

Pre-School/Pre-K Class Schedule

6:00am-9:00am: free play, breakfast (until 8)

9:00am-9:30am: recess

9:45am-10:00am circle time

10:00am-11:30am: work time

11:30am-12:00pm: show & tell

12:00pm-12:30pm lunch

12:30pm-2:30pm: nap (or quiet work time)

2:30pm-3:15pm: snack, free play

3:15pm-4:00pm: afternoon class

4:00pm-4:30pm: recess

4:45pm-5:15pm: circle time, music

5:15pm-6:30pm: free play, closing the room

Welcome to the Pre-K Classroom. These are busy fast-paced rooms with a warm and home-like environment. These classrooms are designed to encourage your child to explore and experience life through stimulating activities and Montessori materials. Every Monday please send a crib sheet and child-sized blanket for your child's nap mat. We will send them home every Friday to be washed. Every child needs to have a full set of extra clothes that can be kept at school in case there is an accident. This should include 1 pair of shoes, 2 pair of socks, 2 pair of pants, 2 pair underwear and 2 shirts. We provide all dishes and food. For any reason, if your child should need pain relievers or any other medication, please see the front desk to fill out a Medication Release Form. Any soiled clothing will be sent home daily. In this age group we do not send home daily sheets to explain your child's day. If you have any questions regarding your child's day or learning experiences please see your child's teacher.

Enrollment Date _____
Withdrawal Date _____

Northlake Montessori Registration Form-PS/PK

Child's Name _____ Date of Birth _____
Parent's Names _____
Parent's Email _____
Days of Enrollment _____ Hrs of Enrollment _____

HEALTH

Can your child participate in all school related activities? _____
Any limitations? _____
Allergies or other health concerns? _____

ACADEMIC

What are your goals for your child this year? _____
Do you have any concerns about your child's level of learning?

OTHER INFORMATION

What does your child enjoy doing? _____
Does your child have any fears? _____
Has your child been to school before? ____ If so, what kind of experience
was it? _____
Has your child had any special problems or difficult behaviors?

Do you have any special abilities/resources you would share with the
class/school? _____

Please describe your child to help us better understand how to care for
them _____

Northlake Montessori Tuition Agreement

Child's Name: _____

Parent's Name: _____

Days receiving care: M _____ T _____ W _____ TH _____ F _____

Agreed Arrival & Departure time (within 10hrs.) _____

I agree to pay the current tuition rate weekly, and in advance for child care.

I agree to pay the registration fee (non-refundable) of \$50.00 per child, upon registration and yearly by September 1st when I register my child/ren for the upcoming year and agree to the current rate.

Payments need to be made no later than the Monday of each week. Tuition will not be reduced if my child/ren fails to attend school, regardless of the cause. I am entitled to one week of absence per year, payment-free.

A \$25.00 LATE FEE will be charged if payment has not been received by the end of the week. If I pay a co-pay I will also be charged \$25.00 on the 5th of the month if my payment has not been received.

If for any reason my check is returned for insufficient funds, I will be assessed a \$25.00 penalty and must make arrangements for immediate payment.

If Northlake Montessori has not received my tuition by the 15th of the month, my child/ren may not attend until such payments are made or arrangements for payments have been made with the office.

If a balance is left on my account after my child/ren is no longer attending the school, a \$25.00 late fee will be added to my balance each month unless at least a \$50.00 payment is received. If the school has not received a payment in 90 days, I will be responsible for all attorney fees and reasonable costs of collection for any outstanding amounts due under this agreement.

If I am unable to pick up my child by 6:30p.m., a late fee of \$1.00 per minute will be added to my account, payable with my next tuition payment.

In the event I wish to withdraw my child, I shall give Northlake Montessori two weeks notice in writing of such intent and I agree to pay two weeks of tuition following the receipt by the school of such notice.

Yes, I have received and read my copy of Northlake's Parent Handbook.

Parent's Signature _____ SSN _____

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