



## 2024-2025 Application for Admission

**Please Print**

Requested Date of Entry: \_\_\_\_\_

Student Name: \_\_\_\_\_ Male  Female

Address (Street, City, State, Zip): \_\_\_\_\_

Main Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Due Date: \_\_\_\_\_

How did you hear of us? \_\_\_\_\_

Previously attended school/center(s): \_\_\_\_\_ Dates attended: \_\_\_\_\_

Does your child have any allergies or diet restrictions? \_\_\_\_\_

Does your child have any medical conditions which require standing medication orders (i.e.: epi-pens, inhalers), existing illness, previous serious injuries during the last 12 months, or any other information of which the staff should be aware?

Father/Stepfather/Guardian (Circle One)		Mother/Stepmother/Guardian (Circle One)	
Full Name:		Full Name:	
Driver's License #:		Driver's License #:	
Credit/Debit Card #:		Credit/Debit Card #:	
Expiration Date:	CVV#:	Expiration Date:	CVV#:
Address:		Address:	
City, State, Zip:		City, State, Zip	
Employer Name:		Employer Name:	
Employer Address:		Employer Address:	
Occupation/Title:		Occupation/Title:	
Work Phone:		Work Phone:	
Cell Phone:		Cell Phone:	
Email:		Email:	

Parent's Marital Status: \_\_\_ Married \_\_\_ Together \_\_\_ Single \_\_\_ Separated \_\_\_ Divorced \_\_\_ Mother Deceased \_\_\_ Father Deceased

If parents are divorced or separated who has legal custody? (A copy of court documentation MUST be provided to the school for the child's

file.) \_\_\_\_\_

## **PROGRAMS OFFERED**

*Note: ALL programs are a 12-month program, September through August. The school year is September through June. We continue the educational Montessori classes through July & August, in addition to fun-filled summer activities and special guest speakers and presentations. If you do not continue through July & August, you risk CELC filling your space.*

**Infant Program: (6 weeks – \*approximately 12 months) \*Move up ages may vary by several months. Please note that space is also a factor.**

The Infant Program is described as the Nido, which is the Italian word meaning “nest”. The Nido protects and provides learning experiences for infants. Our caregivers give feelings of love, joy, safety, and security, satisfying the needs of the child which results in an increase of the child’s self-confidence and self-esteem. We help satisfy the infant’s hunger of the mind through “free movement”, language and sensory stimulation. The infant must have the opportunity to scoot, crawl, pull-up, and cruise, and eventually walk. The infant has abundant opportunities to explore and refine the abilities of the body, outside in the fresh air as well as inside. Through free movement, language and sensory stimulation, the infant develops basic trust in themselves and their surroundings.

Parents shall provide: All diapers, wipes, and diaper ointment (disposable diapers are required), all bottles of milk (breastmilk or formula, which must be labeled & PRE-MIXED IN THE BOTTLES, READY TO WARM), any rice cereal, pureed foods, and eventually solid foods, and at least two pacifiers (if your child uses them).

**Please select our Infant program:**

5 Full Days (Mon - Fri) 7:00 AM – 5:30 PM

**\$1,975/month**

**Older Infant Program: (\*approximately 12 months – \*approximately 21 months) \*Move up ages may vary by several months. Please note that space is also a factor.**

The Older Infant Program is a small, intimate home-like atmosphere that brings feelings of joy as these young children are given freedom to explore within a secure, interesting, beautiful, and developmentally appropriate environment. The daily Montessori program consists of exploration, individual Montessori work time, group time, singing, dancing, reading and plenty of outdoor time. The individual work time finds the children involved in activities that include Language, Practical Life and Sensorial.

CELC is open 7:00 AM – 5:30 PM. Our Montessori class time is approximately 8:30 AM – 11:30 AM, which includes 30 minutes of outdoor play and snack time. A naptime is scheduled from 12:30-2:30 PM for all children.

Free play and a variety of enrichment programs will be offered to children when not in Montessori class, including books, puppets, music, puzzles, blocks, games, songs, art, crafts and enjoying the outdoors. We continue the Montessori style of classroom management throughout the day. This is an ideal way for children to learn, play, explore and enjoy an extended day with minimal transitions.

Parents shall provide: All diapers, wipes, and diaper ointment (disposable diapers are required), a nutritious lunch (CELC will provide Whole milk at lunch), a morning and afternoon snack, your child’s favorite blanket and one noiseless stuffed animal/lovie (please label) for naptime. *Please DO NOT send bottles or sippy cups.*

**Please select our Older Infant program:**

5 Full Days (Mon - Fri) 7:00 AM – 5:30 PM

**\$1,975/month**

**Pre-Primary Program: (\*approximately 21 months old – \*approximately 2 ½ years old) \*Move up ages may vary by several months. Please note that space is also a factor.**

The Montessori Pre-Primary classroom is a peaceful, organized, clean, and comfortable environment for our curious, young children to explore. In this space, a child’s natural passion for wonder, curiosity, exploration, independence, and discovery comes alive. Our child-sized classroom is made up of mostly Language, Sensorial and Practical Life materials, with many “Pre-Montessori” materials, such as “Pre-Writing” and “Pre-Math” materials (i.e., writing in sand, tearing paper, matching one-to-one; one to many), which also help build muscles for gross and fine motor skills. Cultural lessons are generally included in the language part of the classroom; this would include learning about weather, the calendar, and basic names of objects in the classroom and in nature.

Toileting: Our policy at CELC is you should be consistently working on toilet learning at home, as we are beginning to introduce toileting with your child here at CELC. We use the Montessori technique of stand-up diapering. Disposable diapers and wipes shall be provided by the parents as needed.

CELC is open 7:00 AM – 5:30 PM. Our traditional Montessori class is scheduled 8:30 AM – 11:30 AM, which includes 30 minutes of outdoor play and a nutritious snack. A naptime is scheduled from 12:30-2:30 PM for all children.

Free play and a variety of enrichment programs will be offered to children in the afternoon, when not in Montessori class, including books, puppets, music, puzzles, blocks, games, songs, art, crafts and enjoying the outdoors. We continue the Montessori style of classroom management throughout the day. This is an ideal way for children to learn, play, explore and enjoy an extended day with minimal transitions.

All school supplies are provided, as well as two nutritious snacks (morning and afternoon) served with water.

Parents shall provide: All diapers, wipes, and diaper ointment (disposable diapers are required), a nutritious lunch (CELC will provide 1% milk at lunch), your child’s favorite blanket and one noiseless stuffed animal/lovie (please label) for naptime.

**Please select our Pre-Primary program:**

5 Full Days (Mon - Fri) 7:00 AM – 5:30 PM

**\$1,425/month**

**Primary 3 Program: (\*approximately 2 ½ years old – \*approximately 3 ½ years old) \*Move up ages may vary by several months. Please note that space is also a factor.**

Our Primary 3 Program allows children to explore the rich classroom environment, building Speech and Language skills, Practical Life skills (fine & gross motor skills), along with building knowledge and understanding in Math, Science and Cultural Studies (Geography, Arts & Music). The Montessori learning materials are designed to foster concentration, problem solving, and a sense of achievement. The children are able to make independent choices and complete activities, which builds self-confidence, self-esteem, concentration, and critical thinking skills.

**Toileting:** Children MUST be currently toilet learning and self-sufficient with many aspects of using the bathroom, including pulling their own clothes down/up, getting on/off the toilet themselves (ours are child size) and wiping themselves to enter our Primary 3 class. Our policy is that you should be consistently working on toilet learning at home, if not completely toilet trained. If a diaper change is needed, we will use the Montessori technique of stand-up diapering. Disposable diapers and wipes shall be provided by the parents if needed.

CELC is open 7:00 AM – 5:30 PM. Our Montessori class is scheduled 8:30 AM – 11:30 AM, which includes 30 minutes of outdoor play and a nutritious snack served with water. A naptime is scheduled from 12:30-2:30 PM for all children.

Free play and a variety of enrichment programs will be offered to children when not in Montessori class, including books, puppets, music, puzzles, blocks, games, songs, art, crafts and enjoying the outdoors. We continue the Montessori style of classroom management throughout the day. This is an ideal way for children to learn, play, explore and enjoy an extended day with minimal transitions.

All school supplies are provided, as well as two nutritious snacks (morning and afternoon) served with water.

**Parents shall provide:** All diapers, wipes, and diaper ointment (disposable diapers are required), a nutritious lunch (CELC will provide 1% milk at lunch), your child's favorite blanket and one noiseless stuffed animal/lovie (please label) for naptime.

**Please select our Primary 3 program:**

- 5 Full Days (Mon - Fri) 7:00 AM – 5:30 PM **\$1,300/month**

**Primary 4-K Program: (\*approximately 3 ½ - 6 years old/Kindergarten) \*Move up ages may vary by several months. Please note that space is also a factor.**

Our Primary 4-K Program is a traditional Montessori based classroom for children approximately 3 – 6 years old, including Kindergarten, with the 5 basic areas of the classroom: Math, Language (including Reading & Writing), Practical Life, Sensorial and Cultural Studies (Science, Geography, Arts & Music). It is based on a sensible balance between freedom and structure specifically designed for the young child. It provides an orderly, pleasant, home-like environment with carefully devised materials that meet the child's natural curiosity & needs. Our Montessori Directress (teacher) works with the children individually and in small groups using hands-on Montessori materials, at the child's own pace.

**Toileting:** Children **MUST** BE COMPLETELY TOILET INDEPENDENT and SELF-SUFFICIENT IN THE BATHROOM. THIS INCLUDES pulling their own clothes down/up, getting on/off the toilet themselves (ours are child size) and WIPING THEMSELVES to be able to enter our Primary 4-K class.

CELC is open 7:00 AM – 5:30 PM. Our traditional Montessori class is scheduled 8:30 AM – 11:30 AM; and again 2:00 PM – 3:30 PM, which includes 30 minutes of outdoor play each the morning, after lunch, and in the afternoon. A nutritious snack is served with water, in both the morning and afternoon. A rest time is scheduled from 1:00 PM – 2:00 PM.

Free play and a variety of enrichment programs will be offered to children in the afternoons, when not in Montessori class, including books, puppets, music, puzzles, blocks, games, songs, art, crafts and enjoying the outdoors. We continue the Montessori style of classroom management throughout the day. This is an ideal way for children to learn, play, explore and enjoy an extended day with minimal transitions.

All school supplies are provided by CELC, as well as two nutritious snacks (morning and afternoon) served with water. CELC will provide 1% milk at lunch, please do not send drinks. Water will be substituted for milk if your child is not able to have 1% milk.

**Parents shall provide:** A nutritious lunch, your child's favorite blanket and one noiseless stuffed animal/lovie (please label) for rest time.

**Please select our Primary 4-K program:**

- 5 Full Days (Mon - Fri) 7:00 AM – 5:30 PM **\$1,225/month**

## **POLICY AND TUITION AGREEMENT**

By signing below, you agree to abide by the policies below in addition to all CELC's policies and procedures in the Parent Handbook. You agree to pay all tuition and fees charged by Coastal Early Learning Center (CELC). The Parent Handbook and these policies together constitute an agreement subject to the laws of the State of Maryland. The parties agree to submit to the jurisdiction of the courts of Worcester County, Maryland.

- 1. YEARLY REGISTRATION FEE:** A yearly registration fee of \$150.00 per child is to be paid at the time of enrollment or re-enrollment and must accompany this application. This fee is non-refundable and non-transferable. The program calendar year is from September through August. If beginning CELC in June, July or August, the registration fee is applied through the following September school year.

2. **NEW STUDENT ENROLLMENT DEPOSIT:** Once a start date is confirmed, CELC requires new students to give an Enrollment Deposit equal to one month's tuition. You have 3 days (72 hours) to pay the Enrollment Deposit. If you fail to pay the Enrollment Deposit within 3 days (72 hours), CELC assumes you are forfeiting your space at CELC. Once paid, your space is reserved, and your child is scheduled to begin CELC on the agreed date. **If for any reason you default on your start date and/or withdrawal from CELC without giving a full 60-day notice, your deposit may be used as your first/last month's tuition payment. This deposit is non-refundable and non-transferable unless a full 60-day notice is given.** If your child begins with CELC on the agreed upon date, the Enrollment Deposit is applied toward the first month's tuition payment.
3. **PAYMENT:** All tuition is due by close of business on the fifth (5<sup>th</sup>) day of each month. We do not provide a bill for tuition. Tuition must be paid in full each month without deduction for absences or vacation. A 4% fee will be charged in addition to the monthly tuition fee for all credit card/debit card transactions. All programs are 12-month programs, September through August. The academic year is September through June, and we continue the educational Montessori classes through July & August, in addition to fun-filled summer activities, special guest speakers and presentations. If you do not continue enrollment through July & August, you risk CELC filling your space in the summer and possibly through the following academic year.
4. **LATE PAYMENTS:** If tuition is not received by the close of business on the 5<sup>th</sup> day of the month, a \$25 late fee will be charged. Nonpayment or habitually late payment of tuition is grounds for dismissal at CELC's sole discretion. Tuition and accrued penalties are due in full upon receipt of written notice. The parties signing below agree to pay all costs of collection, including attorney's fees and any third-party collection costs to the fullest extent permitted by applicable law.
5. **RETURNED CHECKS:** A \$35 processing fee will be charged to the parents for each personal check returned from the bank. A certified check, money order or cash will then be required every month thereafter for tuition payments.
6. **LATE PICK UP:** A fee of \$10 per child will be charged for every 15-minute interval beyond the pick-up time. This amount must be paid directly to the staff at time of pick-up. If you have an extreme emergency and cannot pick up your child on time, please call and let us know as soon as you are aware of the problem. Late fees will not be waived for any reason. CELC reserves the right to terminate services if late pickup is abused at its sole discretion.
7. **MATERIALS:** All school supplies, books and art supplies are included in the monthly tuition fee.
8. **SNACKS AND LUNCHES:** Primary, Primary 3 & Pre-Primary Students are provided two nutritious snacks each day, along with water. All students will bring their own lunch each day with either whole or 1% milk provided. Parents of Infants must provide all their child's foods (pureed or solid). Parents of Infants must provide pre-prepared bottles (breastmilk and/or formula). Parents of Older Infants must provide their child's lunch *and* two snacks (morning and afternoon) which they are able to eat by themselves.
9. **DIAPERS:** All parents/guardians of children in diapers must provide their own disposable diapers, wipes, and diaper ointment.
10. **WITHDRAWAL:** All parents/guardians are required to provide a written 30-day notice and are liable for tuition during this period, *regardless* of the reason of withdrawal. **If a written 30-day notice is not provided, you will be charged an early termination fee equal to one month's tuition, per child.** If a full 30-day notice is not given and/or additional fees or payments are required, **your credit/debit card on file will be charged the outstanding/additional amount(s) owed, along with a 4% transaction fee.** Should CELC be required to take additional steps to collect outstanding amounts, you will be responsible for any and all attorney fees and/or collection costs incurred by CELC. CELC reserves the right to dismiss and withdraw any child at any time, for any reason at its sole discretion.
11. **MEDICAL:** Before the staff can administer *any* medication, including over the counter medication, the State of Maryland requires a "Medication Administration Authorization Form" be completely filled out and signed by a licensed health practitioner as well as the parent/guardian. CELC reserves the right to require your child to remain at home for health-related issues at its sole discretion.
12. **AUTHORIZATION FOR RELEASING CHILDREN:** Only the individuals listed on the Emergency Card will be allowed to pick up your child unless prior written authorization is provided. Even with authorization, a picture I.D. must be produced at pickup.
13. **HEALTH RECORDS:** Health records are required by law and must be submitted on or before your child's first day of CELC. If we do not have complete records, the State requires the child be removed immediately and can only return when complete records are provided. The Maryland Office of Child Care requires immunization and health records to be updated periodically. Failure to provide or update records in a timely manner is grounds for dismissal from CELC in its sole discretion.
14. **INFORMATION & COMMUNICATION:** If you have questions or concerns, please feel free to contact the front office. We ask that you do not disturb class time or teachers at any time during the day, including their planning period at the end of the day, as their primary concerns are the needs and safety of the children. If you wish to speak to your child's teacher(s), we will be happy to schedule a conference (phone or in-person) in advance.
15. **INCLUSION POLICY:** We actively promote inclusive practice in order to best meet the needs of the children, families, and staff. All children regardless of race, color, creed, religion, nationality or ethnic origin, ability, need, background, culture, gender, or economic circumstances are eligible for enrollment in Coastal Early Learning Center. Through inclusive practice, we aim to reflect our wider community and promote positive attitudes to both the similarities and differences in each other.

**I HAVE READ AND AGREE TO THE TERMS AND WILL ABIDE BY THE POLICIES OF COASTAL EARLY LEARNING CENTER**

\_\_\_\_\_  
Mother/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father/Guardian Signature

\_\_\_\_\_  
Date

**APPLICATION MUST BE COMPLETED AND SIGNED BY BOTH PARENTS/GUARDIANS OF THE CHILD**