



TREASURE VILLAGE MONTESSORI WELCOME PACKET 2017-2018

Student Name: _____ Grade: _____

Siblings enrolled in TVM:

Sibling Name: _____ Grade: _____

Sibling Name: _____ Grade: _____

Sibling Name: _____ Grade: _____

**Upon enrollment, paperwork is to be completed and fees are to be paid.
Please print out and complete pages 1-10, and return at your earliest convenience.**

Please be sure to include the following items with your enrollment packet submittal:

Page 1 CHECK LIST (Check off each item completed and return with paperwork and fees.) _____

Page 2 and 3 FEE SCHEDULE (Initial all paragraphs explaining any potential fees.) _____

Page 4 TVM AUTHORIZATION/PAYMENT FOR SERVICES (Check off preferred method of payment. If using a credit card, complete all information and sign bottom of page.) _____

Page 5 PARENT CONSENT FORM - Medical Treatment, Authorization to Release Motor Vehicle/Insurance Information & Field Trip Consent (Include copy of driver's license if considering driving for a field trip.) _____

Page 6-8 VIDEO/ELECTRONIC CONSENT FORM _____

Page 9 and 10 ADDITIONAL COMMUNICATION (Keep these pages for your information only.) _____

Page 11 SERVICES REQUEST/RELEASE FORM -After Care Adventures (Circle options and include first month payment if choosing Plan A or B. There is a prorated charge for after care during the months of August and June.) _____

FOR GENERAL PURPOSES, THE FOLLOWING PAPERWORK IS
REQUIRED AT THE TIME OF ACCEPTANCE INTO THE TVM PROGRAM:

- Completed Enrollment Form (Front and back)
- Proof of Residency
- Immunization Card for students (Updated record for students entering VPK, kindergarten and 7th grade)
- Health Examination (Updated every two years to ensure safe participation in school programs such as PE)
- VPK Certificate for those students in Voluntary Preschool (Issued by Early Learning Coalition phone number 786-897-7933)
- Academic Information for those students transferring in from other programs.



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FEE SCHEDULES

Treasure Village Montessori is a free, public charter school. However, there are programs and services available which may require a fee.

The following is a list of potential fees:

- Cultural Arts
- Lunches
- VPK Extended care
- Field Trips / Field Trip Uniforms
- After-Care
- After-School Classes
- Supply Fee

Int. _____ CULTURAL ARTS FEE (\$50 Fee all students)

It is not uncommon for schools to charge a fee at the beginning of each school year in order to offset costs of programs that are offered to enrich the required standards. The cultural arts fee is designed to offset the cost of materials for art and music, as well as the cost for certified PE instructors.

Int. _____ SUPPLY FEE (\$100 Fee VPK \$125 K-8th)

As a non-profit school, TVM is able to purchase supplies in bulk and at greatly discounted rates. Items are needed for classroom supplies. Annual fee to provide classrooms with necessary materials.

Int. _____ *LUNCHESES (VPK- 5th Grade \$2.50/day 6th- 8th \$2.85/day)

*This could change based on the required price given to us from Monroe county.

Most students bring a sugar-free, healthy lunch with plenty of snacks and drinks to school. However, students may purchase a healthy lunch provided by the local high school. These lunches are ordered and paid for on a daily basis by using a credit card or cash.

Int. _____ FREE AND REDUCED SERVICES FORM

This form is given by the State via the Monroe County School District. It identifies families that may qualify for reduced fees and services depending on their economic status. The forms will be available at the beginning of the school year and cannot be posted on the website. Even if you do not qualify for this service, PLEASE RETURN THE FORM WITH YOUR FAMILY NAME AND "NOT APPLICABLE or N/A", as it is vital that TVM make every effort to identify qualifying families.

Int. _____ VOLUNTARY PRE KINDERGARTEN (VPK) WRAP AROUND FEE (\$4000/year)

VPK hours are from 12:15pm to 3:15pm, and are funded by the State (provided you are registered through the Social Service Division of Wesley House). Wrap around fees cover the additional hours from 8:30am to 12:15pm for all school days. Payment schedules may be set up through automatic debit or post-dated checks by the Finance Director, at the time of acceptance and enrollment into the program.



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FEE SCHEDULES CONTINUED

Int. _____ FIELD TRIPS

Field trips are scheduled by classes throughout the year and may require additional fees. These fees are paid directly to the teacher since field trips require immediate payment at the time of the trip, unless they are overnight trips. Students must wear a TVM polo on all trips. Please be sure to e-mail or contact the teacher directly for details on field trip fees and forms of acceptable payments.

Int. _____ AFTER SCHOOL ADVENTURES

TVM offers After School Adventures (snacks, projects, games, and playground activities) for VPK through grade 5. This childcare program is overseen by Florida Certified Staff which provides a safe and secure environment. There are three available plans that may be changed at monthly intervals offering flexibility based on parents' needs. *Sibling discounts are available at 15% for the first sibling and 10% for each additional sibling for Plans A and B only.*

Plan A - \$100.00 per month from 3:30pm to 4:30pm. This plan includes snacks and daily scheduled activities. Students picked up after 4:30pm will be charged an additional fee of \$15.00.

Plan B - \$200.00 per month from 3:30pm to 6:00pm. This plan includes snacks, daily scheduled activities, games, projects, and playground. Students picked up after 6:00pm will be charged \$15 every 15 minutes past 6:00pm.

Plan C - Occasional Care is designed for emergencies. It is available with permission, at a cost of \$20.00 per day. This applies any time after 3:30pm daily or after 12:00pm on early release days.

Office Hours are offered by classroom teachers in grades 6 to 8 until 4:30 on Mon., Wed. and Thurs. Grades 3 to 5 rotate small group study sessions until 4:30 on Mon., Wed., and Thurs.

Int. _____ AFTER SCHOOL CLASSES

These classes are offered intermittently, occasionally, or throughout the entire school year, depending on availability and class structure. A schedule of these classes will be given in the beginning of the year with enrollment information. These classes may include Art, Chorus, Piano, Guitar, and Hip Hop. Class fees are paid directly to the instructor and not to TVM, unless it is associated with the After Care Program. You are to contact the instructor for dates, times, fee schedules, and transportation to class.



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AUTHORIZATION/PAYMENT for SERVICES

TVM is a public, non-profit school with limited funding; therefore, it is imperative that fees are paid in full and in a timely manner, in order to ensure there is no interruption in services provided by the staff. The following is a list of acceptable payment options.

- Checks/Post Dated Checks
- Credit Card (Visa/MasterCard)
- Automatic Debit

If you choose either credit or debit payment options, please complete the following information. Please note there will be a \$5 set up fee in order to keep a credit card on file. Please schedule an appointment with the Finance Director should you have any questions or concerns.

Credit Card Payments (Visa/MasterCard only)

Name: _____

CC: _____ Security Code: _____ Exp. Date: _____

Billing address: _____

State: _____ Zip code: _____

Email address: _____

Amount to be charged (monthly) (one time) \$ _____ Recurring monthly date to charge: _____

Regardless of what payment option you choose, you must complete and sign the following:

I/We, the parent(s)/guardian(s) of _____ (child/ren) authorize charges for services. I understand that payment must be made either on the date of service, or within 15 days of billing which is normally the first of each month. Furthermore, I agree to pay all balances in full each month, and if payment is not made, I agree to pay late fees and any costs incurred for collection of fees owed to Treasure Village Montessori. If a balance exceeds 30 days, any and all services or programs will be suspended, including but not limited to field trips, after-care, after-school classes (i.e. piano, art), and the dissemination of academic information will be held until such time as all fees are paid in full.

Name: _____ Signature: _____



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PARENT CONSENT FORM

Student Name: _____ Grade: _____

FIELD TRIP

My child has permission to attend school sponsored field trips. All excursions will be supervised by a staff member from Treasure Village Montessori. Students will be driven to and from the trip site by a bus driver, parent volunteers, and/or staff members with valid drivers' licenses in currently insured private vehicles with seat belt fastened. Walking field trips will also be supervised by appropriate staff and parents. Parents will be notified prior to each field trip in writing. Any child who is not able to attend the trip may remain with the proper supervision at the school, with advance notice by the parent.

MEDICAL TREATMENT

As the parent or legal guardian, I hereby give consent to Treasure Village Montessori to provide all emergency medical or dental care prescribed by a duly licensed and relevant physician or dentist for my child. This care must be given under whatever conditions are necessary to preserve the life, limb or well-being of my dependent.

Emergency Contact _____
(Name, phone number, relationship to child)

Emergency Contact _____
(Name, phone number, relationship to child)

AUTHORIZATION TO RELEASE MOTOR VEHICLE/INSURANCE INFORMATION

Qualification of parents and other adults to transport students on field trips may require the scrutiny of personal information on file at the State of Florida Department of Motor Vehicles and the driver's personal insurance company. In this regard, a copy of a valid driver's license and current insurance card must be on file.

I am authorizing Treasure Village Montessori and its representatives to obtain any and all relevant information from these sources to evaluate my insurability and my driving record for safety reasons and other related purposes. I understand I will be notified of the results which will remain confidential.

A copy of my valid Driver's License and current insurance card are attached.

Parent/Guardian Signature

Date



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Monroe County School District Acceptable Use Policy for Networked Communications

It is a general policy that Monroe County School District network facilities (i.e., computers, electronic mail, conferences, bulletin boards, data bases, and access to the Internet), referred to as "the network telecommunications," are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the District School Board of Monroe County and Board Policy. The following guidelines have been established for all users of the network. Failure to follow these guidelines may result in the loss of access to the network or other disciplinary action.

The primary purpose of the MCSD Network is to support students and teachers in the process of teaching and learning and to support the business operations and communications of the School district. Any violation of the principles and policies in this document may result in disciplinary actions (including suspension or expulsion) and possible legal action.

Public Information

Electronic communications and documents should never be considered completely private. The District School Board of Monroe County is subject to Florida Statutes regarding public information access. As such, all electronic messages and documents are a matter of public record. Examples: all email, files and documents saved on district computers or networks

Acceptable Uses of the Network/Internet/Email

- Participating in activities which support learning and teaching in Monroe County Schools
- Participating in electronic conferences, bulletin boards, email, databases, and access to the Internet to support curriculum.
- Students should use the Internet/network for appropriate educational purposes and research.
- Students should use the Internet/network only with the permission of designated school staff.
- Students should be considerate of other users on the network. Cyber bullying is unlawful behavior.
- Students must use appropriate language for school situations and must not use vulgar or profane language or images, including those with implied vulgarity and/or profanity.
- Students should immediately report any security problems or breeches of these responsibilities to the supervising teacher.
- Students must adhere to copyright laws and plagiarism rules when using the Internet.

Unacceptable Uses of the Network/Internet/Email

- Using impolite, abusive, or objectionable language or sending and displaying offensive or obscene messages or pictures. Sexual harassment, discrimination of any sort referencing age, sex, gender, religion, race or inference to drugs, guns or violence will not be tolerated.
- Using the network in ways that violate federal, state, or local laws, including use of network resources to commit forgery, or to create a forged instrument
- Access by minors to inappropriate matter on the Internet and World Wide Web, including disclosure of personal information when using electronic mail, chat rooms, and other forms of direct electronic communications



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- Activities which cause congestion of the network or otherwise interfere with the work of others (i.e. chain letters, jokes, multimedia greeting cards, and e-mail backgrounds, enhancements and stationery)
- Using the networked communications for commercial purposes or financial gain
- Sending, receiving or copying copyrighted materials without permission of the author
- Avoiding security and/or proper log in procedures
- Unauthorized access to another's resources, programs, or data.
- Unauthorized disclosure, use and dissemination of personal information regarding minors
- Students must not intentionally degrade or disrupt Internet network services or equipment. This includes but is not limited to tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, unauthorized redirection of school web pages or violating copyright laws. Vandalizing networked resources, including the uploading or creation of computer viruses.
- Outside email services such as GMAIL, Yahoo mail, etc. within our network.
- Instant messaging or VOIP services.
- Installation of unauthorized software on networked computers I MCSD-IT002-Revised 08/22/2014
- Students must not use proxy avoidance sites (sites that allow the user to bypass the district Internet filter)
- or other sites indicated as blocked . Use of these sites violates this contract and could result in loss of Internet access and/or other disciplinary actions
- Falsifying one's identity to others while using the network.
- Students must not share user IDs and passwords.
- Students must not give out personal information about themselves or where they live.
- Students may not have access publicly provided Internet Service Providers or e-mail services
- Students must not attach or transfer media from a personal storage device to district hardware without permission from an appropriate staff member.
- Students must not work directly on teacher, school, or district department websites without express written permission from the district Web Administrator and Director for Instructional Technology.
- Students must not use the network in a fashion inconsistent with directions from teachers and other staff.

Use of District-Created E-Mail Distribution Lists

The purpose of all mailing lists maintained on Monroe County School District's network is to provide a fast, convenient medium for written communications. Distribution lists are to be used only for school district business or in support of teaching and learning activities.

Official Correspondence

It is the responsibility of the originator to properly maintain copies of all electronic documents, files and messages that may be construed as "official correspondence". This specifically includes responsibility for appropriate records retention, confidentiality, disposal, duplication, distribution and security. Users are expected to manage their allocated server and e-mail space in an efficient and timely manner. The school district, and specifically the Information Services Department, is not responsible for maintaining archived email or electronic documents sent over email as part of the school's network or over the Internet.

Web Content Filtering

The school district maintains a web-content filtering system that either permits or denies certain websites and protocols based on a category system, if a particular legitimate website is unduly blocked, a request can be made to unblock such site. This is done by requesting it via the district's help request system. There should be no expectancy of privacy by MCSD staff, all web access by staff and students is tracked, and is subject to the public records law.



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NETWORKED COMMUNICATIONS SYSTEM/VIDEO CONSENT

STUDENT: _____ Grade _____

I understand that my computer use is not private and that the District will monitor my activity on the networked communication system.

I have read the acceptable use policy and administrative regulations and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access.

Student's signature _____ Date _____

PARENT:

By signing below, I am stating that I have read the District's electronic communications system policy and administrative regulations. Further, I certify that the information contained on this form is correct.

Upon signing this document you affirm that it is not reasonable that the Monroe County School District can directly supervise your child every minute he or she is on the computer. Therefore, you agree that when your child is not directly supervised, he or she will obey all school computer use policies, civil and criminal laws. In the event your child notifies you they are receiving computer messages threatening death, bodily harm, or destruction to property, you agree to report this event immediately to both law enforcement and the Monroe County School District.

As parent/guardian of this student, I understand the risks associated with allowing my child to use the Internet. Furthermore, in signing this policy, I affirm that through this document the school district made a reasonable attempt to educate me on the known potential risks of using the Internet and the school's rules and goals of Internet use. Based on this adequate notice, I agree not to hold the Monroe County School District responsible for materials acquired or contacts made on the network.

Networked Communications System (check ONLY one)

I give permission for my child to participate in the District's electronic communications system (including Internet access).

I give not permission for my child to participate in the District's electronic communications system (including Internet access).

Video and Still Photo Publication Consent (check ONLY one)

During the school year Monroe County School District students are often involved in activities that involve taking pictures and developing videos for multimedia projects, Internet web design, videotaping, yearbook photos and interviews. I hereby **give consent** for my child to be photographed; videotaped or interviewed for possible use in newspapers, television, radio broadcasts, school web sites, and school board publications.

I **do not** want my child to be identified in photographs, video tapes or interviews for possible use in newspapers, television, radio broadcasts, school web sites, and school board publications.

Signature of parent or guardian _____



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COMMUNICATION

Communication is a two-way street. Some people are better at it than others. At TVM we pride ourselves on being available to discuss, explain, update or just "catch up" with the goings-on of your child or children. The following is a list of tools we use to help promote effective and consistent communication with our partners and families, who are a critical part to the success of our school year.

Mail Chimp is a web based program that TVM uses exclusively to relay weekly information to our parents, community members, board members, staff, and students. You may register for this free service by going to our web site and clicking on the Mail Chimp Symbol (E-news). Click on categories that pertain to information you would like to receive. Anyone could and should sign up.

Facebook is a social networking site that TVM uses weekly and sometimes daily, to post pictures and give updates and reminders on events at the school. Facebook is a great way to find out about projects, what is happening at school, and to receive quick reminders contributed by parents, staff and students. TVM is listed as Treasure Village Montessori. Become a friend to TVM.

Class Pages is a tab located on the left side of our website at www.treasurevillagemontessori.com. Contained within that tab is a list of class pages with certain information posted by teachers/staff and/or a team of teachers. Other important information such as monthly newsletters, homework, projects, and field trip details will also be posted to these sites, along with pictures of the students working and playing throughout the year. Be sure to check these class pages on a regular basis for valuable news and information.

Study Island is a web based program used by teachers to assign homework in the areas of math, language arts, social studies, and science. Teachers use this system to track student progress in all of the areas which correlate with much of the success we are seeing in our students and throughout our school. The system is designed to give a pre and post-test with every lesson. At the end of every month, teachers receive reports on the classroom and individual student's usage and progress. They are able to determine how much time each student spends on these programs. You will use this site for grades 3-8, along with Class Pages to track information regarding homework, practice and repetition which every student needs for success. Teachers do not need to post assignments for students to utilize Study Island. Students can simply click on the "start studying" button and begin. We recommend 20 minutes a session, three times a week for each subject in order to see results. Teachers will be offering a parent night in September focusing on this topic.

OnCourse is a program for students in grades 4-8. It serves to help students and parents track grading in each of the various subjects. This allows for and encourages more communication between students and parents, and helps students take responsibility for their academic progress. Teachers will be offering a parent night in September focusing on this topic.

Birthday Celebrations will provide all of our parents the opportunity to join us one day a month to celebrate all the birthdays for that month. Whether your child's birthday falls on that month or not, you are invited to come and participate in the festivities. This will give you the opportunity to meet other parents and your children's friends, and touch base socially with the TVM Staff. The birth "day" celebration dates are listed on the calendar located on the TVM website.



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Parent-Teacher Conferences are conducted formally throughout the school year during the months of, October, January, March, and May when report card information is being disseminated. However, you may schedule a conference with your child's teacher, should you have concerns at any time. If your concerns continue, you may schedule a meeting with an Administrator. There are several Administrators available depending on your concerns. Please contact the front office to direct you to the appropriate person.

Board Meetings are scheduled at the onset of each school year. The listing of meetings is contained on the TVM website calendar. This is a great opportunity to look behind the scenes to discover and learn about the business aspect of running a school. The board is made up of individuals who donate their time to oversee and support our mission, the Principal, and the financial stability of the program. Meetings start at 5:30pm and are held on the TVM campus. Public comment, set at three minutes per person, is a regular item on the agenda for those wishing to express themselves. For insight and information, we invite and encourage our families to attend at least one meeting a year.

Phone - In general, you may call the school and get a "live" person answering on the first or second ring. However, with the volume of students and families growing, it is becoming increasingly more difficult to manage that type of system. Our current phone system will allow for parents to leave messages for staff directly. Parents will continue to be unable to call the classrooms directly during the school year so as not to disrupt the classroom flow. Teachers will check messages daily, and will work diligently to return calls within a 24 hour time period.

E-mail - All staff has an e-mail address which is located next to their picture along with bios on the TVM website. E-mail is a great way to touch base with teachers on issues, if any, related to your specific child. Be aware however, that teachers can receive sensitive information. Teachers will not respond to situations which require tact and sensitivity by e-mail. Staff usually checks their e-mail three to four times a week. Administration checks e-mail daily.

Administrative Team - At the start and end of each day, you will usually see the Principal and Assistant Principal by the main doors in the front office. This is the only acceptable entrance and exit into the building that parents and staff may use. The Principal and Assistant Principal take advantage of this opportunity by starting the day meeting and greeting all of their students and parents; and wishing them a great afternoon at the end of the day. This interaction helps them to connect with the TVM families, students and staff, while also setting a positive tone and atmosphere for everyone they come in contact with.

Website - www.treasurevillagemontessori.com. Parents can visit the school website for basic information on school policies and procedures, calendar dates, classroom information and other important school related data. The website is maintained by a webmaster on a monthly basis to ensure that information is kept current and up-to-date. TVM staff post newsletters and information specific to the class or team of grades along with listings of homework or special projects and events specific to each teacher. Forms can also be accessed on this site and provide easy access for your convenience.



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SERVICES REQUEST/RELEASE FORM

Student Name: _____ Parent Name: _____

AFTER CARE ADVENTURE

____ No ____ Yes (If yes, circle the plan letter and complete the information requested below.)

Plan	Hours	Cost	Description
A	3:30-4:30	\$100/month	Snacks and activities
B	3:30-6:00	\$200/month	Snacks, activities and playground
C	Occasional care	\$20/day	When the need arises

RELEASE FORM

The individuals listed on this form are able to pick up your child(ren) without written or verbal permission for the guardian. Other individuals not listed on this form will require written or verbal confirmation to the front office for every instance.

Individuals listed on this page and any other person's picking up students on an intermitted basis be required to show a valid ID before leaving with your child.

Name: _____ Relationship to child: _____

Name: _____ Relationship to child: _____

Name: _____ Relationship to child: _____

Name: _____ Relationship to child: _____

Name: _____ Relationship to child: _____

Name: _____ Relationship to child: _____

AUTHORIZATION TO WALK TO FOUNDER'S PARK

With the collaborative efforts of Monroe County Police and Fire Rescue, we are able to assist students to Founder's Park afterschool. In the unlikely event that no one from the Monroe County Police or Fire Rescue is available to assist us with the students crossing, students will be brought back to school to call home so alternate arrangements can be made. Students will not be crossed without the assistance of Police or Fire Rescue. If you would like to authorize your child to walk to Founder's Park after school, please indicate by signing below. Students must indicate they are walking to their homeroom teacher during morning attendance. Police assist cross will not be available on early release days.

Student Name: _____ Parent signature: _____