SCHOOL-AGE REGISTRATION FORM

Student's Name		Birth Date		Gender		20-21 Grade	
Previous School		From		To		Elem School	
Parent/Guardian 1 Name		Parent/Guardian 2 Name					
Home Phone		Home Phone					
Cell Phone		Cell Phone					
Email		Email					

PROGRAM / SCHEDULE

Program: School-Age **Start Date**: **End Date**: Ten Month *(Initial:_____ Date:_____)*

Select Choice of Program Below	**Days / Times at LVS**
☐ Regular Day Distance Learning at LVS	□ M □ T □ W □ TH □ F **(*choose days*)** at LVS from 7:30 AM – 2:30 PM
☐ Full Day Distance Learning at LVS	□ M □ T □ W □ TH □ F **(*choose days*)** at LVS from 7:30 AM – 5:30 PM
☐ After Care at LVS	□ M □ T □ W □ TH □ F **(*choose days*)** at LVS from 2:30 PM – 5:30 PM

Lunch Choice	School House Grill provides healthy, well balanced, and nutritious lunches for The Learning Village Montessori school. They provide regular and vegetarian meal options on a daily basis for our children. This lunch is included in the tuition for School Age students on the days they are scheduled to be at LVS during lunch time. Please select a lunch choice for your child: □ Regular □ Vegetarian □ No Lunch (for After Care-only students)

First Date of Attendance		Date of Withdrawal Notice		Last Date of Attendance	

OFFICE USE ONLY
PROOF OF IDENTITY VERIFICATION

If proof of identity is required and a copy is not kept, please fill out the following.

Place of Birth:	**Birth Date:** / /	**Birth Certificate Number:**	**Date Issued:** / /
Other Form of Proof:	**Date Documentation Viewed:** / /	**Person Viewing Documentation:**	

Date of Notification of Local Law Enforcement Agency (when required proof of identity is not provided): _____

Proof of the child's identity and age may include a certified copy of the child's birth certificate, birth registration card, notification of birth (hospital, physician or midwife record), passport, copy of the placement agreement or other proof of the child's identity from a child placing agency (foster care and adoption agencies), record from a public school in Virginia, certification by a principal or his designee of a public school in the U. S. that a certified copy of the child's birth record was previously presented or copy of the entrustment agreement conferring temporary legal custody of a child to an independent foster parent. Viewing the child's proof of identity is not necessary when the child attends a public school in Virginia and the center assumes responsibility for the child directly from the school (i.e., after school program) or the center transfers responsibility of the child directly to the school (i.e., before school program). While programs are not required to keep the proof of the child's identity, documentation of viewing this information must be maintained for each child.

Section 63.2-1809 of the Code of Virginia states that the proof of identity, if reproduced or retained by the child day program or both, shall be destroyed upon the conclusion of the requisite period of retention. The procedures for the disposal, physical destruction or other disposition of the proof of identity containing social security numbers shall include all reasonable steps to destroy such documents by (i) shredding, (ii) erasing, or (iii) otherwise modifying the social security numbers in those records to make them unreadable or indecipherable by any means.

OVERVIEW

- The Learning Village Montessori accepts enrollment for Kindergarten-5th Grade students for after school care, regardless of race, color, national origin, religion, and sex. The Learning Village Montessori admits students of all faiths; however, by signing this agreement, you agree that upon enrollment, your child will respect the school's rules and regulations.
- We operate Monday through Friday from 7:30 A.M - 5:30 P.M. on the days identified on the School Age Calendar. The school year session runs from August/September to June; the summer session runs from June/July to August.
- We offer an after school care program to School Age students during the school year (including options that support students participating in LCPS distance learning during the school year), with the opportunity to register for full day care on certain days that the public school is closed (days identified on the School-age Calendar as Special Sign-up). We also offer the opportunity for School Age students to register for full day care during the summer session from June/July to August.
- **The Learning Village Montessori offers a 10-month contract for the School-age enrollment, running for the school year from Aug/Sept through the end of the academic year in June. If a School-age student enrolls after the school year has begun, their contract will be less than 10 months, and will go through the end of the school year in June.**

GENERAL GUIDELINES

- Parents must sign their school-aged children in upon arrival (unless they arrive via the Learning Village bus) and sign them out upon departure, on a daily basis. During the pandemic, TLVM staff will be responsible for signing students in and out as they are dropped off and picked up.
- The school has full discretion in the appropriate classroom placement of each child, based upon the child's school schedule, grade level, emotional, social, and cognitive status, and may move a child from one classroom placement to another if deemed appropriate.
- The Learning Village Montessori does not believe in or allow the use of corporal punishment of any kind, at any time, under any circumstances to discipline any child. The children are encouraged to develop self-control and are provided alternative activities to distract themselves from disruptive behavior.
- The Learning Village Montessori is a PEANUT AND NUT PRODUCT-FREE facility.

SCHOOL AGE TRANSPORTATION

- The Learning Village Montessori provides after school door-to-door transportation service to students who attend area elementary schools serviced by TLVM bus. Our driver always checks attendance and locates missing riders before their departure from the public school.

  I give permission for TLVM to transport my child from their elementary school to TLVM:

  □ Yes □ No *(Initial:_____ Date:_____)*
- The Learning Village Montessori does not transport students before school from TLVM to the students' elementary schools. This is also true on days when the public school has a delayed opening, in which case parents must arrange for before school care and transportation for school age students.
- The Learning Village Montessori does offer transportation to school age students from the students' elementary schools to TLVM on days when the public school has an early closing. Please indicate your preference below for this scenario:

  In the event that my child's elementary school closes early, I would like TLVM to transport my child from their elementary school to TLVM: □ Yes □ No *(Initial:_____ Date:_____)*
- Parents agree to review and enforce the following bus rules with their children:
  - Students must follow the bus driver's directions
  - Students must remain seated while the bus is in motion
  - Hands, clothing and objects must remain inside the bus during transportation
  - Eating and drinking is not permitted on the bus
  - Students must keep the noise level low during the bus ride
  - Students may talk quietly to neighbors, but may not yell to someone several seats away
  - Students must board and depart the bus as a group

AUTHORIZED RELEASE OF THE CHILDREN

- Only individuals listed as 'Who May Pick Up' may pick up a child without additional notice from the parent. The school will allow a different individual to pick up the child only with prior written instructions from the parent. **Verbal permission over the phone is not legally sufficient.**
- Any individuals designated to pick up a child will be required to show identification, upon coming to pick up a child.
- NOTE: Section 22.1-4.3 of the *Code of Virginia* states that unless a court order has been issued to the contrary, the noncustodial parent of a student enrolled in a public school or day care center must be included, upon the request of such noncustodial parent, as an emergency contact for events occurring during school or day care activities.

EMERGENCIES

- The parent(s)/guardian(s) authorize the school to obtain immediate medical care if an emergency occurs when the parent(s)/guardian(s) cannot be located immediately. The hospital and its medical staff have my authorization to provide any treatment which a physician deems necessary for the well being of my child. These steps may include, but are not limited to the following:
    - Attempt to contact a parent or guardian
    - Attempt to contact any of the child's emergency contacts
    - Attempt to contact the child's physician
    - Transport the child to the appropriate medical facility if necessary

  ** If there is an objection to seeking emergency medical care, the parent(s) or guardian(s) should provide The Learning Village Montessori a statement **in writing**, to be kept in the child's file that states the objection and the reason for the objection.
- Minor accidents/injuries will be treated at the school, and the parent(s)/guardian(s) will be notified of any such treatment

MEDICATION POLICY

- Please submit a medication authorization form, which is available in the office, for all medication to be administered at school during the school day. The school does not administer medication without written permission from the parent and/or physician.
- All medication to be administered at school must be kept in a locked box, in the school office.
- Medication must be presented in its original container with a label bearing the child's name, time, dose to be given, and the number of days to be administered.
- The school can administer any medication (prescribed or over the counter) for 10 days with the parent's authorization.
- The school can administer long-term medication (prescribed or over the counter) for 12 months with the parent's authorization and physician's authorization.
- For sunscreen, insect repellent, or diaper ointment to be applied at school, please submit a non-prescribed over-the-counter product authorization form, which will be valid for 12 months.
- It is the parents' responsibility to monitor the expiration date on Epinephrine, nebulizer medications, and inhalers.
- Medication will be returned to the parents or discarded after 14 days, if it is not picked up by the parents.

TUITION

PROGRAM/SCHEDULE CHANGES/DISCOUNTS

- A 30-day's written notice is required to change the child's program/schedule. Requests for schedule changes must be submitted in writing and approved by the school.

  1st change: free of charge 2nd change: $50
  3rd change: $75 Every change thereafter: $90
- **A sibling discount of 10%** will be applied to the lesser tuition amount, when both siblings concurrently attend.

FACTS INFORMATION

- Monthly tuition payments are made to FACTS Tuition Management via automatic bank payments from a checking or savings account on the fifth(5th) of each month; this is simply a bank-to-bank transfer of funds that is authorized to pay the child's tuition.
- For tax purposes, parents can access their FACTS payment history online at www.factsmgt.com.

TUITION DUE DATE & LATE FEE

- All payments are due on the fifth (5th) of each month.
- **A Late Fee of $35 will be due to the school if tuition is paid after the 5th of the month. The delinquent payment and late fee must be paid to the school within 2 days. If there are two or more delinquent payments, the child's contract will automatically be terminated, and the child will be dismissed from the school. The tuition deposit will not be refunded or applied in this case.**
- FACTS will attempt to collect a payment a total of three (3) times. If a payment is returned due to insufficient funds, FACTS will re-attempt that payment 15 days from the first attempt; when this happens, FACTS will also assess a $30.00 return payment fee (RPF) that will attempt five (5) calendar days after the bank returns the payment. If the second attempt returns, FACTS will assess a second $30.00 RPF and try a third and final attempt 15 days from the previously scheduled payment. In the event that the third payment returns, FACTS will assess another $30.00, and the payment will fall into the unresolved balance and will need to be resolved directly with the school.
- The Learning Village Montessori reserves the right to add a collection fee to any delinquent account balance that is referred to an outside collection agency/attorney for collections; furthermore, the parents will be fully responsible for all court costs, if the payment goes unsettled.

WAIT LIST FEE

- In the event that there is no space in the appropriate class for a student, the parent may choose to be placed on the Waiting List by paying the Wait List Fee. This fee will be applied towards the student's Registration Fee when a space opens up.

DEPOSIT

- A one-month's tuition deposit is required and due at the time of enrollment. This will apply to the last month's tuition of the child's contract year. The one-month's tuition deposit will **NOT** be refunded or applied, if the child fails to complete the full contract year.
- The one-month's tuition deposit is non-refundable for a student who registers, but withdraws prior to their first day of attendance.
- A change of program and/or schedule will also change the amount of the deposit accordingly.

ITEMS NOT INCLUDED IN TUITION

- Snacks: The tuition does not include snacks.
- Fees for Special Sign-up Days: Care for days identified on the School Age Calendar as Special Sign-up Days can be arranged by registering in advance and will be charged at $75.00 per day.
- Fees for Inclement Weather Day: A $12 per hour fee will apply if a School-Age student stays on an inclement weather day beyond the number of scheduled hours allotted for that day.
- Fees for Additional Hours: Additional hours beyond the contracted hours can be arranged by contacting the school office in advance and must be paid to the school by the end of the following day.
    - **Authorized** non-contract hours (before closing) will be charged at $15.00 per hour or portion thereof; please notify the school at least 24 hours in advance.
    - **Unauthorized** non-contract hours (before closing) will be charged at $20.00 per hour or portion thereof; unauthorized non-contract hours
      will apply to any unauthorized late pick-up before closing.
- **Fees for Late Pick-Up: After 6:00 P.M., the late pick-up fee is $1.00 per minute for the first 10 minutes, $2.00 per minute for the next 10 minutes, and $3.00 per minute thereafter, until the child is picked up. The late pick-up fee must be paid to the school by the end of the next school day.** *(Initial:_____ Date:_____)*

WITHDRAWALS

- Parents may withdraw their child from The Learning Village Montessori for any reason, at any time. Parents who choose to do so must give **a WRITTEN NOTICE 30 days on or prior to the first day of the month, during which the child will cease to attend.** The notice must include the expected last date of attendance and be signed and dated by the parents. Please note that any portion of a month that the child attends The Learning Village Montessori is considered a full month for tuition purposes.
  In this case, where the child fails to complete the full contract year, the one-month's tuition deposit will not be refunded.
  (Initial:_____ Date:_____)

TERMINATION POLICY

- The enrollment and financial agreements are terminated when the child leaves the program, and **all** fees have been paid.
- If at any time, for any reason not prohibited by law, in the sole judgment of The Learning Village Montessori, the school feels that it cannot meet the needs of a child or family, the school reserves the right to decline continued enrollment to a child.
- **The School's Right to Dismiss a Child:** The school reserves the right to dismiss new/continued enrollment for a child for consistent aggressiveness or disruptive behavior (either physical or verbal), as this is a hazard to the other children and staff members.
- The Learning Village Montessori reserves the right to dismiss new or continued enrollment for a child, due to the parents' irresponsible financial commitment: **two or more delinquent payments or inactivating the FACTS account via FACTS without the school's approval.**
- In the case of Termination, the one-month's tuition deposit will not be refunded. *(Initial:_____ Date:_____)*

AGREEMENTS

1. I agree to perform the obligations of parents (or guardians) and abide by the policies and procedures set forth by The Learning Village Montessori for the health, safety, and welfare of my/our child.
2. The school has full discretion in the appropriate classroom placement of each child, based upon the child's school schedule, grade, emotional, social, and cognitive status, and may move the child to a different classroom during the contract year if appropriate.
3. If at any time, for any reason not prohibited by law, in the sole judgment of The Learning Village Montessori, the school feels that it cannot meet the needs of a child or family, the school reserves the right to decline continued enrollment to a child.
4. All monthly tuition payments (10 installments) are equal, regardless of holidays, student absences, teachers' in-service days, or school closures due to inclement weather, natural disaster, or an "Act of God," which prevents school operations. No refunds will be made for days missed regardless.
5. By signing this agreement, I acknowledge that I am the person financially responsible for this account. All financial questions and inquiries must go through the School.
6. The school agrees to notify the parent/guardian if a child becomes ill. In the event that The Learning Village Montessori calls to inform me that my child is ill, I will arrange to pick-up my child within an hour of being notified.
7. If a child is sent home because of an illness, he/she must be free of symptoms for at least 24 hours before returning to school. A child who tests positive for Covid-19 will be required to quarantine for at least 10 days and will require doctor's clearance or proof of a negative test result to return to school.
8. Upon the discovery of any communicable disease within my immediate household, I will inform The Learning Village Montessori immediately (within 24 hours); a life-threatening disease or a Covid-19 diagnosis must be reported immediately.
9. As the parent/guardian, I authorize The Learning Village Montessori personnel to seek medical attention for my child in the event of an emergency when I, the parent/guardian, cannot be reached. If there is an objection to seeking emergency medical care, the parent(s) or guardian(s) should provide The Learning Village Montessori a statement **in writing**, to be kept in the child's file that states the objection and the reason for the objection.
10. I certify that all of the information provided in my child's enrollment application is true, correct, and complete to the best of my knowledge and belief, and The Learning Village Montessori is not responsible for anything that may happen as a result of false information provided at the time of enrollment.
11. I have read the Registration Form, including the overview, general guidelines, tuition, withdrawal, and termination policy. I have also read the Parent Handbook. I acknowledge that revisions to these documents may occur, and that the information and policies may be subject to change. All changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. I understand that it is my responsibility to comply with the provisions contained there, as well as any revisions made to them.
12. My signature indicates that I have read and understood the terms of registration agreement.

_____ _____

Parent or Guardian Signature Date

_____ _____

Parent or Guardian Signature Date

_____ _____

Administrator of School Signature Date

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SCHOOL USE ONLY

Program Information	Fees	Pmt Amount	Check Num	Date Received	Initials
☐ SADL-RD ☐ SADL-FD	Wait List Fee:				
☐ SA-ED	Reg Fee:				
	Deposit:				