



The Innovative School
Authentic Private Montessori Education

12280 Westheimer #50
Houston, Texas 77077
T: 281-558-7323
F: 281-558-4304
www.theinnovativeschool.com

STUDENT APPLICATION FORM

Today's Date: _____

School Year: _____

Head of School: **Munir Shivji**

STUDENT INFORMATION

Child's Full Name _____

Nickname _____ Present Age ____ Yrs ____ Mo ____ Date of Birth _____

Home Phone _____ Gender _____

Home Address _____

City _____ State ____ Zip Code _____

Has your child attended school before? _____ Where? _____

Language(s) spoken at home _____

FAMILY INFORMATION

Father's Name _____

Employer _____ Address _____

Work Phone _____ Cell Phone _____

E-mail _____

Mother's Name _____

Employer _____ Address _____

Work Phone _____ Cell Phone _____

E-mail _____

For Office Use Only:

Parent Tour _____

Parent/Child Visit _____

Date of Entry _____

Priority _____

Parent/Teacher Orientation _____

Home Visit _____

Program Preference

Early Childhood Program (3 years - 6 years)

- Year-round Program
- Academic Year (Mid-August - May)
- Half Day (8:30 am - 12:00 pm)
- Full Day (8:30 am - 2:30 pm)

Transition Program (18 months - 3 years)

- Year-round Program
- Academic Year (Mid-August - May)
- Half Day (9:00 am - 12:00 pm)
- Full Day (9:00 am - 2:30 pm)

Early Childhood Before & After School Care

- Before Care (7:00 am - 8:30 am)
- After Care (2:30 pm - 6:00 pm)

Transition Before & After School Care

- Before Care (7:00 am - 8:30 am)
- After Care (2:30 pm - 6:00 pm)

How do you want us to contact you?

Any information you wish to share about your family situation?

How did you hear about The Innovative School?

Conditions of this Application:

The Innovative School has a non-discriminatory policy relative to race, color, religion, and national origin with respect to admission of all students and the employment of faculty and administrative staff.

The Innovative School considers the records of all individual students to be confidential information available to a child's parents or guardian upon request. Records will only be released to other schools or agencies upon signed request from a parent or guardian and only after all accounts due are paid in full.

*This completed form must be accompanied by a non-refundable application fee of \$20.00**

I have read the rules and procedures of Innovative Montessori in full and agree to them as written. I hereby make application to the school for my child _____ to be enrolled.

SIGNATURES

Mother/Legal Guardian _____ Date _____

Mother's Texas Driver's License Number _____

Father/Legal Guardian _____ Date _____

Father's Texas Driver's License Number _____

**** \$20 application fee in the form of a check or money order, made payable to Innovative Montessori.
Mail to: Innovative Montessori School, 12280 Westheimer #50, Houston, Texas 77077**

Tuition and Policy Agreement

The Innovative School is dedicated to providing you the highest quality learning center for your family. Described below are the basic policies necessary for us to manager our school in which your child is enrolled. Your signature at the end of this document will signify that you understand and accept these policies as written.

School tuition is an annual tuition based on a full ten month academic year, which can be divided into payments due on the first of each month. Annual tuition covers the academic school year starting in mid-August ending in May. There is no reduction of tuition for absences due to illness, vacations or any other extended absence from the school. Summer camp (June through mid-August) is optional and not included in the academic school year tuition schedule. Families on a payment plan schedule, require a convenience fee of \$200. The completed registration form must be accompanied by a non-refundable registration fee of \$75.00 and material fee of \$175.00. There are no deductions or refunds for withdrawal during the academic school year. All fees paid to the school are non-refundable.

Families accepted to enroll (depending on availability) after the first day of school will be provided with a prorated tuition for the remainder of the school year.

Please Note: Late Pick-Up Policy: There will be a \$1.00 charge for every minute the child is at the school past closing. Holidays are not calculated into your monthly school tuition plan. Care is available on designated days during Spring and Summer Break for students enrolled in Before and After School Care only at a daily rate of \$20.00. All reservations will be on a prepaid basis.

Summer Program: Innovative's 10-week summer program (June to mid-August) is optional and not included in the annual school year tuition. This service is provided for our currently enrolled families and filled on a first come first serve basis. Summer program registration is due in March with a camp registration fee which is non-refundable. Once a commitment has been made to attend summer camp, families are responsible for the registered summer program calculated tuition. Please note, August payment will contain a separate summer camp tuition plus your first monthly annual payment for the academic school year.

* Withdrawal: Families may request an exception to the annual tuition policy; which will be considered on an individual case by case basis. All requests must be submitted in writing 30-days in advance notice by the first of the month.

Families accepted to enroll (depending on availability) after the first day of school will be provided with a prorated tuition for the remainder of the school year.

I have read and agree to the Tuition and Policy Agreement for Innovative Montessori.

Parent Name

Parent Signature

Date

Health and Emergency Information

All students at The Innovative School must have a current Health Form on file at all times. These Health Forms must be updated by the child's Pediatrician on an annual basis. All current immunization information must be submitted with this Health and Emergency Form. Parents who are filing for exemption from immunizations must provide the required document provided by the Division of Child and Family Services.

Important Notice: State law requires all students to be immunized before they enter school. Please complete/update the immunization form and return it to the office before the first day of school.

Does your child have any specific health problems which the staff should be aware of?
(i.e., vision or hearing loss, allergies, physical limitations, etc.):

List of current Medications: _____

Physician Information

Name of child's physician _____

Phone number _____ Address _____

Date of last physical exam _____

Status of: Vision _____
 Hearing _____
 Speech _____

CONSENT TO MEDICAL TREATMENT AND CARE OF MINOR CHILDREN

I, _____, hereby give permission that my child, _____, may be given emergency treatment to include first aid and CPR by a qualified staff member at Innovative Montessori School. I further authorize and consent to medical, surgical and hospital care, treatment and procedures to be performed by my child's regular physician, or when that physician cannot be reached, by a licensed physician or hospital when deemed immediately necessary or advisable by the physician to safeguard my child's health and I cannot be contacted. I waive my right of informed consent to such treatment.

I also give my permission for my child to be transported by ambulance or aid car to an emergency center for treatment.

Parent Signature

Date

In the event that I cannot be reached to make arrangements for emergency medical attention, I authorize the facilities director or person in charge to take my child to:

Hospital/ Clinic _____ Phone Number _____

Name of Licensed Physician _____ Phone Number _____

If the Parent/Guardian cannot be reached in an emergency, whom may we call?

Name _____ Relation _____

Day/Work Phone _____ Cell Phone _____

Person/s authorized to pick up your child from school:

Name _____ Relation _____

Day/Work Phone _____ Cell Phone _____

Name _____ Relation _____

Day/Work Phone _____ Cell Phone _____

Check all that apply:

I hereby,

_____ give permission for my child to participate in all school activities.

_____ give my consent for my child to participate in water activities.

_____ give permission for my child to participate in fieldtrips.

PHOTOGRAPHY AND REFUSAL

Please note: Unless you indicate, by marking the box below, that you **do not** want to have photos taken of your child, Innovative Montessori School may use photos of your children in school promotions, advertising or the school's website.

I, _____, do not want photos taken of my child, _____, for school promotions, advertising or the Innovative Montessori website.

In consideration for acceptance of my child as a student at Innovative Montessori School, the undersigned agrees to indemnify Innovative Montessori School - its directors and employees - against any claims/demands made by or on behalf of:

Name of Child: _____

Signature of Parent/Guardian: _____ Date: _____

Innovative Montessori - Questionnaire for Parents:

1. What are your child's strengths and weaknesses?
2. What are your educational goals for your child?
3. What are your child's favorite activities? Is the entire family involved in these activities?
4. What is your primary reason for considering Innovative School for your child?
5. What are the names and ages of any siblings, and what schools are they attending now?
6. What level of involvement do you plan on having in your child's education?
7. Are there any specific concerns that you have about your child?
8. Name one area that you wish your child to develop.

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Parent Handbook Policies and Procedures Agreement

The Innovative School Parent Handbook describes important information about Innovative Montessori and I understand that I should consult the office regarding any questions not answered in the handbook. Since the information and policies described are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through notices, and I understand that revised information may supersede, modify or eliminate existing policies. The Executive Director has the ability to adopt any revisions to the policies in this handbook.

I have received the handbook and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

I also understand that **I must contact the school** whenever:

- ◆ My child is ill or absent.
- ◆ There is a change in address or phone number.
- ◆ There is a change on the Emergency Information Form.

Name of Child: _____

Signature of Parent/Guardian: _____ Date: _____

Innovative Montessori

Parent Agreement

We, the parents of _____ have received and reviewed the Parent/Student Handbook for The Innovative School and tuition schedule. By our signature we indicate our understanding and acceptance of school policies and procedures outlined in these documents, especially the policies pertaining to:

Please initial each statement:

1. _____ **Attendance**

Early childhood classes start promptly at 8:30AM and Transition classes start promptly at 9:00AM. All children are expected to arrive on time. In the event of an unusual circumstance, parents must contact and get approval from either their child's teacher or school director for any child arriving later than 9:30AM. Children are not allowed to attend school after 10:30AM.

2. _____ **Financial Policy**

School enrollment assumes intent to attend a complete academic school year. There is no reduction of tuition for absences due to illness, vacation, early withdrawal or any other extended absence from school. The tuition schedule with registration and associated school fees is provided to each family at time of application to the school. School tuition for the academic year is based on an academic year total divided into 10-monthly payments. Tuition is due on the 1st of each month, late by the 3rd. All fees are non-refundable.

3. _____ **Parental Involvement and Positive Discipline**

Parent, teacher, child and school relationships are very important in a student's life. An alliance based on mutual respect and support will enhance all individuals' understanding, knowledge, and insight and offer a cohesive, prepared learning environment. Parents will make an effort to be involved, volunteer, be informed attend all conferences and meetings, be knowledgeable and attend parent education meetings and contribute your knowledge.

4. _____ **Communications**

Please remember to check your family folder regularly. This folder is used for school statements, notices, policy changes, extra-curricular communications, birthday invites, Thursday Memo's and newsletters. If you have a question about your child, leave a note at the front office for your child's teacher. Notes are delivered to teacher inboxes (located in the kitchenette) or delivered to class if the matter is urgent. Your child's teacher will contact you within a 24-hour period.

5. _____ **Sickness and Medications**

Any child brought to school with contagious symptoms will not be admitted and any child showing any contagious symptoms during the school day will be sent home. Children have to be fever, diarrhea and vomit free for 24 hours before returning to school. Medication necessary (in its original container) for certain illness must be accompanied by a doctor's statement. Any allergies related to food or drink should be stated on your child's emergency card.

Our child's enrollment affirms our family's acceptance of The Innovative School's policies and procedures.

Parent Signature

Date

2014 - 2015 School Year Tuition

The Innovative School is dedicated to providing you the highest quality Montessori learning center for your family. Described below are the basic policies necessary for us to operate our school in which your child is enrolled. We are a school with a planned curriculum for the year, offering very low student/teacher ratios and employing degreed and certified professional teachers. For this reason, we cannot operate on a drop-in style monthly basis. Our program, staff and finances are arranged and set on a school year budget. We remain committed to providing your family with an outstanding authentic Montessori program. Tuition and material fees, which are our sole source of revenue, support three important areas:

Programming – This includes all costs associated with classroom equipment and supplies, low student/teacher ratios, Montessori materials, portfolios, parent education, professional staff development, organic snacks and sustainable environments, the abundance of classroom pets and its care, Full-status membership with the American Montessori Society and the Montessori Foundation, our specialty functions, projects and programs. We provide high quality programming so that your child enjoys a complete, thoughtful and well-rounded Montessori education.

Innovative is a Full-Member AMS school, we meet every standard set forth by AMS!

Staff – We are fortunate to have an extremely experienced, degreed and dedicated teaching faculty. Despite earning significantly less than their counterparts at public schools, our teachers' long-term commitment to our students has been a core strength of Innovative Montessori. Retaining our amazing teachers is an important priority. The school also has a small administrative staff who oversee other aspects of the school's operation. ***Innovative offers the lowest student/teacher ratios and all our teachers are MACTE accredited? Four of our faculty members are Montessori teacher educators at various training centers around the nation.***

Facilities – We seek to provide beautifully prepared classroom environments - fully equipped with developmentally unique and appropriate Montessori materials that directly benefit your child's educational experience. Our goal is to continue to improve and enhance our outdoor classroom environment. **All our classrooms are housed with pristine developmentally appropriate Montessori materials? All classrooms have a complete set of equipment and resources.**

Transition Community (18 months - 3 years)

	Hours	Annual (8/2014 - 5/2015)	Payment Plan (8/2014 - 5/2015)
Half Day	9:00 am - 12:00 pm	\$6300.00 (8% Discount)	\$685.00
Full Day	9:00 am - 2:30 pm	\$6760.00 (8% Discount)	\$735.00

Transition Community

Before & After School	Hours	Monthly Fee
Before Care	7:00 am - 9:00 am	\$55.00
After Care	2:30 pm - 6:00 pm	\$135.00

Primary Community (3 years - 6 years)

	Hours	Annual (8/2014 - 5/2015)	Payment Plan (8/2014 - 5/2015)
Half Day	8:30 am - 12:00 pm	\$5980.00 (8% Discount)	\$650.00
Full Day	8:30 am - 2:30 pm	\$6570.00 (8% Discount)	\$715.00

Primary Community

Before & After School	Hours	Monthly Fee
Before and After Care	7:00 am - 8:30 am / 2:30 pm - 6:00 pm	\$165.00

School tuition includes milk and organic snacks that include fresh fruits and vegetables. Lunch is ordered directly through Georgia's Market at \$20.00 a week.

Admission and Additional Fees: (non- refundable after payments have been received).

- Application Fee: \$20.00
- Registration Fee: \$75.00 (upon acceptance prior to orientation)
- Annual Material and Program Fee: \$175.00 (upon acceptance prior to orientation)
- Transition Monthly Ancillary Class Fee (weekly music and movement class) : \$10.00
- Early Childhood Monthly Ancillary Class Fee (weekly music, movement, art and Spanish): \$25.00

I have read and agree to the Tuition and Policy Agreement for Innovative Montessori.

Parent Signature

Date

2014-2015 Academic School Year Calendar
***printed 2/17/2014 (subject to change before 8/1/2014)**

August 11 -12	Individual Parent Orientations (new families)
August 14	Back to School Night at 6:00 PM - 8:00 PM
August 18	<i>First Day of School</i>
August 29	Welcome Home - Family Pizza Night 6:00 PM
September 1	Labor Day - School Closed
September 5	Grandparent's and Parent's Coffee (8:30 AM/ EC & 9:00 AM/ T)
September 6	Positive Discipline Parent Workshop at 9:00 AM - 2:00 PM
September 18	Montessori at Home Workshop 6:00 PM
October 17	Staff Development Day - School Closed
October 18	TIME Conference
October 24	EC Class Field Trip - Ranch
October 31	Fall Festival
November 6	Parent Workshop (Language Development) - 6:00 PM
Nov. 10 - 20	Early Childhood Parent Classroom Observations
Nov. 26-28	Thanksgiving Holiday - School Closed
Dec. 1 - 5	Parent and Teacher Conferences
Dec. 15 -18	Individual Classroom Holiday Concerts 6:00 PM
Dec. 19	Early Dismissal at 12:00 PM
Dec. 22-Jan. 2	Winter Holidays - School Closed
January 1 -2	New Year 2013 /Winter Holiday - School Closed
January 5	Back to School - Second Semester
January 19	MLK - School Closed Teacher In-Service Day
January 22	Parent Workshop (Brain Development and Montessori) - 6:00 PM
January 30	Father's Breakfast (8:30 AM/ EC & 9:00 AM/ T)
February 5	Me and My Parent Night - 6:00 PM
Feb. 9 - 13	Parent and Teacher Conferences
Feb. 16	Re-enrollment for 2015-2016
February 27	Go Texan Day - Parent's Luncheon at 11:30 AM
March 6	Re-enrollment deadline
March 16- 20	Spring Break - School Closed (B/A Care Students Only)
April 3	Good Friday - School Closed
April 18	Family Picnic 10:00 AM
April 23	Art Exhibit and Silent Auction 6:00 PM
April 27 - 30	Parent and Teacher Conferences
May 4 - 7	Teacher Appreciation Week
May 8	Mother's Day Tea 9:00 AM
May 25	Memorial Day - School Closed
May 28	Early Dismissal 12:00 PM - Last Day of School
June 1	First Day of Summer Camp

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Health and Emergency Information

To be filled out by your child's physician:

To the best of my knowledge, the child listed below is able to participate in a group child facility and/or a Montessori Program.

_____ has been examined by me on _____ and was
(child's name) (date)

found to be in good physical condition and good health.

Physician's Name _____ Phone Number _____

Address _____

Physician's Signature Date

To be filled out by child's parents:

My child has been examined within the past year by a licensed physician and is able to participate at Innovative Montessori.

Within the next 12 months, I will obtain a physician's statement, as well as a copy of the current immunization records and will submit it to Innovative Montessori School.

Parent Name _____

Parent Signature Date