



**Southern Montessori Academy, LLC
Child Care Services , Pre School
And Pre – Kindergarten**

1140 Shannon Avenue
Savannah, Georgia 31406
(912) 355-5636

Welcome to Southern Montessori Academy

*Thank you for choosing SMA as your child's
beginning to the love of learning.*

*Attached is your enrollment packet, please
complete all of the pages and answer all questions
and sign all places where asked to do so.*

If you have any questions please ask.

*Thank you,
Ms. Grace*



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APPLICATION PACKET

Today's Date _____

Hours:

Child care opens at 7:00 a.m., Monday through Friday and closes **promptly** at 6:00 p.m.

Holidays:

Child care will be in session each day, Monday through Friday, all year, except for the following holidays:

New Year's Day
MLK Day
Good Friday
Memorial Day
Fourth of July

Labor Day
Thanksgiving Day
Friday after Thanksgiving Day
Christmas Eve
Christmas Day
(Possibility of St. Patrick's Day)

We will close at 4:00 p.m. the Wednesday before Thanksgiving Day. Any other closings will be announced at least 2 weeks in advance if possible.

Adjustments:

When a child enters child care for the first time, a great deal of adjustment is necessary on the part of the child and the parents. Please do not start him/her in school if for any reason you do not wish to see your child through a period of adjustment.

Fees:

Fees are payable in advance, if payment is not received by Tuesday Noon of each week a \$10.00 late fee will be added. NO EXCEPTIONS.

Returned Checks:

There will be a \$30.00 fee for any returned checks and only money orders or cash will be accepted after that. You will be expected to pay the check fee and the check amount ASAP.

Ages Served:

Infants, Toddlers, and Pre-School
6 Weeks through 5 years old.
After School and Summer Camp

Absences:

If a child is absent from child care for any complete week due to illness with a doctors excuse, you will pay one half of the fee for that week. Weekly tuition payments are due all other times. We offer no part time services.

General Information:

No toys are to be brought to school, except on designated share day. Please keep in mind that if your child were to bring toys they could be lost or broken and we cannot be responsible for this. We have plenty of materials for the children to work with.

ABSOLUTELY NO WEAPONS, REAL OR PLAY!

Illness:

No child will be accepted with communicable diseases. If your child should come down with a communicable disease during school, we will contact you to pick him/her up. Upon returning to school your child will need to have a note from his/her doctor saying it is OK to return to school. COMMUNICABLE DISEASES include diseases such as Chicken Pox, Mumps and Measles, to list a few. There is a complete list posted in office.

Our Policy for Sick Children:

If your child becomes ill while at the center you will be called and asked to pick up your child immediately. Your child will be isolated from the other children until you arrive.

The following guidelines should be used to determine if you child should be kept at home:

1. If your child has a fever or has had one in the past 24 hours.
2. If your child has a constant cough, wheezing, nasal discharge, sneezing, vomiting or diarrhea.
3. Symptoms of communicable disease. (these are usually sniffles, reddened eyes, sore throat, headache and abdominal pain plus a fever.) Please notify the Director at once if your child does have a communicable disease.

Discipline:

Discipline at our Center consists of the use of positive reinforcement and redirection, and time out when needed. The use of physical punishment is **NEVER** permitted.

Clothing:

Children should wear washable clothing in which they will be comfortable at the Center. All children should have at least one set of clothing change that will stay at the Center. Please put your child's name on all removable garments. Please do not allow your child to wear "flip-flops" to school.

Staff:

Our teachers are qualified and experienced with training in Infant and Child CPR and First Aid as well as ongoing child care courses including 10 hours a year in child care related fields. We strive to give each child the security of being wanted and the feeling of belonging.

Signature of Parent or Legal Guardian

Date



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ENROLLMENT APPLICATION **Today's Date** _____

Child Information

_____	_____	_____	____/____/____
Last Name	First Name	Middle Name	Date of Birth
_____	Gender: Male ___ Female _____	_____	____-____-____
_____	Preferred Name/Nickname	_____	Child's Social Security #
_____	_____	_____	(____) _____
_____	Home Address	_____	Home Phone
_____	_____	_____	_____
_____	City	State	Zip Code

Parental Information:

Mother _____	Father _____
SSN ____-____-____	SSN ____-____-____
Employer _____	Employer _____
Position _____	Position _____
Work Phone (____) _____	Work Phone (____) _____
Cell Phone (____) _____	Cell Phone (____) _____
Email _____	Email _____

Lives with (List All)

Siblings:

Names	Ages	School/Programs Attending
_____	_____	_____
_____	_____	_____
_____	_____	_____

Discipline Policy

When one observes a Montessori classroom, one sees a joy of learning as children work purposefully at their own pace with the Montessori materials. One feels the peace and the respectful way the children and teachers interact with one another and the materials. One can see the beautiful prepared environment, everything is at the child's size and his/her own pace. Children work alone or with others at art, geography, science, math, and language, sensorial, practical life and music.

Peace, joy, purpose, respect, intense concentration. **To discipline is to teach.** It is based on love. It is not punishment, which is based in anger. True discipline comes from within. The SMA goal is not an outwardly imposed discipline that is achieved by an outward imposition of control by the teacher; rather, it is to aid the children in developing inner control and self discipline. In The Montessori Method, Maria Montessori says, "We call an individual disciplined when he is a master of himself, and can, therefore regulate his own conduct when it shall be necessary to follow some rule of life...The first drawing of real discipline comes through work. At a given moment it happens that a child becomes keenly interested in a piece of work, showing it by the expression of his face, by his intense attention, by his perseverance in the same exercise. That child has set foot upon the road leading to discipline. It is not to be attained by the words; no man learns self-discipline through hearing another man speak. The end is obtained, not by attacking the mistake and fighting it, but by developing activity in spontaneous work."

Parent/Guardian Signature

Date

Meals: One nutritious snack and a nourishing lunch are served daily. Breakfast is available from 7:30 to 8:15. Children must be at the school during the time to receive breakfast. Lunch menu for the month is posted at the Center and parents may refer to these at any time.

Escort: Parents shall escort their children into and out of the Center when dropping off or picking up their children. The Center will not allow the child to enter or leave the Center without an escort.

Record Changes: Parents agree to notify the Center of any changes in phone numbers, work locations, emergency phone numbers, change of address, or any other changes the Center needs to know.

Signature and Date

Medicine Consent Form: I understand and acknowledge that I am required to fill out a medicine form before any prescribed medications can be administered to my child at the center. I also understand the center will not administer any OTC medications.

Signature and Date

Waiver of Liability: It is mutually agreed that in the event of accident or illness of parent's child while in the care of the Center, the Center will use its best effort to contact the parent immediately. In the event the parent is not immediately available, however, the Center is authorized to secure medical care as the situation may warrant. When the parent cannot be immediately contacted the Center shall use its best effort to contact all other emergency contacts made available by the parent.

Parent agrees that where the Center has acted in good faith to comply with the accident and illness procedures described in this section, it (the Center) shall not be liable for any accident or illness to parent's child, and any and liability as might otherwise exist being expressly waived by parent. Parent agrees to pay for all medical expenses incurred under this provision.

Signature and Date

Emergency Plans: In case of fire, severe weather, loss of power or any other emergency that would require relocating the children, parents should tune into their local radio station for information. We will try to reach parents by phone if one is available. If an emergency occurs at the Center involving your child we will make every effort to contact you for instructions.

Signature and Date

Late Pick-Up Charges: Parents who pick up their children after the regular closing time are charged a late fee of \$15.00 for the first 15-minute period or any part thereof and \$1.00 per minute after that, payable at time of pick-up. Every effort will be made to contact parents and/or emergency contacts. After 30 minutes Greenbrier Center will be contacted for children that have not been picked up.

Signature and Date

Registration Fee: The registration fee is a one time fee as long as your child attends SMA. If for any reason you decide to remove your child from the center and then want to return you will pay another registration fee if the center has a spot for your child, as well as the week's tuition.

Signature and Date

Tuition Fees Tuition fees are due each week on Monday, Tuesday afternoon a late fee of \$10.00 will be applied. Tuition must be paid every week whether your child attends one day or all five. We offer neither part time care nor vacation time off; the tuition needs to be paid to hold your child's spot in the center. A two week notice is requested for any child leaving the center.

Signature and Date

Emergency Information

Today's Date _____

Southern Montessori Academy
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Teacher _____

Child's Name: _____

Date of Birth: _____ Home Phone: _____

Address: _____

Mother's Name: _____ Phone #
Work: _____ Cell _____

Father's Name _____ Phone #
Work _____ Cell _____

Emergency Contact: _____ Phone: _____
(local person)

Emergency Contact: _____ Phone: _____
(local person)

Child's Doctor: _____ Phone: _____

Medical Insurance: _____ Group #: _____

Allergies: _____ / _____ / _____ / _____

Medical Conditions: _____

Medications: _____ / _____ / _____

Siblings & Ages: _____ / _____ / _____

School/Programs attending: _____

Pick-up Authorization: _____ / _____

_____ / _____

_____ / _____



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To Whom It May Concern:

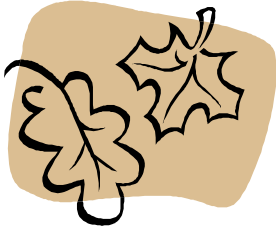
Southern Montessori has permission to use photos taken of my
child during their day at school for use on the SMA web site.

Child's Name _____

Yes _____ you may use photos.

No _____ do not use my child's photo.

Parent's signature and date



Dear Parents:

Sometimes we need to go on Nature walks with our teachers and collect items for class work or to talk about and study our environment. Please may I have your permission to go just around the clock here by the school? This field trip form is good as long as I attend SMA

Thank you Mom and Dad

Has my permission to go on the nature walks with his/her class and teacher.

Parents Signature

Date