

Enrichment Application

_____ School Year

| | | | |
|----------------------------|-------|----------------------------|-------|
| Child's Name: | _____ | Nickname: | _____ |
| Child's Age: | _____ | Grade: | _____ |
| Parent 1 Information Name: | _____ | Parent 2 Information Name: | _____ |
| | _____ | | _____ |
| Address: | _____ | Address: | _____ |
| | _____ | | _____ |
| Home Phone: | _____ | Home Phone: | _____ |
| Work: | _____ | Work: | _____ |
| Work Phone: | _____ | Work Phone: | _____ |
| Cell Phone: | _____ | Cell Phone: | _____ |
| E-Mail: | _____ | E-Mail: | _____ |

Who is primarily responsible for picking up your child? _____

List any other persons who may pick up your child (Permission Form required).

| Name | Cell Phone/Home Phone | Vehicle Make/Model/Color | Relationship to Child |
|----------|-----------------------|--------------------------|-----------------------|
| 1. _____ | | | |
| 2. _____ | | | |
| 3. _____ | | | |

\$50.00 fee due upon submission of this application.

Please indicate the days and hours your child will use Enrichment: 3 days/week at \$1,600 per year; 5 days/week, at \$2,100 per year; or hourly at \$8 per hour (billed monthly).

| Days/Hours | 3 – 4 p.m. | 4 – 5 p.m. | 5 – 6 p.m. |
|----------------|------------|------------|------------|
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |
| Occasional Use | | | |



Enrichment Program Guidelines

2008-2009 School Year

Welcome ...

to Cornerstone's Enrichment program, designed to provide quality after-school care in a safe environment.

Program Objectives

1. Provide a supervised child care program that is fun and safe.
2. Compliment Montessori classroom work by providing fun, interesting and challenging activities.
3. Provide an opportunity for homework assistance.

Availability

Enrichment is available for preprimary, lower elementary and upper elementary children at the end of the school day until 6 p.m. Enrichment is available whenever Cornerstone Montessori School (CMS) is open, excluding holidays, in-service days and snow days. Parents must make other arrangements on those days.

Enrichment daily activities are planned based on the number of children enrolled that day. Please notify the coordinator a day in advance if your child will be absent from his or her scheduled Enrichment day.

Program Cost

Families enrolling children in the Enrichment program will pay a yearly application fee of \$50 per child which is due with your application. Expected use of Enrichment MUST be indicated on your enrollment form, as this is how the staff will determine your program cost:

\$2,100 yearly for consistent, five-day per week use of Enrichment; \$1,600 yearly for consistent three-day per week use; OR \$8 per hour of use, to be billed monthly.

Parents are allowed a 10-minute grace period after each hour before Cornerstone will bill them for the next hour. For example: If you arrive at 5:10 p.m., you will be billed for two hours (3-5 p.m.) If you arrive at 5:11 or later, you will be billed for the next hour, for a total of three hours (3-6 p.m.)

Arrival and Departure

At the end of the school day, teachers will direct children to the Enrichment program. A parent or other authorized individual must come to the assigned entrance of the building and sign out each child.

Before releasing a child, Enrichment staff will ask the child to put away all materials and/or to help clear the work area of snack or art supplies. **Please respect this important aspect of Montessori education and encourage your child to clean up and gather belongings before you sign out.**

Children may not exit the building alone. All staff will require written authorization by a parent or guardian before your child is released to someone other than persons listed on your CMS Transportation Form.

Emergencies

The Enrichment coordinator has access to all emergency medical forms on file in the CMS Enrichment Room. In case of emergency, the coordinator and staff will follow CMS emergency guidelines.

Parent Involvement

We encourage parents to contribute to the Enrichment program. That may include serving as a volunteer, scheduling a special presentation, or coordinating a visit by an interesting member of the community. Please contact the Enrichment staff to discuss how you can become involved.



Snacks

We provide nutritious snacks each day. For special occasions as such as birthdays, parents are welcome to send a special snack for the class to share. Please notify the coordinator in advance of any special event.

Homework/Quiet Time

Enrichment includes a homework and quiet period each day. It is the child's responsibility to remember his or her assignments and utilize the resources available. Each child is expected to work quietly on some classroom-related activity if he or she does not have any assigned work.

Discipline

Enrichment discipline follows the positive approach used in the Cornerstone classroom. We focus on self-control, self-directed activity and respect of self and others. The Enrichment staff will use positive statements to communicate limits and provide simple, consistent explanations.

Any child who has difficulty understanding what is expected will be asked to leave the Enrichment program until such time as the staff believes the child is ready to rejoin the group. Staff will then schedule a parent-teacher conference to discuss the situation. Staff will make every effort to work with the child to bring him or her back into the program.

Late Fees

If you arrive after 6 p.m., you will be charged late fees of \$20 per every 15 minutes you are late.

Changes in Use

Unused days of Enrichment are not rolled over to the next week. Changes in use, or week-to-week hourly use, must be scheduled a week in advance. Use a Home to School Memo to indicate the days and times your child will attend Enrichment.

Thank You ...

for entrusting your child to our care after school. We will do our best to provide a nurturing, fun educational after-school experience.

Parent Pledge

By signing this form, you agree to the following:

- * that the information on your child's Enrichment enrollment form is accurate to the best of your ability.
- * to use a Home to School memo to notify the school one week in advance of changes in your child's Enrichment use.
- * that you understand and will abide by the Enrichment Program Guidelines 2007-2008 School Year.

| | | | |
|---------------------|--|-------|--|
| Parent or Guardian: | | Date: | |
| CMS, Inc: | | Date: | |

Cornerstone Montessori School admits students of any race, color, and national or ethnic origin.



2048 Alexandria Pike • Highland Heights, KY 41076 • 859.491.9960 • www.cornerstonemontessori.org