

WEST END MONTESSORI SCHOOL, INC

Enrollment Application

_____ 2019-2020 Academic Year	_____ January 2020 Start.	_____ 2020 - 2021 Academic Year
_____ Toddler	Extended Day: _____ 7:30-8:30 am	_____ 11:45 - 2:45 _____ 11:45 - 5:30
_____ Early Childhood	Extended Day: _____ 7:30-8:30 am	_____ 12:30 - 3:00 _____ 12:30 - 5:30
_____ Elementary	Extended Day: _____ 7:30-8:30 am	_____ 3:00 - 5:30

CHILD INFORMATION

_____	_____	_____	_____	_____	_____
First Name	Middle	Last	Nickname	Sex	Birthdate

Full Address _____

_____	_____	_____
Previous daycare or school attended	Siblings' Names and Ages	Phone# to List in Family Directory

PARENT/GUARDIAN INFORMATION

_____	_____	_____	_____
Father/Guardian's Full Name	Home Phone	Work Phone	Company/Profession

_____	_____	_____
Full Address (if different from above)	Cell Phone	Email

_____	_____	_____	_____
Mother/Guardian's Full Name	Home Phone	Work Phone	Company/Profession

_____	_____	_____
Full Address (if different from above)	Cell Phone	Email

EMERGENCY INFORMATION

_____	_____	_____
Allergies or intolerance to food, medication, etc., and emergency action	Child's Physician	Phone

Dietary preferences _____

_____	_____	_____
1. Local contact person if parent/guardian cannot be reached	Full Address	Phone

_____	_____	_____
2. Local contact person if parent/guardian cannot be reached	Full Address	Phone

_____	_____
Persons authorized to pick up child	Persons not authorized to pick up child

Is your child now or has your child received any of the following therapies: Speech Occupational Social/emotional Physical

Chronic physical conditions, pertinent developmental information and/or accommodations needed _____

_____	_____
Name of school or program currently attending	(Continued on back)

AGREEMENTS


1. The school agrees to notify the parent/guardian whenever the child becomes ill and the parent/guardian will arrange to have the child picked up as soon as possible, if so, requested by the school.
2. The parent / guardian authorizes the school to obtain immediate medical care if any emergency occurs when he cannot be located immediately*.
3. The parent / guardian will inform the center within 24 hours or the next business day after the child or any member of the immediate household has developed any communicable disease, except for life threatening diseases which must be reported immediately.
4. Field trip transportation, if needed, will be provided by another school family or teacher.
5. The parent / guardian gives permission for photographs to be taken of the child at work and play to be used for WEMS informational or promotional efforts such as yearbook, e-newsletters, and website.

* If there is an objection to seeking emergency medical care, a statement should be obtained from the parents or guardian that states their objections and the reason for their objection.

SIGNATURES

Parent / Guardian

Date



Head of School

Date

Date Child Entered Care

Date Left Care

How did you hear about West End Montessori School?

Internet Search Word of mouth Website

WEMS Parent (name) _____

Other (explain) _____

Please submit a \$50.00 non-refundable fee with this form payable to:

WEST END MONTESSORI SCHOOL
9307 Quioccasin Richmond, VA 23229

FOR OFFICE USE ONLY

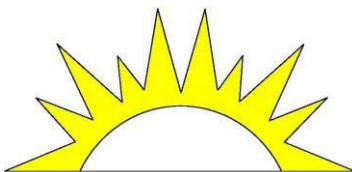
Date Application Received _____ Cash / Check Number _____ Amt. \$ _____ Date Entered _____ Contract Sent _____

Date of Parent Observation _____ Child Visit _____ Records Request Form _____ Contract Rcvd _____

Birth Date _____ Date Issued _____ Place of Birth _____

Birth Certificate Number _____ Other Form of Proof _____

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 the child's identity from a child placing agency, record from a public school in Virginia, or 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. 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.



WEST END MONTESSORI SCHOOL
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