

THE 2011 MCS SUMMER PROGRAMS

Your young explorer will spend a summer of fun, friends, and adventure as the Montessori Advantage continues this summer with the **2011 Summer Programs at Montessori Community School**. Program dates, descriptions, policies, procedures, and other details are included in this packet. It's going to be another hot summer. . . at MCS!

SUMMER PROGRAM DATES

✧ **ELEMENTARY**
(entering grades 1 through 5)
June 13-August 18, 2011

✧ **PRESCHOOL/KINDERGARTEN**
(ages 3-5)
May 23-August 18, 2011

✧ **TWO YEAR-OLDS**
May 23-August 18, 2011

SUMMER HOLIDAY DATES

School will be closed on the following dates:

- * **Monday, May 30** (Memorial Day)
- * **Friday, June 10**
(King Kamehameha Day)
- * **Monday, July 4** (Independence Day)

TABLE OF CONTENTS

Program Overview	1 - 2
Application Process	
Program Requirements	
Summer Financial Information	2 - 3
General Information	3 - 7
Health	Food
Communication	Goody Bags and Gifts
Arrivals and Dismissals	Balloons
Pick-up Authorization	Medication
Student Conduct	Accidents
Personal Safety	Insurance Coverage
Field Trips	Emergency Procedures
The Programs	8 - 10
Elementary (Grades 1-5)	
Preschool / Kindergarten	
Two Year Olds	
Application Form	11 - 12

THE APPLICATION PROCESS

Please return your application form (found at the end of this file), completed in full and signed, with selected program, hours, and dates along with the full tuition payment. Current MCS students are offered priority enrollment until **March 18**. Enrollment of new students will begin **March 25**. Programs are generally filled on the basis of space availability, so prompt submission of the application form (along with the full tuition payment) is recommended. Parents will receive confirmation of their child's enrollment prior to the start of the program.

PROGRAM ENTRANCE REQUIREMENTS

The following are due in the school's office **prior** to your child's first day of school:

- * **Emergency Information and Release Form (all students)**. The Emergency Information and Release Form, attached to the summer application form, provides the teachers with your child's medical information, parent/legal guardian contact phone numbers, and other vital information. If your child does not have a completed Emergency Information Form, you will be required to fill one out upon arrival on the first day of school. ***The Emergency Information Form must contain local (Hawaii) phone numbers and addresses.***

* **Tuberculosis clearance (new students).** Proof of a negative tuberculin (t.b.) skin test or chest x-ray must be submitted prior to school entrance, as required by the Hawaii State Department of Health. The PPD Mantoux skin test (or chest x-ray), taken in the United States within one year prior to the student's start date, will provide acceptable t.b. clearance. A tine test is not acceptable, and the t.b. clearance must be performed and the results read in the United States. As required by law, we will not make any exceptions.

* **Form 14 Health record (new students).** All new students must submit a current health record prior to enrollment. The record must include documentation of the negative tuberculin test, a physical examination, and updated immunizations as required by the Hawaii State Department of Health. In particular, the date of the latest tetanus shot is important.

* **Birth verification (new students).** In order to verify your child's age, a copy of your child's birth certificate must be submitted. If you are arriving from overseas, the school must also obtain a copy of your child's passport. In some cases, a copy of the parent or legal guardian's passport may also be required in order to verify your status.

2011 SUMMER FINANCIAL INFORMATION

Refunds

1. 50% of tuition may be refunded until May 9, 2011 for the two-year-old and 3-6 preschool program and May 30, 2011 for the elementary program.
2. No refunds will be made after the above-mentioned dates.
3. No refunds are made for absences.

Partial Summer Enrollment (*Two-Year-Olds & Preschool/Kindergarten only*)

For the convenience of our two-year-old and preschool/kindergarten families, we offer partial summer enrollment. Elementary students must enroll for the specified sessions.

- ✓ A minimum enrollment of one week (for current MCS students) and four consecutive weeks (for new students) is required.
- ✓ Enrollment must run from Monday-Friday (no mid-week starts).
- ✓ Priority enrollment is given to students enrolling for the entire summer.
- ✓ To calculate tuition for partial enrollment, refer to the application form for the Pro-rated Weekly Rates. Indicate the dates of the desired weeks on the application form and multiply the total by the appropriate Pro-rated Weekly Rate.
- ✓ The Pro-rated Weekly Rate is not intended for random or sporadic enrollment dates throughout the summer.
- ✓ Students should attend the program throughout the enrolled period.

Occasional Care

For your convenience, the school has occasional child care at \$5.25 per hour (\$5.50 per hour for the two-year-old program).

- (a) Any student remaining after his/her regular pick-up time will be charged \$5.25 per hour (\$5.50 for the two-year-old program). This rate is not to be used in figuring tuition, but for extra time on an occasional basis.
- (b) Children not picked up within 10 minutes of their regular pick-up time will be charged the occasional care rate. The exception is pick-up at 5:30 p.m. The Late Fee is assessed after 5:30 p.m. (see below).

- (c) If your child stays additional hours regularly three days or more each week, it is less expensive to pay the all-day rate than the \$5.25 hourly rate (\$5.50 per hour for the two-year-old program).
- (d) An occasional care statement will be sent at the close of the month. There is no maximum charge for occasional care.

Late Fee after 5:30 p.m.

The late fee is to encourage families to pick up their children on time. Should any child be picked up after 5:30 p.m., there is a charge of \$1.00 per each minute beyond 5:30 p.m. The charge increases to \$5.00 per minute on the fourth occasion and thereafter. The Late Fee is due upon presentation of statement by the teacher. Checks should be made payable to: Montessori Community School. Repeated late pick-up or failure to pay late charges may result in the termination of services to your family.

Returned Check Fee

Checks returned to the school for insufficient funds may be assessed a fee of \$20.00. You will be required to pay the school by cashier's check or in cash.

Special Programs

Special programs, such as lunch service, gymnastics, swimming, ballet, language, or other programs conducted by outside contractors are handled directly with the individual instructor or program director, according to policies determined and announced by the individual program instructor or director.

Other Information

Montessori Community School is a non-profit organization as described under Section 501 (c) (3) of the Internal Revenue Code. As such, any cash or material donations to the school are tax-deductible to the extent provided by law. Please contact the office if you need a receipt.

Notice of Non-Discriminatory Policy as to Students

Montessori Community School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded and made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its education policies, scholarship and loan programs, athletic, and other school-administered programs.

2011 SUMMER GENERAL INFORMATION

Health

Please safeguard your child and others by keeping him/her home if signs of illness persist. A child **must** be kept home for any of the following reasons:

- ✓ A temperature above normal for the child. Children should stay at home if they are unable to keep up with their usual daily activities or will require additional care.
- ✓ Children with diarrhea must stay home until the condition improves.
- ✓ Any illness, disease, or condition which requires exclusion as per the State of Hawaii Department of Health guidelines.

Children who arrive at school with symptoms of illness will be sent home. If you are unavailable during the day, we will contact the people whose names you have supplied on the Emergency Card and Release Form. Should any child exhibit a rash, discharge from the eyes or ears, vomiting, or any other unusual condition, we will contact the child's parents and recommend they seek the advice of their physician or a medical professional. A doctor's statement verifying diagnosis of the child's condition may be required, at the discretion of the staff.

A child who is not well enough to play outside should not come to school. We do not have the necessary staff members to safely monitor the classroom in addition to a sick child.

Contagious diseases must be reported to the office immediately so that other families can be notified and take

necessary precautions. A doctor's statement verifying that the child is healthy and non-contagious may be required to return to school.

Communication

So as not to interrupt the children and teachers, please do not call directly to the classrooms (classroom phone numbers are unlisted). Call the office at 522-0244 and your message will be relayed at an appropriate time in the program schedule. Emergency messages will be delivered immediately.

Office hours are 7:30 a.m.-4:00 p.m., Monday through Friday. The answering machine will be on after 4:00 p.m. and is checked periodically for messages until 5:30 p.m. Messages to our after-school programs are relayed to the teachers as necessary. All other messages are returned the next business day.

Arrivals and Dismissals

For the safety of all concerned, please follow these approved pathways when driving through the school's parking lot:

- * Enter the driveway adjacent to the church sanctuary, drive through the basketball court, and exit the driveway closest to Kewalo Street. Between 7:30-8:30 a.m. and 2:30-3:30 p.m., **right turns only** are required upon exiting.
- * From 7:30-8:00 a.m. (elementary) and 7:30-8:30 a.m. (preschool), a staff person is available to greet your child so you will not have to park your car. Families may also park on the basketball court if you wish to escort your child to the classroom. Please do not let your child find his/her own way to the classroom if a staff person is not present.
- * When driving through the lot in front of the office, follow the one-way traffic pattern, entering from the west driveway, and exiting from the east (Diamond Head) driveway only.

Dismissal times in the Early Education programs (two-year-olds and preschool/kindergarten) are 12:00 p.m. and 2:30 p.m., with the after-school care program ending at 5:30 p.m. Elementary students are dismissed at 2:30 p.m., with the after-school care program ending at 5:30 p.m. Students may not remain on campus unsupervised after the 2:30 p.m. dismissal time and will be admitted to the after-school care program.

Elementary students who will be walking or taking the bus home must give the teachers a written note with the parent or legal guardian's signature authorizing the student to leave campus on their own at dismissal time.

On occasion, if a parent is unable to come at the specified time, arrangements can be made for "occasional care." Please notify your child's teacher in the morning with written authorization, or call the office before 2:00 p.m. so that the child and teachers may be notified in time. The additional hours will be billed to the parents at the end of the month or prior to the child's final day.

Children should be picked up **promptly at the time the after-school care program ends, at 5:30 p.m.** The late fee of \$1.00 per each minute beyond 5:30 p.m. will be charged for late pick-up and is due upon presentation of the Late Fee statement by the teacher. The charge increases to \$5.00 per minute on the fourth occasion and thereafter. The late fee is to encourage families to pick up their children on time.

Pick-up Authorization

On the back of the Emergency Information and Release Form, you will find the transportation authorization where you can list those people who have your permission to pick up your child at dismissal. Montessori Community School has a strict policy concerning the release of our students to adults other than those listed on the Emergency Form. If, for any reason, you will be having your child picked up by someone not listed on the Emergency Form, you must send us written notification or call the office. If a different person is picking up your child frequently on a fairly routine basis, please add that person's name to the Emergency Form. If the person picking up your child is unfamiliar to our staff, we will require identification before releasing your child.

IMPORTANT NOTE: Even if you are having the parent of another Montessori Community School student or an MCS staff member pick up your child one day, we must have official word from you to that effect.

Student Conduct

Students are expected to behave in a manner that ensures the personal safety of themselves and others. In addition, they are expected to be respectful towards property and other children and adults in school. Parents will be informed of behaviors that are difficult and disruptive in the classroom.

The limited time afforded by the summer program restricts our staff from working as extensively to correct a child's behavioral issues as we would be able during the academic school year. Therefore, if it is the professional judgment of the staff that the actions of a student endanger himself or others, he or she will be dismissed from the program. Under these circumstances, tuition is not refunded.

Personal Safety

Objects which pose a potential danger to the child or others are prohibited from school. If there is a question about the appropriateness of a specific item a child wishes to bring to school, check with the teacher first. Failure to cooperate with the school will lead to dismissal from the school.

Field Trips

Children in the preschool/kindergarten and elementary summer programs attend field trips on a regular basis. Permission from the child's parent or legal guardian to attend field trips must be indicated on the Emergency Information and Release Form. Field trip transportation is provided by hired school buses.

Teachers will distribute a calendar of events outlining the destination, date, and time of each scheduled field trip. ***Please make sure that your child arrives promptly each day.*** On field trip days, children must arrive at school on time to leave with their class on the hired school bus. Children who arrive late and miss the bus must report to the school office. Late arrivals are not permitted to meet the class at the field trip destination or join the field trip in progress.

On most days (weather permitting), the elementary summer program begins promptly with the Running Program at an off-campus track within walking distance of MCS. Elementary students who arrive after school begins at 8:00 a.m. should report to the school office and may not join the Running Program in progress.

Children need to wear covered shoes and school t-shirts (available for purchase in the school office) on field trips. In the preschool/kindergarten program, parents are invited to accompany the class in many cases, but prior discussion with the head teacher is necessary, as there may be limitations regarding the number of accompanying adults allowed.

Two-year-olds do not go on off-campus field trips.

Food

Snacks. A morning snack (juice and crackers) is provided for children in the two-year-old and preschool/kindergarten programs. Snacks are optional for elementary-aged children, but time is provided during the school day for elementary children to have a snack if they bring one.

An afternoon snack is provided for children at all age levels who remain in the after-school care programs after 2:30 p.m. In the two-year-old and preschool/kindergarten after-school care programs, the afternoon snack includes a dairy product such as milk or cheese. Allergies to dairy products should be indicated on your child's Emergency Form. Children with identified allergies to dairy products will be offered juice or water as an alternative.

If families choose to prepare snacks to be shared among their child's classmates, as during birthday, holiday, or other celebrations, the snacks provided should be healthful. Frosted items such as cakes, cookies, cupcakes; candies; or other highly sugared snacks cannot be served in school. The teachers will request that such items be returned home. We hope you will understand that our intent is to support good eating habits for the children.

Lunches. Children bring their own lunch or may order lunch (on a monthly basis) from the catering company serving our school. Be sure your child's name is labeled visibly on the lunch box or bag, food containers, and

drink containers. Due to the number of children in the programs, refrigeration and reheating is not available for lunch in the preschool programs.

Soda, gum, and candy are not permitted in school and should not be included in lunches or snacks. Sharing of food from lunches and snacks is not permitted for sanitary reasons, and because some children have allergies to certain foods. The Emergency Form, which parents complete upon application to the summer program, alerts our staff to any allergies a child may have.

Goody Bags and Gifts

Favors, small gifts, and goody bags for birthdays and holidays should be reserved for private celebrations at home. Please refrain from bringing such items to school.

Balloons

Latex balloons present a choking hazard to children and therefore are prohibited from school, along with any other object which poses a potential danger to the child or others.

Medication

Please check with your child's teacher or the office if medication needs to be administered during school hours. Parents must complete a Medication Release form (available from the teacher or office) and give it, with the medicine, to your child's teacher. Prescription medications must be sent in the original, labeled container.

NEVER send medication with a child of any age to keep in his/her lunch box, cubby, or backpack. This presents a serious danger to your own child and to others. **All** medications, non-prescription as well as prescription, should be given to the teacher.

Accidents

Teachers treat minor injuries (cuts and scrapes) by cleansing the wound with soap and water and applying a bandage. Accident Report forms, which describe the injury and treatment, are sent home and a copy is kept on file in the office. The majority of our staff members have successfully completed certified First Aid and Child CPR courses.

In the event of a serious injury, the staff will contact the parent, or the designated alternate on the Emergency Form if the parent is unavailable. If deemed necessary by the staff, the school will call 911 for assistance and arrange for ambulance transportation. The paramedics of the ambulance team will make the decision about transportation to the nearest available hospital emergency room. The school will contact the parents (or authorized alternate) to inform them of the location of the emergency room at which to meet the ambulance. A school staff member will accompany the child in the ambulance, unless prohibited by the medical professionals.

Insurance Coverage

Montessori Community School carries general liability insurance, as required by State of Hawaii regulations.

2011 SUMMER EMERGENCY PROCEDURES

It is important that all families are aware of the emergency procedures which Montessori Community School will initiate if an emergency situation arises. Of major importance is parental awareness and cooperation.

In the event of an emergency situation, the Head of School will be in charge. In the absence of the Head of School, a delegated administrator will assume the responsibility. The staff is expected to remain with the children until the situation is sufficiently stable.

FIRE. Children will leave in an orderly fashion under teacher supervision to the basketball court. In the event that our facility is not habitable, signs will be posted as to the location of the evacuation site, if possible. Fire escape routes are posted in each classroom.

TSUNAMI. Montessori Community School is not located in a tsunami evacuation zone, so we do not have to evacuate. The following procedures have been adopted in the event of a Tsunami Warning:

1. If a warning is issued while we are in session, we will remain with the children until they can be safely picked up.
2. If a warning is issued before our day normally begins, classes will be canceled and the school will be closed.
3. If it is announced over radio or television that the public schools are closing, we will also close.

HURRICANE/TROPICAL STORM. Hurricane or Tropical Storm *Watches* are issued by the National Weather Service 48 hours prior to the arrival of storm effects. Hurricane or Tropical Storm *Warnings* are issued when one of these storms might affect Oahu within 36 hours or less.

When a **Watch** is issued, we will monitor the storm and make decisions to close if the Watch is upgraded to a Warning. The timing of closure will generally coincide with the end of the working day and should not inconvenience you if you are at work. In the case of evacuation, signs will be posted as to the evacuation site. In the event of a **Warning**, the school will close.

EARTHQUAKE. Should an earthquake of significant magnitude occur on Oahu, our school could be damaged. If it has been determined that our buildings are damaged, we will evacuate to the nearest public shelter. If no suitable public shelter is available, we will evacuate to an open area. Signs will be posted as to our evacuation site.

FLOODING. Our school is not located in an identified flood zone. However, if water begins to rise around our facilities, or in the event we are advised to evacuate, we will immediately move the children to the second level of our buildings or to an evacuation shelter at Roosevelt High School.

In summary, please be assured that we will take good care of your children during any emergency or disaster. These suggestions are appropriate:

1. A good rule of thumb for school closures: If it is announced over radio or television that the public Schools are closing, we will also, in all likelihood, be closing. Under no circumstances, however, will we close until all children have been picked up by their parents or authorized designee.
2. It is essential that you **establish individual and family plans** for tsunami, hurricane, earthquake, and flooding. These plans should identify what preparatory actions should be taken for each hazard. They should include where shelters are located and how you will travel to them if evacuation advisories are issued, what you plan to do if the family is separated, what type of survival supplies you will need, etc. Such information can be obtained from the City and County of Honolulu's Department of Emergency Management by calling 723-8960 or from their website: <http://www.honolulu.gov/dem/>.

Additional emergency preparedness information can also be obtained from the Hawaii State Civil Defense Agency at (808) 733-4300, or by visiting their website: <http://scd.hawaii.gov/>.

ELEMENTARY SUMMER DISCOVERIES (FOR STUDENTS ENTERING 1ST THROUGH 5TH GRADES) JUNE 13 - AUGUST 18, 2011

YOUNGER ELEMENTARY STUDENTS
(STUDENTS ENTERING 1ST THROUGH 2ND GRADES)



OLDER ELEMENTARY STUDENTS
(STUDENTS ENTERING 3RD THROUGH 5TH GRADES)

Discover new worlds and learn more about our island home this summer, at Montessori Community School! Our popular Summer Discoveries program offers elementary students the opportunity to expand their horizons, stretch their imaginations, and challenge their physical skills. Fun and fascinating field trips supplement and extend class activities.

With a curriculum divided into two-week sessions, students can experience the complete program or choose select, complementary sessions.

THIS SUMMER'S FOCUS: "OUR ISLAND HOME"

Throughout their quest of discovery, in-depth studies will guide our young explorers to a greater understanding of these unique islands we call home.

Here are just a few of the topics that will be explored in fascinating detail:

Our Climate: weather, storms, the water cycle * Earth Studies
Volcano Studies * Native Hawaiian land animals * Native Hawaiian plants

Field studies at the Ho'omaluhia and Foster Botanical Gardens, Honolulu Zoo, Bishop Museum, Wa'ahila State Park, and other weekly destinations and hikes round out this summer's adventures!

The elementary summer curriculum will also include:

Literature * Drama * Writing Projects * Art Activities * Hands-on Math & Science
Crafts * Cooking Projects * Swimming pool excursions (August sessions)
Weekly Excursions * "The Daily Running Program"

Watch for an announcement at the end of March about an exciting new addition to our elementary summer program!

ELEMENTARY PROGRAM TUITION

	<u>7:30-2:30</u>	<u>7:30-5:30</u>
<u>FULL SUMMER</u>		
June 13 - August 18	\$2,185.00	\$2,635.00
<u>SELECTED SESSIONS</u>		
June 13 - June 24	\$470.00	\$568.00
June 27 - July 8	\$424.00	\$511.00
July 11 - July 22	\$470.00	\$568.00
July 25 - August 5	\$470.00	\$568.00
August 8 - August 18	\$424.00	\$511.00

PRESCHOOL & KINDERGARTEN

(AGES 3-5 YEARS)

MAY 23 - AUGUST 18, 2011*

There's so much for preschool-aged children to see, do, and learn in the Hawaiian Islands Explorers program this summer! Our young explorers will learn about the animals - native as well as introduced - that share our island home. Fun and educational classroom activities will be supplemented by regular excursions and even a special guest presenter or two. Here's just a small sample of what your Hawaiian Islands Explorer can look forward to this summer:

- ⚙ enjoying fascinating field trips, such as the Waikiki Aquarium, Sea Life Park, and more
 - ⚙ making their own bird feeders and other fun projects
 - ⚙ becoming mini-scientists as they perform simple experiments
 - ⚙ exploring the hidden wonders of the miniature world on a bug safari
 - ⚙ creating Monk Seal puppets and other imaginative crafts
 - ⚙ investigating the secret worlds of the Diamond Head Tide Pools. . .
- . . . and so much more!

PRESCHOOL & KINDERGARTEN PROGRAM

TUITION*

	<u>May 23 - August 18*</u>	<u>Pro-rated weekly rate**</u>
7:30-12:00	\$2,177.00	\$195.00
7:30-2:30	\$2,444.00	\$218.00
7:30-5:30	\$3,025.00	\$270.00

**Priority enrollment is given to children who sign up for the entire summer and are continuing with MCS in the fall.*

***For policies and details on the pro-rated weekly tuition, refer to the Financial Information section.*

Parents of current MCS kindergarten students who will be joining the summer elementary program should contact the office for rates.

TWO-YEAR-OLD PROGRAM

MAY 23-AUGUST 18, 2011*

(NOTE: The Two-Year-Old summer program is only for continuing MCS students, or new students who will be entering the fall program.)

Love, Warmth, Security, & Fun are key aspects of the Montessori Community School **Two-Year-Old Program** for children ages 2 to 3 years. Children in diapers are accepted, but children entering the MCS 3-6 preschool program in the fall should possess independent toileting habits.

Love . . . for the child from staff who are trained to meet the special needs of this developmental phase.

Warmth . . . in a nurturing environment which allows freedom and movement while the two-year-old develops his skills.

Security . . . in a consistent routine. As trust is built, the child is better able to develop social skills and independence.

Fun . . . for the child as he explores with the classroom activities indoors and out while forming new friendships with other children.

TWO-YEAR-OLD PROGRAM TUITION*

	<u>May 23 - August 18*</u>	<u>Pro-rated weekly rate**</u>
7:30-12:00	\$2,900.00	\$260.00
7:30-2:30	\$3,295.00	\$295.00
7:30-5:30	\$3,968.00	\$356.00

**Priority enrollment is given to children who sign up for the entire summer and are continuing with MCS in the fall.*

***For policies and details on the pro-rated weekly tuition, refer to the Financial Information section.*

Parents of current MCS two-year-old students who will be joining the summer 3-6 year-old preschool program should contact the office for rates.



1239 Nehoa Street * Honolulu, Hawaii 96822
Phone (808) 522-0244 * Fax (808) 522-0250

SUMMER 2011 APPLICATION FORM

Elementary Grades 1-5: June 13 - August 18, 2011

Preschool Ages 2-5: May 23 - August 18, 2011

Student No. _____

Tuition must accompany application form. Please complete BOTH sides fully.

Today's date _____ Child's age in June 2011: _____ yrs. _____ mos. Entering grade _____

Child's legal name _____
(last) (first) (middle)

Name child should be called in school _____

Date of birth _____ Male _____ Female _____ Home Phone _____

Home Address _____

City _____ State _____ Zip _____

Mailing Address (if different from above) _____

Parents are: Married _____ Divorced _____ Separated _____ Other _____
Child lives with: Both Parents _____ Mother _____ Father _____ Other _____

FATHER:

MOTHER:

Father's Name _____
(Title: Mr., Dr., Rev., etc.) First Last

Mother's Name _____
(Title: Mr., Dr., Rev., etc.) First Last

Cell Phone _____

Cell Phone _____

Business Phone _____

Business Phone _____

E-mail Address _____

E-mail Address _____

Employed by _____

Employed by _____

Additional Information:

How did you hear about the MCS summer program? _____
School(s) child currently attends/previously attended _____

I understand and agree to the policies of Montessori Community School, as stated in the summer brochure.

Signature of Parent/Legal Guardian _____

Date _____

MONTESSORI COMMUNITY SCHOOL Summer 2011 Emergency Card and Release Form * * Local (Oahu) contact information is required * *

Child's Name _____ Birthdate _____

Home Address _____ Home Phone _____

City _____ State _____ Zip _____

FATHER:

MOTHER:

Name _____
(Title: Mr., Dr., Rev., etc.) First Last

Name _____
(Title: Mr., Dr., Rev., etc.) First Last

Cell Phone _____

Cell Phone _____

Business Phone _____

Business Phone _____

Employed by _____

Employed by _____

Person(s) to be called in case of emergency, other than parents:

1. Name _____
Address _____
Daytime Phone _____

2. Name _____
Address _____
Daytime Phone _____

Physician to be called in case of emergency: _____ Phone _____

Dentist to be called in case of emergency: _____ Phone _____

TWO-YEAR-OLD PROGRAM**(May 23 - August 18, 2011)*

	<u>May 23-Aug. 18*</u>	<u>Pro-rated Weekly Rate**</u>
7:30-12:00	\$2,900.00	\$260.00
7:30-2:30	\$3,295.00	\$295.00
7:30-5:30	\$3,968.00	\$356.00

Calculate Partial Summer Tuition Here:
 Dates: _____

PRESCHOOL/KINDERGARTEN PROGRAM**(May 23 - August 18, 2011)*

	<u>May 23-Aug. 18*</u>	<u>Pro-rated Weekly Rate**</u>
7:30-12:00	\$2,177.00	\$195.00
7:30-2:30	\$2,444.00	\$218.00
7:30-5:30	\$3,025.00	\$270.00

 Total number of weeks: _____
 X Pro-rated Weekly Rate*: _____
 = **TOTAL TUITION DUE:** _____

**Priority enrollment is given to children who sign up for the entire summer and will be continuing with MCS in the fall. **The Pro-rated Weekly Rate is used to calculate partial summer enrollment tuition in the Two-Year-Old and Preschool/Kindergarten programs only. A minimum one week enrollment is required for current MCS students, and a minimum of four consecutive weeks' enrollment is required for new students. (Two-Year-Old and Preschool/Kindergarten summer tuition is non-refundable after May 9, 2011. No tuition refunds are made for absences.)*

ELEMENTARY PROGRAM - Summer Discoveries (June 13 - August 18, 2011)

Check time and session(s) of your choice. If choosing Selected Sessions, students must enroll in and attend complete sessions. Please calculate total tuition due for the selected sessions in the space indicated below. (Elementary summer tuition is non-refundable after May 30, 2011. No tuition refunds are made for absences.)

	<u>7:30-2:30</u>	<u>7:30-5:30</u>
<u>FULL SUMMER</u>		
June 13 - August 18	_____ \$2,185.00	_____ \$2,635.00
<u>SELECTED SESSIONS</u>		
June 13 - June 24	_____ \$470.00	_____ \$568.00
June 27 - July 8	_____ \$424.00	_____ \$511.00
July 11 - July 22	_____ \$470.00	_____ \$568.00
July 25 - August 5	_____ \$470.00	_____ \$568.00
August 8 - August 18	_____ \$424.00	_____ \$511.00
Total Tuition Due:	\$ _____	\$ _____

For office use only:

❖ School will be closed on **May 30** (Memorial Day), **June 10** (Kamehameha Day), and **July 4** (Independence Day). ❖

Date of last tetanus _____

Special Concerns (including allergies, health conditions, dietary restrictions, etc.): _____

Insurance carrier _____ Policy number _____

I authorize Montessori Community School to arrange transportation for my child in case of accident or acute illness and to arrange for possible emergency medical and/or surgical care at (1) the closest appropriate medical center or (2) the hospital of the parent's/legal guardian's choice. It is understood that conscientious effort will be made to notify me or others listed on the emergency card before such action is taken, but if the school cannot speak directly with me or the authorized persons listed on the reverse, the uninsured expense of this service will be accepted by me.

I give permission to the MCS staff to administer first aid to my child. Yes _____ No _____

Persons, other than parents, authorized to take child from school (child will not be allowed to leave with others without written permission from child's parents or legal guardians):

Name _____	Name _____
Address _____	Address _____
Daytime Phone _____	Daytime Phone _____
Relationship to child _____	Relationship to child _____

I give permission for my (preschool or elementary-aged) child to attend school field trips. Yes _____ No _____

*Signature of Parent/Legal Guardian*_____
Date