



Mountain Oak School

1455 Willow Creek Rd. • Prescott, AZ 86301 • 928.541.7700

Preschool Enrollment 2019-2010

Dear Parents/Guardians,

The Lavender Rose Preschool at Mountain Oak School provides early care and education for potty-trained children two years to five years old. Mountain Oak offers this private preschool on the same property as the charter school. Mountain Oak School is a public charter school, grades K-8, inspired by Waldorf methods, a holistic approach to learning.

The preschool is a developmentally appropriate child-centered learning environment for young children, which values the uniqueness of each child. At this program, we offer a safe environment, where children are nurtured and respected. Relationships are critical to our program, and we strive to create trusting relationships with each individual child, as well as with their families. We recognize that parents and/or guardians are children's first, and most important, teachers. The preschool welcomes the involvement of parents and family members in our program.

Thank you for considering Lavender Rose Preschool for your child's early love of learning. We look forward to having you in our school community.

Sincerely,

Marcee Gilson

Preschool Director

MGilson@MountainOakSchool.org

928-237-1310

Instructions for Enrolling:

To enroll please bring the following to the Mountain Oak School office:

- **Current proof of complete immunizations (or waiver) attached.**
- **Original Birth Certificate.**
- **Custody papers, if applicable.**
- **Completed Preschool Contract**
- **Completed Blue Emergency Form**
- **\$200 Registration Fee non refundable**

Enrollment applications are accepted on a 1st come 1st serve basis. Enrollment packets will be accepted:

- **In person in the Mountain Oak School Office.**
- **By Mail: Mountain Oak School, 1455 Willow Creek Rd. Prescott AZ 86301**

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Phone: (928) 541-7700 Fax: (928) 445-1301

E-mail: mtnoak@cablone.net Web: www.mountainoakschool.org



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2019-2020 PRESCHOOL/KINDERCARE ENROLLMENT CONTRACT

Office Use

Rec' on: _____

Initials: _____

☐ Registration paid on: _____

Start Date: _____

Teacher
Initial: _____

End Date: _____

STUDENT INFORMATION:

Please Print Clearly

Student Name _____ Circle one: M or F Age _____

Student Address _____ Home Phone _____

Birthday ____/____/____ Who does the student live with?: _____

PARENTS/GUARDIANS LIVING IN THE SAME HOUSEHOLD AS STUDENT: (PLS. ☐ CHECK BOX IF RESPONSIBLE FOR PAYMENT)

☐ Name _____
Relationship to Student _____
Cell/Other Phone _____
Employer Name/Phone _____
Email _____
How often checked? _____

☐ Name _____
Relationship to Student _____
Cell/Other Phone _____
Employer Name/Phone _____
Email _____
How often checked? _____

PARENTS/GUARDIANS LIVING AT AN ADDRESS DIFFERENT FROM STUDENT: (ATTACH CUSTODY PAPERS IF APPLICABLE)

☐ Name _____
Relationship to Student _____
Address _____
Cell/Other Phone _____
Employer Name/Phone _____
Email _____
How often checked? _____
Does this person have joint custody? ☐yes ☐no
Should this person receive school information? ☐yes ☐no

☐ Name _____
Relationship to Student _____
Address _____
Cell/Other Phone _____
Employer Name/Phone _____
Email _____
How often checked? _____
Does this person have joint custody? ☐yes ☐no
Should this person receive school information? ☐yes ☐no

Please list names, ages and grades of siblings _____

ENROLLMENT & FINANCIAL INFORMATION:

☐ PRESCHOOL (8:15 AM – NOON) TUITION & FEES*

- ☒ Non-refundable Registration Fee \$200
- ☐ FIVE DAYS \$4,000.00 per year- \$400 per month for 10 months Aug-May
- ☐ THREE DAYS (M,W F) \$2,500.00 per year- \$250 per month for 10 months Aug-May
- ☐ TWO DAYS (T,Th) \$1,650.00 per year- \$165 per month for 10 months Aug-May
- ☐ PRORATE (\$22.50 day) \$_____ per year- \$_____ 1st month and \$_____ for _____ mths _____ - _____.

☐ AFTERCARE (NOON-3:00 PM) TUITION & FEES*

- ☐ FIVE DAYS \$1,500.00 per year- \$150 per month for 10 months Aug-May
- ☐ THREE DAYS (M,W F) \$1,350.00 per year- \$135 per month for 10 months Aug-May
- ☐ TWO DAYS (T,Th) \$1,000.00 per year- \$100 per month for 10 months Aug-May
- ☐ DAILY M T W T F \$_____ per year- \$_____ 1st month and \$_____ for _____ mths _____ - _____.
- ☐ DROP-IN ONLY (\$5 hr) Sign-up at least one day before. Payment due on or before the day.

TOTAL MONTHLY:

PRESCHOOL: \$ _____
AFTERCARE: \$ _____
TOTAL: \$ _____

PAYMENT METHOD:

- ☐ Cash or check –available in the front office or by mail
- ☐ Credit Card – available at www.mountainoakschool.org
- ☐ check here if you will be setting up automatic monthly payments online

*There is no reduction for shortened months or refunds for days missed. Mid-year enrollments will be prorated.



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2019-2020 PRESCHOOL/KINDERCARE ENROLLMENT CONTRACT

CONTRACT DETAILS:

ENROLLMENT CONTRACT

Annual tuition fees may be paid in equal installments beginning the first day of school in August and continuing September 1 through May 1. There is no reduction for shortened months or refunds for days missed due to illness.

Tuition installments are due and payable on the first day of each month and must be received by Mountain Oak School no later than the fifth (5th) of each billing month. A late charge of \$25 will be assessed against each late or returned payment for each month the payment is late.

If the Director is notified prior to the first day of school that the child will not be enrolling in Mountain Oak School Preschool, the tuition payment only shall be reimbursed.

This is a monthly contract beginning the date the child is enrolled. Parents may elect to terminate or modify this contract upon 30-days *written notice*. Reinstatement following termination will be subject to space availability and Administrative approval. There is no reduction for shortened months or refunds for days missed. Mid-year enrollments will be prorated. Non-payment of fees will result in termination of the contract.

HOURS

Preschool hours are 8:15 am to noon. Parents/guardians are required to pick up their child/children by 12:15 pm.

KinderCare hours are noon to 3:00 pm.

A late fee of \$5.00 per 15 minutes will be billed to your account for every 15 minute increment that you are late.

FINANCES

I/We, the undersigned, Parent(s) or Legal Guardian(s) of the above-mentioned student agree to assume full financial responsibility for the tuition. I/We understand that all tuition received by Mountain Oak is non-refundable. It is further understood that students for whom all tuition is not current, and has reached 45 days past due, will be suspended until your account is brought to a current status. This includes payment and collection of late and attorney fees.

TAX CREDIT

Arizona Tax Credit contributions may be applied to KinderCare tuition for Kindergarten students.

PRESCHOOL REGISTRATION FEE

The \$200 registration fee is an annual fee, due with the registration to hold your child's place in class. Registration fee payments are not refundable.

DISMISSAL

The School reserves the right to dismiss or suspend a student when, in the opinion of the Director, the student's interests or those of the School may best be served by such action. I/We further understand that parents who seriously disrupt the discipline and morale of the Mountain Oak community may be asked to withdraw their child.

COMPLIANCE

I have reviewed a copy of the Mountain Oak School Preschool or Student Handbooks. (The handbook is available online at mountainoakschool.org; there is also a printed copy available in the office.) I understand and accept the school policy requirements for payment of school fees and charges as well as student conduct and behavioral performance. Satisfactory compliance with all such requirements is a condition for student attendance at this school. The School Board reserves the right to revise policies and procedures upon thirty (30) days written notice.

I/WE HAVE READ AND AGREE TO COMPLY WITH THE INFORMATION, TERMS AND FEES STATED IN THIS CONTRACT. I/WE FURTHER UNDERSTAND THAT THIS AGREEMENT IS LEGAL AND BINDING AND NON-COMPLIANCE COULD RESULT IN LEGAL ACTION.

Parent/Guardian Signature

Date

Relationship to child

Parent/Guardian Signature

Date

Relationship to child



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PERMISSIONS FORM 2019- 2020

I, _____, authorize for my child, _____ the following:
Parent/Guardian's Name *Student's Name*

Press, Publicity and School Directory Release

I authorize the release of:

☐ Yes ☐ No CLASS DIRECTORY: My family's *name, phone* number and email for the class directory which is distributed to the families in your class and the Parent Association Chair at Mountain Oak School.

Media Permission Authorization:

☐ Yes ☐ No MEDIA PERMISSION: I allow the use of my child's name and or photo to be distributed and or released on the MOS Website, MOS Facebook, MOS newsletter, MOS brochures, newspaper, TV and or other public media.

By signing, I authorize that all the information on this page is correct:

Parent/Guardian's Signature

Date



CDC/SGH# or name: _____

**Arizona Department of Health Services
Bureau of Child Care Licensing**

Emergency, Information and Immunization Record Card

Child's Name:	Date Enrolled:	Updated:
Home Address (#, Street, City, State, Zip Code):		Date Disenrolled:
Home Phone:	Date of Birth:	Sex: <input type="checkbox"/> male <input type="checkbox"/> female

Parent or Guardian Name:	Home Address (#, Street, City, State, Zip Code):
Cell Phone (optional):	Contact Telephone Number:

Parent or Guardian Name:	Home Address (#, Street, City, State, Zip Code):
Cell Phone (optional):	Contact Telephone Number:

**I authorize the following individuals to collect my child from the facility in case of emergency or if I cannot be contacted:
(Pursuant to R9-5-304.B, at least two contact persons are required.)**

Name:	Contact Telephone Number:
Name:	Contact Telephone Number:
Name:	Contact Telephone Number:
Name:	Contact Telephone Number:

If Medical care is necessary, call:

Health Care Provider*	Name:	Contact Telephone Number:
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***A Health Care Provider is a physician, physician assistant or registered nurse practitioner.**

I hereby give authority to any hospital or doctor to render immediate aid as might be required at the time for his/her health and safety.

In case of injury or sudden illness, I request that this individual be called first:

The following individual(s) may NOT remove my child from the facility:

Name(s):

Custody papers have been provided and are on file at the facility. ☐ yes ☐ no

Telephone Authorization Code (optional): _____

Immunization Information

(A licensee shall attach an enrolled child's written immunization record or exemption affidavit to the enrolled child's Emergency, Information and Immunization Record card.)

For information regarding current immunization requirements go to:

www.azdhs.gov/phs/immun/index.htm or contact the Arizona Immunization Program Office at (602)364-3630.

One of these items must accompany the EIIR card at all times:

<input type="checkbox"/>	Copy of current official documented immunization record attached
<input type="checkbox"/>	Religious Beliefs exemption form signed by parent/guardian attached
<input type="checkbox"/>	Medical Exemption form signed by physician and parent/guardian attached
<input type="checkbox"/>	Signed Laboratory Proof of Immunity form attached

Notification of immunizations needed sent to Parent(s) or Guardian(s):	mo /day/ yr	mo /day/ yr	mo /day /yr
Updated immunizations received and attached:	mo /day/ yr	mo /day/ yr	mo /day /yr

Medical Information

Is child allergic to food or other substances? <input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes, describe symptoms, name foods or substances to be avoided, and the procedure to follow if reaction occurs:	
Is child usually susceptible to infections and if so, what precautions need to be taken? <input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes, list precautions:	
Is child subject to convulsions and what should be our procedure if one occurs? <input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes, specify procedure:	
Is there any physical condition that we should be aware of and what precautions should be taken (heart trouble, foot problem, hearing impairment, hernia, etc.)? <input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes, list precautions:	
Additional comments:	
Other special instructions:	

This Emergency Information and Immunization Record Card is accurate and complete, front and back, and was provided by:

Parent/Guardian PRINTED Name:	SIGNED Name:	DATE: