Enrollment Application

HARMONY DAY SCHOOL

Harmony Day Montessori School, Inc. values a diverse community and complies with all applicable laws regarding nondiscrimination.

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Please note: *Children who require a morning nap are not eligible for enrollment. Students who are not fully toilet-trained and able to function independently in the bathroom are not eligible for enrollment in the Primary Program.*

Child's Name: _____ Goes by: _____

Date of Birth: _____ / _____ / _____ Gender: ☐ Male ☐ Female

month day year

Parent/Guardian Information (Please complete the following for each parent/guardian)

Parent/Guardian 1

_____

Full Name

_____

Home Address *City* *State* *Zip*

_____

Home Telephone *Cell Phone* *Email*

_____

Occupation/Title *Employer*

Parent/Guardian 2

_____

Full Name

_____

Home Address *City* *State* *Zip*

_____

Home Telephone *Cell Phone* *Email*

_____

Occupation/Title *Employer*

Child Release Authorization

All persons, other than a parent, picking up their child must show a valid form of identification and be listed below. The following persons are authorized to pick up _____ from Harmony Day School:

Name of Child

_____

Name *Cell Phone Number*

_____

Name *Cell Phone Number*

Photo & Personal Information Release Authorization

From time to time, Harmony Day School uses classroom photos in its monthly parent newsletter, promotional materials, and/or to document your child's work progress.

☐ I hereby give permission to Harmony Day School to use my child's photographic likeness in all forms and media for advertising, trade, and any other lawful purposes.

From time to time families like to make plans with one another outside the school day for play dates or birthday parties. The school provides each family with a family directory for such purposes.

☐ I hereby give permission to Harmony Day School to share our contact information with other HDMS families.

Medical Information

☐ NO KNOWN ALLERGIES (NKA) ☐ Environmental allergies (hay fever, dust, pollen, etc.)

☐ Food allergies—please include a signed diagnosis from your pediatrician along with a written plan of action.

□ My child is vegan □ My child is vegetarian

□ Medication allergies—please specify: _____

_____

□ Difficulty with vision, hearing, etc. □ Medical conditions □ Psychiatric conditions

_____

□ Other: _____

Does your child require medication(s)? □ YES □ NO

Name of medication(s): _____

Prescribing Physician: _____ Phone #: _____

Describe symptoms your child exhibits during a SEVERE reaction (e.g. nausea, vomiting, wheezing)

_____

Please note: *All parents who have children with allergies are expected to meet with your child's teacher to discuss allergies, symptoms, reactions, and treatments.* *Please submit a copy of your insurance card with this form.*

Emergency Authorization: I authorize teachers and school personnel to give my child treatment as they deem it appropriate. I understand that every effort will be made to contact me in the event of an emergency which requires medical attention.

I hereby authorize Harmony Day School to proceed as follows in the case of illness or emergency:
(1) NON LIFE THREATENING*: My child will be given First Aid treatment and kept at school until I (or another adult contact on the Emergency Release Form) can be reached to pick up my child.
(2) LIFE THREATENING: My child will be transported by ambulance (at my expense), accompanied by a staff member, to the nearest hospital, where I give permission for any and all x-rays, tests, treatment, and/or hospitalization to be administered and/or arranged by those medical personnel in attendance at said hospital, as they may deem necessary.
**NOTE:* *At the school's discretion, students with facial or head injuries or other injuries of a potentially serious nature may be transported by ambulance as described in (2) above, even if those injuries are not deemed to be life threatening.*

Student's Physician/Clinic: _____ Phone #: _____

Address: _____

_____

Parent/Guardian Signature *Date*

_____

Parent/Guardian Signature *Date*

Please comment on any circumstances that may affect or have affected your child (e.g. changes in school, loss of a significant person, change in family structure, etc.)

_____

Harmony Day Montessori School, Inc. offers a 4 to 5 year Montessori program, including a Last Year's program (kindergarten). Where will your child attend school in the upcoming years?

_____

_____

Parent/Guardian Signature *Date*

_____

Parent/Guardian Signature *Date*

Please mail this application, along with your $300 nonrefundable deposit (this will be deducted from your tuition) to: Harmony Day School, Attn: Michelle Walker-Campbell, 436 Welsh Park, Lexington, KY 40509

Program Selections

2015 – 2016 School Year

We are enrolling our child in:

the Toddler Program

All toddlers MUST have given up their morning nap to participate in the toddler program.

My child will attend: □ 3 days (please circle preferred days M, T, W, Th, F)
□ 4 days (please circle preferred days M, T, W, Th, F)

Arrival Time: □ between 8 am and 8:40 am □ 8:40 am

Pick Up Time: □ 12 pm □ 2:30 pm □ between 2:45 & 5:45 pm

the Primary Program

All students must be fully toilet trained to participate in the primary program. The primary program operates 5 days per week from 8:40 am to 12 pm.

All Last Year students attend class 5 days per week from 8:40 am to 2:30 pm.

Arrival Time: □ between 8 am and 8:40 am □ 8:40 am

Pick Up Time: □ 12 pm □ 2:30 pm □ between 2:45 & 5:45 pm

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Program Descriptions

Daily Schedule & Tuition

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A Word about the Montessori 5 day Program

Tuition above is based on a five day per week program. Five days a week of classroom attendance is what is best for all Montessori students. Young children thrive on routine and consistency of a set schedule. Children experience a strong sense of belonging when attending school the same number of days as their classmates. Opting for fewer days WILL mean your child will miss group lessons and special interest presentations. In rare instances, we will consider a program for 3 days and 4 days per week, but please know if advance, these are not ideal for any Montessori child.

Scholarships Available to Families that Qualify

Upon occasion, HDMS receives a donation earmarked specifically for scholarships to families who are unable to send their child to a Montessori School at full tuition. If you want your child to receive a top notch Montessori education but think you might not be able to afford full tuition, please inquire about available scholarships.

Program Offerings

New Student Orientation Camp

All new students are required to attend Orientation Camp. During this time, students learn ground rules for the classroom as well as develop routines.

Early Arrival Program

Families wishing to bring children before the start of class must register for before-school care and
may drop their child off as early as 8:00 am. Please park in the school lot and walk your child around to the patio doors for admittance into the building.

Morning Montessori Class Schedule

o Toddler Students attend class 8:40 am–12 pm Monday - Friday
o Primary Students attend class 8:40 am–12 pm Monday–Friday

Last-Year Program

This valuable program allows our oldest Primary students to explore the concrete advanced Primary materials as well as delve into the abstract "crossover" materials designed for students entering the Lower Elementary Classrooms of Montessori Schools the world over. Last Year students step confidently into leadership and mentorship by assisting the classroom guide with the presentation of materials to younger students. They also have an integral role in maintaining the classroom environment. They are the "leaders" of the classroom. All "Last Years" attend school five days a week from 8:40 am to 2:30 pm.

Full-Day Program

Families wishing for a longer school day, may pick students up at 2:30 pm. During full day, students eat lunch, rest or nap, assist in caring for classrooms and participate in enrichment activities such as art, music, Spanish, children's yoga, etc.

Extended Day Program (Afterschool)

Families desiring a longer school day experience, may pick students up as late as 5:45 pm. During these last few hours of the day, students eat snack, engage in an afternoon work cycle and play outdoors or in our indoor play room. Please text the school when you are 10 minutes out so staff can assist your child in preparing to leave school. Parents of afterschool students are asked to park in the lot and walk down the side drive to the patio for dismissal.

Daily Schedule

8 to 8:40 am Early Arrival, Classroom Preparations & Gross Motor Play
8:40 am to 12 pm Morning Montessori Classes
12 pm Half Day Student Dismissal
12 pm Lunch for Full Day Students
12:30 Lunch Cleanup & Rest Preparations

Nappers

12:25 to 2:20 Toddler & Young Primary Nap
Nappers Clean Up & Pack Away
Prepare to Go Home or Afterschool

Resters

12:30 to 1:15 Older Primary Rest
Rest Room Clean Up & Pack Away
Extended Lessons & Activities (Spanish, Music, Art, Yoga, etc.)

2:30 pm Full Day Student Dismissal, Afterschool Begins, Handwashing
2:30 pm Gross Motor Room Music & Play
3:45 Afterschool Room, Snack and Work Cycle
4:45 Outdoor Play

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2016-2017 Tuition

Toddler Program Based on 10 equal payments

All new to Toddler Program students will attend Orientation Camp beginning on August 10. If your child will be new to the Toddler Program, please add a $200 Orientation Camp fee to the tuition listed below.

	Noon Pick Up	2:30 pm	5:45 pm	Early Arrival
3-Day Toddlers	$400	$551	$740	+ $36
4-Day Toddlers	$478	$658	$884	+ $43
5-Day Toddlers	$555	$765	$1,028	+ $50

Primary Program Based on 10 equal payments

All new to Primary Program students will attend Orientation Camp beginning on August 15. If your child will be new to the Primary Program, please add a $200 Orientation Camp fee to the tuition listed below.

	Noon Pick Up	2:30 pm	5:45 pm	Early Arrival
Primary Program	$525	$723	$970.50	+ $50
Last-Year Program	N/A	$723	$970.50	+ $50

Tuition Based on the Following Payment Schedule:

Of 2016

- August 1 (due with return of contract)
- September 1
- October 1
- November 1
- December 1

Of 2017

- January 1
- February 1
- March 1
- April 1
- May 1

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