



Alcott School is open to all children regardless of race, creed or ethnic origin.

For a child to be admitted, parents must first observe our program, talk with the Director, and submit an application. After their child is accepted, parents must sign a tuition contract and make an initial deposit. Parents are responsible for the prompt payment of tuition according to their contract schedule. If tuition fees fall two months behind, the child will not be allowed to attend school until such time as payment is brought up to date. An interview regarding each child will be conducted during the acceptance and enrollment process.

For a child to attend, all appropriate forms must be completed, signed, and submitted along with a medical immunization record and photo copies of Government issued adult identification, before the child's **first day** at Alcott.

All parents are expected to pick up their children promptly at dismissal. **If a child is not picked up on time, a late fee will be charged for each fifteen minutes that the parent is late** (please see Parent Guide for the late fee schedule). If we have not been contacted by a parent who is late, and are unable to reach either a parent or another authorized person to pick up the child within one hour following dismissal, Child Protective Services will be called.

All children will receive snack daily. If a child has special dietary requirements or allergies, the school must be notified in writing, preferably by their health care provider. Any child who requires emergency medication must have the appropriate medication forms signed by a licensed health care practitioner stating time, dosage, and any other pertinent information regarding administration of medication during school hours. This includes non-prescription medications. No non-emergency medications are administered. Medication policy and forms can be found on www.alcottschool.org.

The Program

Parents are welcome to visit the school to observe at almost any time. The Director is usually available for discussion with parents either in person or on the phone. Formal conferences are held with the staff and parents twice a year. Additional conferences may be requested at any mutually convenient time by the Director, staff members or parents. Parents with information about changes in the home, visiting arrangements, etc. should either call the school or send a note with the child with details. Children are given a routine health check by the staff each day. Any child who shows symptoms of illness such as fever, heavy runny nose and/or infectious disease will be sent home.

Sample Program (Schedules vary depending on which class the child is in).

Half day children participate in the following activities:

Circle, Work Time (free choice activities, small group/individual lessons), Gym, Playground, Bikes, Snack, some specials.

Full and Extended Day children participate in the same activities above and also have a lunch and rest period in the middle of the day.

Please sign a copy of this form and return it to Alcott School. Keep a copy for your reference.

I have read all of the above information concerning school policy, admission, programs, food, fees, late dismissal, and conferences.

Child's Name: _____

Parent's/Guardian's signature: _____

Date: _____