



Montessori Learning Community

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www.mlcasheville.org

Travel and Activity Authorization Form

Blanket permission for all given activities

Travel Authorization

I, _____ caregiver of

Give my permission to the Montessori Learning Community for my child to participate in the following activities (info per activity will be given for consideration prior to each event):

- *Trips in the van or automobile (facility or parent-owned)
- *Field Trips away from the facility

*Other: _____

I understand that the facility will use the appropriate child restraint devices and abide by all the safety rule in Rule 1000 when my child is transported in a vehicle. The facility will also notify each time that my child is to participate in an activity that would involve transportation.

Caregiver Signature _____ Date _____
This authorization is valid from _____ (enrollment) until child's departure from Montessori

On-Site Activity Authorization

In addition, if the facility has planned activities outside the fenced area of the facility, **(please circle one)**

- * I will allow my child to play outside fenced area.
- * I will NOT allow my child to play outside fenced area.

Caregiver Signature _____ Date _____
This authorization is valid from _____ (enrollment) until child's departure from Montessori

Taking Care Of Business

MLC has no other funding sources other than tuition families pay. This puts our operating budget under great stress. MLC has great teachers and loves to keep them. We support teacher training and try to maintain good materials for your children to work, learn and play with. We also are responsible for paying all the bills of an ongoing business. Therefore, we need a commitment from our families to be responsible and timely with tuition payments.

1. Families who wish to pay the whole year's tuition by August 31th the family will receive a discount of \$100 from MLC.
2. Annual tuition is otherwise divided into ten payments due on or before the 5th of each month. The August tuition is due by your child's first day of school.
3. Annual Deposit of \$200 is due upon enrollment and the remainder of the Materials / Operational Fee (MOF) is due prior to the beginning of the school year. (Deposit and MOF together total the amount of one month's tuition)
4. There is a \$40 Annual registration fee. Annual Deposits and Registration fees are Non-Refundable.
5. MLC will charge \$35 for and returned checks.
6. A late fee of \$50 will be charged to all overdue tuitions. The student will not be permitted to attend classes until the balance is paid. MLC is willing to work with families having difficulties, we just need communication during this situations.
7. MLC requires a two month written notice for children withdrawing during the school year, otherwise the account will be charged for two months of tuition.
8. MLC opens at 7:30 am and closes promptly at 5:30pm (East) 5:00pm (West). We ask that families respect our school hours and arrive promptly to pick up your child as it is upsetting to both the child and teacher to be kept waiting. A late fee will be charged payable to the teacher(s) who waited for you
9. MLC cannot discount tuitions for periods when children are absent as we have a tight budget and wish to flourish for years to come
10. You have a link to the NC Child Care Law & Rules booklet that can be accessed via our website.

Caregiver Signature _____ Child's Name _____

Please sign that you have read our policies

Discipline and Behavior Management Policy

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self discipline. Based on this belief of how children learn and develop values, the Montessori Learning Community will practice the following discipline and behavior management policy.

We Do:	We Do NOT:
1. praise, reward, and encourage the children.	1. spank, shake, bite, pinch, pull, slap, or otherwise physically punish the children.
2. reason with and set limits for the children.	2. make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. model appropriate behavior for the children.	3. shame or punish the children when bathroom accidents occur.
4. modify the classroom environment to attempt to prevent problems before they occur.	4. deny food or rest as punishment.
5. listen to the children.	5. relate discipline to eating, resting, or sleeping.
6. provide alternatives for inappropriate behavior to the children.	6. leave the children alone, unattended, or without supervision.
7. provide with natural and logical consequences of their behaviors.	7. placed the children in locked rooms, closets, or boxes as punishment.
8. treat the children as people and respect their needs, desires, and feelings.	8. allow discipline of children by children.
9. ignore minor misbehaviors.	9. criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.
10. use short supervised periods of "time out" ("time-out is described at right). 11. explain things to children on their levels.	"Time out" is the removal of a child for a short time (based on age) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The "time-out" space is located away from classroom activity but within the teacher's sight, where the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval, the teacher discusses the incident and appropriate behavior with the child. Upon returning to the group, the incident is over and the child is treated with the same affection and respect shown the others.
12. stay consistent in our behavior management program.	

MLC does not often need to use "Time Out" in our classrooms. If a child's behavior is out of control, a teacher might go with the child to sit with them in another room until he or she regains control.

I, the caregiver of _____ (child's full name), enrolled as of _____ (date) do hereby state that I have read and received a copy of the facility's Discipline and Behavior Management Policy and that the facility's director (or other designated staff member) has discussed the school's Discipline and Behavior Management Policy with me.

Signature of Caregiver : _____ Date: _____