_\_\_\_ D.L.# \_\_\_\_\_ DOB: \_\_\_\_\_  
(Mother)

Day Phone: \_\_\_\_\_  
(Mother) (Father) (Guardian)

Email Address: \_\_\_\_\_  
(Mother) (Father)

Emergency Contact: \_\_\_\_\_  
(Name and Day Phone)

I hereby authorize the school to allow my child to leave the facility ONLY with the following persons:

1. \_\_\_\_\_  
(Name and Phone)

2. \_\_\_\_\_  
(Name and Phone)

3. \_\_\_\_\_  
(Name and Phone)

Please list any special problems that your child may have such as allergies, existing illness, previous serious illness, injuries during the past 12 months, medication prescribed for long-term continuous use, or any other information which the staff should be aware of.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Enrollment Packet and Parent Handbook Amendment

### Health and Immunization Requirements

Once a child is 48-months-old they must have an annual hearing and vision screening test performed by their health professional. The hearing and vision screening test is in addition to the doctor's certificate and immunization records that must be updated annually and kept on file at BCMS.

### Procedures to Review Licensing Documents

BCMS is licensed by the state of Texas and must meet or exceed the *Minimum Standard Rules for Licensed Child-Care Centers*. You may review a copy of this document at anytime during our normal business hours of 7 am-6:30 pm. This folder is located in a cabinet behind the reception area. Please ask the director or your child's teacher for a copy of this document if you would like to review it.

The most recent licensing reports will be posted on the bulletin board in the reception area alongside our license, daily snack menu, monthly calendar, and other important information.

### How to Contact our Local Licensing Office

If you need to contact our local licensing office, you may do so by calling:

Round Rock Office:

Austin Office:

512-834-3195

512-388-6215

You can also find licensing information at [www.dfps.state.tx.us](http://www.dfps.state.tx.us). If ever you suspect child abuse or neglect please call the National Child Abuse Hotline at 1-800-252-5400 for more information, or contact your local licensing office.

I have read and understood the amendments made to the Brushy Creek Montessori School Enrollment Packet and Parent Handbook.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## Acknowledgement

I acknowledge that I have received Brushy Creek Montessori School's Parent Handbook. I understand the school's policies and will respect them. I realize these policies supersede any previous policies and that additions and changes may be made to school policies without notice. Below are some significant items parents need to be aware of:

**Holidays-** We follow the Round Rock School District Schedule and are closed on the following holidays: New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (Wed., Thurs., Fri.), Christmas Break and Spring Break. When a traditional holiday falls on a weekend, we observe the holiday in accordance with the national Monday Holiday Bill. Because our tuition is set on an annual basis, there is no reduction in tuition for holidays. If you are in need of care during Thanksgiving Holiday, Christmas Holiday, or Spring Break, we will have an optional childcare program available upon your request. There will be additional charges for this care.

**Birthday Celebrations-** We have a special way of celebrating birthdays at Brushy Creek Montessori. It is much different than a traditional American birthday; it is much more conducive to the classroom environment. Please do not bring birthday cake but please do participate in our Montessori birthday celebration.

**Medication Policy-** Each day that a child is required to take medication at our school, parents must complete a *Medication Authorization Form* in the office. The medication must be kept in its original container and the following information must be clearly stated: the child's name, doctor's name, prescribed dosage, and date. Please leave a medication spoon with your child's name on it. We cannot administer over-the-counter medication to children under 2-years-old without a signed physician's statement with the child's name and dosage. This will be kept in the child's permanent file. The school will only apply insect repellent if the parents sign a waiver and properly completes a *Medication Authorization Form*. Please do not leave any type of medication in your child's bag.

**Emergency Dismissal-** Occasionally, Cedar Park has flash flood warnings and other severe weather conditions. BCMS will be closed on any day that LISD has cancelled school due to weather conditions; or if it is not during the school session, if city employees are excused from work. As with any missed days, tuition cannot be refunded for a missed day due to weather.

**Financial Policies-** Tuition: Weekly tuition is due and payable on Monday by 6:30 p.m. A parent may pay up to four weeks in advance. A \$5 per day late fee will be applied after Monday. Tuition and fees must be paid in full without deduction for absences of any duration or for any cause, and without substitution of other days of attendance as 'make-up' days.

**Early Drop-off/Late Fee-** Full day students must be picked up by 6:30 p.m. There is a late fee of \$1 per minute per child for parents who arrive after 6:30 p.m. Part time will be charged \$5 for early drop off before 8:30 am and a \$5 charge for late pickup after 2:30 pm.

**Supply Fee-** A bi-annual supply fee of \$100 per child is billed in September and March for classroom supplies, art and craft supplies, computer programs, manipulative and Montessori materials.

**Deposits-** Your refundable deposit of one week's tuition will be refunded when you provide the written notice at least 30 days in advance.

**Sibling Discounts-** Families enrolling more than one child in a full-time program will receive a \$50 per month discount on the second and additional children that are enrolled.

**Absences and Vacation-** We cannot offer tuition reductions for absences and vacations.

**Temporary Absences of Two Weeks or More-** If you want a guarantee that your spot will be held for you, you must pay the tuition. If you do not pay the tuition your spot may be filled, but you will be put on the top of the waiting list.

**Photography-** We often document your child's activities by taking photographs. Photos are for school use only and are available upon request

Signature of parents \_\_\_\_\_ Date: \_\_\_\_\_

**BRUSHY CREEK MONTESSORI SCHOOL**  
**PARENTAL PERMISSION TO PUBLISH PHOTOGRAPHS**

Please complete the following form to authorize that photographs taken of your child may be used for online publication on our school website [www.brushycreekms.com](http://www.brushycreekms.com) and/or newsletter. This means that all photographs taken of your child by our staff may be edited and published as described above.

Parents permission

I, parent/legal guardian of \_\_\_\_\_(student's name), authorize Brushy Creek Montessori to publish photographs of my child on the school website and/or newsletter. I understand that any photographs and examples of student work published will remain on the website and/or newsletter at the discretion of the publishers. The children will not be identified by name.

(Please Print)

Guardian's First & Last Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_