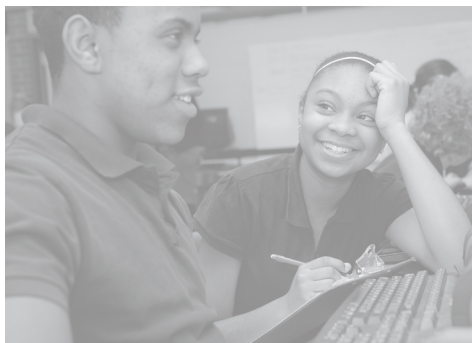




Creative
Montessori
Academy

Enrollment Packet



Congratulations in choosing Creative Montessori Academy

Open Enrollment

March 5-19th

Office Hours

Monday-Friday 9:00-4:00pm

Required Documentation

- **Copy** of Birth Certificate
 - **Copy** of Immunization Record (dated for current school year)
 - **Copy** of Proof of Residency (drivers license, current utility bill, mortgage, tax statement, or lease agreement)
 - **Copy** of Report Card (most current - 1st to 8th graders)
- Note:** Documents above must be submitted with packet.
Kindergarten Students must have a current physical.

12701 McCann Street • Southgate, MI 48195 • P (734) 284.5600 • F (734) 281.2637

www.creative-montessori.com



New Student Application

Please clearly print all information with black or blue ink.

Date Submitted: _____ Time Submitted: _____

Student Name as it appears on birth certificate

Last Name: _____ First Name: _____ MI: _____

Date of Birth: _____ Age: _____ Gender: M / F _____ Grade: _____

Ethnicity (check all that apply): African American Caucasian Asian Hispanic Native Hawaiian/Pacific Islander Native American

Student Address: _____ City: _____ State: _____ Zip: _____

School District Student Resides In: _____

Student Resides with: Mother Father Other (please specify): _____

Previous School Attended: _____ How many years attended: _____ Grade: _____

City of Previous School Attended: _____ State: _____

If home schooled, please indicate how long:

**If your child attended more than one school please list all names and address' (please use the back of paper if more room is needed)

Parents/Guardian Information

Relationship to Student:	Relationship to Student
Name: _____	Name: _____
Address: _____	Address: _____
City: _____ Zip Code: _____	City: _____ Zip Code: _____
Home Phone: _____	Home Phone: _____
Cell Phone: _____	Cell Phone: _____
Work Phone: _____	Work Phone: _____
E-Mail Address: _____	E-Mail Address: _____
Occupation: _____	Occupation: _____
Employer: _____	Employer: _____

Sibling Information (Only list sibling that will be attending Creative Montessori Academy Pre-K to 8th grade)

Sibling Name (1): _____ Gender: M / F _____

Date of Birth: _____ Age: _____ Current Grade: _____ New Student? Y / N _____

Sibling Name (2): _____ Gender: M / F _____

Date of Birth: _____ Age: _____ Current Grade: _____ New Student? Y / N _____

Print Parent/Legal Guardian Full Name _____ Signature of Parent/Legal Guardian _____ Date: _____

*In conformity with applicable laws, Creative Montessori Academy does not discriminate based on race, color, religion, sex, national origin, sexual orientation, age, disability, or any other prohibited factor regarding enrollment.



New Student Application

Please clearly print all information with black or blue ink.

Questions for Parents

01. Why are you interested in enrolling your child in our program?

02. In what ways did previous programs not meet your child's education needs?

03. What academic expectations do you have of Creative Montessori Academy pertaining to your child?

04. What social and emotional expectations do you have of Creative Montessori Academy pertaining to your child?

05. Discuss any problems your child has experienced in other educational settings. Such as incomplete work, social / behavioral problems, attention problems, comprehension problems, etc.

06. Discuss successes and strengths your child has experienced in other educational settings. Such as Advanced placement, leadership qualities, etc.

07. Discuss any physical, emotional, or social problems that may effect your child's education.

08. Please give any other information, concerns and expectations you have concerning your child and his/her educational needs.

09. Has your child participated in extra-curricular activities at his/her school? If so please describe.

10. Has your child been retained? If so what grade was your child retained in?

11. Was your child promoted a grade? If so what grade and to what grade?



New Student Application

Please clearly print all information with black or blue ink.

Latchkey Agreement

Students Last Name: _____ First Name: _____ MI: _____

Latchkey is a service provided on an as needed basis or for emergency situations. You are not billed unless your child is signed into Latchkey.

All Students Participate:

Morning Session: 7:00 am - 7:50 am

Afternoon Session: 3:15 pm - 6:00 pm

Any students not picked up at dismissal time (full day 3:10 pm - half day 11:50am) will automatically be signed in to latchkey and billed accordingly.

Billing:

- Once your child is signed in to Latchkey you are automatically billed \$4,00
- The automatic \$4.00 fee also applies if your child is signed-in after a school function such as sports practice and/or tutoring
- After 4:00pm fees are billed by the quarter hour. Which means \$1.00 for every fifteen minutes after 4:00pm
Example - 3:15-4:00 = \$4.00/ 3:15 to 4:15 = \$5.00 / 3:15 to 5:00 = \$8.00 (quarter hour fees applied after 4:00pm)

Children not picked up by 6:00pm will be assessed a charge of \$1.00 per minute per child. Child Protective Services and the Southgate Police Department will be notified. Payment Is Due Upon Pick-Up!!!!

Fees:

You may pay the balance either by check or money order. A \$25.00 fee will be charged to your account for checks returned by your bank for any reason in addition to the regular bill. First occurrence will mandate all payments to be paid by money order or cash.

Bills Due Date:

Billing is done by the week. Bills go out every Monday payment is due upon receipt of the bill. Only checks or money orders will be accepted for payment. A \$10.00 late fee will be added for bills not paid prior to next billing cycle/statement. CMA will not accept your child's attendance in before and/or after school care if payment in full is not received in a timely manner.

Parental Health Statement:

I attest to the fact that my child is in good physical health. He/she is physically able to participate in the before and after school programs. His / her specific limitations included: If your child does not have any limitations put none in the space below.

Please attach any related information.

I assume the responsibility for my child's health while in before and/or after school care. Should any of the above conditions change, I will promptly notify the school director and staff.

Print Parent/Legal Guardian Full Name

Signature of Parent/Legal Guardian

Date:

A. Educational Purpose

Creative Montessori Academy Internet system has a limited educational purpose. Activities that are acceptable include classroom activities, career development, and high-quality personal research. You may not use the Creative Montessori Academy Network for entertainment purposes (except for those periods of time that the school has designated as "open access"-when school is not in session). Creative Montessori Academy has the right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set forth in Creative Montessori Academy disciplinary code and the law in your use of the network.

B. Student Internet Access

The Web is a global database system providing access to information from around the world. Students may have access to Internet Web information resources through their classroom, library, or school computer lab. E-mail is an electronic mail system, which allows students to communicate one to one with people throughout the world. Students will be provided with individual e-mail accounts that will provide internal email communication only. This means that email accounts from the Internet will not be available for student use. Students will be given the experience of electronic communication to and from other students within the school, teachers and administration only. All e-mail access will be conducted under teacher's direct supervision. Students may not establish web e-mail accounts through the Creative Montessori Academy network.

C. Unacceptable Uses

The following uses of Creative Montessori Academy Network are considered unacceptable:

1. Personal Safety and Personal Privacy

You will not post personal contact information about yourself. Personal contact information includes your address, telephone number, school address, home address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information. You will not agree to meet with someone you have met online. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

You will not attempt to gain unauthorized access to Creative Montessori Academy Network or to any other computer system through the network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. You will not use the network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

3. System Security

You are responsible for your individual account and must take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access. You will avoid the inadvertent spread of computer viruses by following the virus protection procedures. No software is to be downloaded on the computer systems at any time without the explicit consent of the system administrator.

4. Inappropriate Language

Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause damage or a danger of disruption. You will not engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop. You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

You will not repost a message that was sent to you privately without permission of the person who sent you the message. You will not post private information, including personal contact information, about another person.

6. Respecting Resource Limits

You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. You will not download large files to the computer desktop. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people. You will check your e-mail frequently, and delete unwanted messages promptly. You will subscribe only to high quality discussion group mail lists that are relevant to your education or career development.

7. Plagiarism

You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

8. Copyright

You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. If you have questions, ask a teacher.

9. Inappropriate Access to Material

You will not access material that is designated for adults only or is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). If you mistakenly access inappropriate information, you should immediately tell your teacher. This will protect you against a claim that you have intentionally violated this Policy. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The school fully expects that you will follow your parent's instructions in this matter.



New Student Application

Computer and Internet Acceptable Use Agreement

D. Disciplinary Actions

The Creative Montessori Academy Network is a limited forum; therefore the school may restrict your speech for valid educational reasons. The Academy will not restrict your speech on the basis of a disagreement with the opinions you are expressing. You should expect only limited privacy in the contents of your personal files or record of Web research activities. Routine maintenance and monitoring of the network may lead to discovery that you have violated this Policy, the school disciplinary code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the Creative Montessori Academy disciplinary code or the law. Your principal and the system administrator have the right to eliminate any expectation of privacy by providing notice to the students. Your parents have the right to request to see the contents of your e-mail files.

The Creative Montessori Academy will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school network. In the event there is a claim that you have violated this Policy or the school disciplinary code in your use of the network, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator [or - will be provided with notice and opportunity to be heard in the manner set forth in the Creative Montessori Academy disciplinary code].

E. Limitation of Liability

The Academy makes no guarantee that the functions or the services provided by or through the Creative Montessori Academy Network system will be error-free or without defect. The Creative Montessori Academy will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The School is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Academy will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm to the system as a result of intentional misuse.

The Legal and Educational Analysis of Internet Use policies upon which this model policy is based is available on the web site URL:
<http://netizen.uoregon.edu>

Please detach this form and return it signed by both the parent/legal guardian and student. This must be completed and placed in a student file before computer use may occur.

Student

I understand and will abide by the above Acceptable Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be instituted.

Print Student Full Name

Signature of Student

Date:

Parent or Guardian

As the parent or guardian of this student, I have read the Acceptable Use Agreement. I understand that access is designed for educational purposes. I recognize it is impossible for Creative Montessori Academy to restrict access to all controversial materials, and I will not hold the Academy (or any of its personnel) responsible for materials acquired on the network. I hereby give my permission to allow Internet access for my child.

Print Parent/Guardian Full Name

Signature of Parent/Guardian

Date:

--bottom portion for teacher--

Teacher/Administration

I understand and will abide by the above Acceptable Use Agreement. I understand that access is designed for educational and staff development purposes. I recognize it is impossible for Creative Montessori Academy to restrict access to all controversial materials, and I will not hold the School (or any of its personnel) responsible for materials acquired on the network. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school/administrative disciplinary action may be taken, and/or appropriate legal action may be instituted.

Print Teacher's Full Name

Signature of Teacher

Date:



Request for Records

Please clearly print all information with black or blue ink.

Student Information

Student Last Name: _____ First Name: _____ MI: _____

Gender: M / F _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: () _____

Date of Birth: _____ Age: _____

What is the highest grade your child has completed? _____

Was your child Home Schooled? _____ If so how long? _____

School Requesting Information

Creative Montessori Academy
12701 McCann Street
Southgate, Michigan 48195
Phone: (734) 284-5600
Fax: (734) 281-2637

School Releasing Information

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: () _____ Fax Number: () _____

Records Requested: (to be completed by school office)

Please send ALL of the following records for the student stated above:

- Standard Educational Report
- ESCOL and ESL Record
- Special Education Forms and IEP
- VHD Certification
- Psychological Report
- Immunization Record
- Disciplinary Record
- Gifted Eligibility

Parent permission is no longer required when records are requested by authorized school personnel in compliance with "Federal Education Rights and Privacy Act" Final Rule on Education Records, Federal Register, June 17, 1976, Volume 41, No. 118, Page 24674.



New Student Information

Please clearly print all information with black or blue ink.

Student Information

Student's Name: _____ Date of Birth: _____ Grade: _____

Parent's Name _____

Phone Number: Home: () _____ Work: () _____ Cell: () _____

Grade placement of students is very important. Your child may be placed on a temporary basis until academic and disciplinary records are received to determine the most appropriate placement. Please help us expedite this process of proving the accurate program for you child by completing the following questions:

1. How did you hear about Creative Montessori Academy? (check all that apply)

- Family/Friend Metro Parent News Herald Downriver Times Metro You Mailer
 Online Search Signage Drove By School Flyer/Handout Celebration Cinema Ad
 Facebook Other (please specify) _____ Event (please specify) _____
 Friend/Family Memeber (please include name) _____

2. What is the primary language used at home?

3. Has your child ever been referred for testing?

- Yes No If so, are there test scores available? Yes No

4. Has your child ever received the services following? (circle all that apply)

- a: Reading consultant: Currently / In the Past
b: Math tutor: Currently / In the Past
c: Social worker: Currently / In the Past
d: School psychologist: Currently / In the Past
e: Consultant for learning disabilities: Currently / In the Past
f: Consultant for hearing impaired: Currently / In the Past
g: Consultant for visually impaired: Currently / In the Past
h: Consultant for physically impaired: Currently / In the Past
i: Consultant for emotionally impaired: Currently / In the Past
j: Speech therapist: Currently / In the Past
k: Gifted education: Currently / In the Past
l: Court supervision: Currently / In the Past
m: Foster care: Currently / In the Past
n: Other (please list) _____



New Student Information

Please clearly print all information with black or blue ink.

Student Information Continued

5. If your child has a 504 plan or IEP have you requested the previous school to send it to CMA?

Yes

No

Comments: _____

6. Has your child ever been suspended or expelled from any school?

Yes

No

If yes, please explain the circumstances. Include the school name, date of suspension or expulsion, and a brief description of the incident.

If yes, have you requested that the previous school send your child's disciplinary records to CMA?

Yes

No