



Odyssey Charter School
1755 Eldron Blvd. SE
Palm Bay, FL 32909
Phone: 321-733-0442 ext. 214
Fax: 321-733-1178

Director: Alia Hartwick

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Preschool & VPK Registration

Full Day Preschool (3 and 4 yr.): The Montessori program is a full day primary Montessori class as well as before and aftercare. During the work cycles, children are instructed in the areas of practical life, sensorial, language, mathematics, science and geography. The program offers outdoor experiences and enrichment such as yoga and sign language. A healthy breakfast and lunch are provided to families who complete the meal form.

Full Day VPK (4 yr. before September 1): The VPK program is an extension of our Montessori class for VPK age students. The older children focus on advanced language, math, science and geography. Children receive individual and group lessons from the Montessori Directress. The afternoon work cycle provides children an opportunity to practice working with Montessori materials and to receive more challenging academic lessons that will prepare them for kindergarten. The program offers outdoor experiences and enrichment such as yoga and sign language. A healthy breakfast and lunch are provided for families who complete the meal form. *Parents of VPK students must present a voucher of eligibility to the school, issued by the Early Learning Coalition of Brevard in order to participate in the program.*

Please visit the ELC website to apply for the VPK Certificate: <http://www.elcbrevard.org>.

School Readiness Program: The school readiness program offers subsidized childcare to qualifying families. Typically, to be eligible for services, each parent/guardian in the household must be working or attending school for a minimum of 20 hours per week. Household income is also a factor in determining eligibility. To participate in the school readiness program, please visit <http://www.elcbrevard.org>. If you are determined to be eligible, you will receive a voucher indicating the amount that the school readiness program will be subsidized. Families who receive a subsidy less than their child's monthly tuition will be responsible to pay the remaining balance.

Tuition and Fee Payment Schedule

CLASS DESCRIPTION	CLASS SCHEDULE	ANNUAL TUITION	MONTHLY PAYMENT	REGISTRATION Required fee to reserve placement Non-refundable
Full-Day Montessori (3-year-old & 4-year-old NON-VPK)	8:20 - 3:15	\$9,200	\$920	\$180.00
Full-Day VPK Wrap Around Tuition (4 years old on or by 9/1)	8:20 - 3:15	\$7,000	\$700	\$180.00

Registration Fee: This non-refundable fee of \$180.00 is due upon enrollment and is non-refundable.

Monthly Payments:

- ♦ Monthly payments are due on the 1st day of each month.
- ♦ Payment may be made through Procure or in the form of check or money order payable to MVG
- ♦ Accounts will be assessed a \$25.00 late fee for payments not received by the 5th of each month.
- ♦ A \$25.00 charge will be assessed to accounts for any returned checks and declined cards.
- ♦ **Tuition will not be reimbursed for absences or illnesses.**
- ♦ Past due accounts may result in withdrawal of your child from the pre-school/VPK program.
- ♦ Families with 2 or more students enrolled in Montessori Village Green will receive a 10% discount.

Attendance Policy:

- ♦ All students are expected to arrive on time to school. Families who arrive to school after **9:00am** must have a doctor's excuse, or they will not be permitted. Excessive lateness may result in removal from the program.
- ♦ Children are expected to attend the full school day hours of 8:30 to 3:15 Monday through Thursday. Friday is an early release day and parents may pick their child up from 2:15 until 2:25. At 2:26 children will be sent to aftercare.
- ♦ Upon arrival and dismissal, guardians must sign his/her student in and out via Procure.
- ♦ Parents of VPK students are required to verify their child's attendance at the end of each month by signing a long form with your child's teacher.
- ♦ Students participating in the VPK program may not be absent without an excuse for more than three days per month.
- ♦ Students participating in the VPK program who have excessive absences may be withdrawn from the program.

Withdrawal Policy:

- ♦ In the event that a family would like to withdraw their student from the program, they must provide one month's written notice to the school director.
- ♦ Tuition will be assessed for thirty calendar days after the director has received the notice of withdrawal.

Enrollment Requirements: Immunization record, current physical, VPK voucher (if applicable) and all registration forms must be filled out completely and turned into the school prior to your child's first day. Children must be 3 years old or older and *completely toilet trained, including being able to take care of all his/her bathroom needs independently. Children must be developmentally ready for a school setting.*



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Preschool & VPK Registration

Please Check Program Selection:

☐ Full Day Preschool ☐ Full Day VPK

I have read the tuition fee and payment schedule. I agree to the terms that apply to the program I have selected.

Authorized Signature: _____ Start Date: _____

Student(s) Information:

Name _____
Last First Middle Initial "Nickname"

Age _____ Date of Birth _____ / _____ / _____ ☐ Male ☐ Female

Address _____
Street City State Zip Code

Primary language spoken at home: ☐ English ☐ Other _____

Parent or Guardian Contact Information:

Primary Contact Name _____
Last First Relationship

Address (if different than student) _____
Street City State Zip Code

Work (_____) _____ - _____ Cell (_____) _____ - _____ Home (_____) _____ - _____

Email: _____ Employer _____

Secondary Contact Name _____
Last First Relationship

Address (if different than student) _____
Street City State Zip Code

Work (_____) _____ - _____ Cell (_____) _____ - _____ Home (_____) _____ - _____

Email: _____ Employer _____

Alternate Pick-Up Authorization:

Montessori Village Green will NOT release a student to anyone other than the parents/guardians, or those persons authorized on this form. This authorizes persons, other than yourself, to take your child out of our school facility. If a student is to be picked up by one of the authorized persons listed below, please let your child's teacher know ahead of time.

For the protection of your child, a student **WILL NOT BE RELEASED** to anyone that is **NOT LISTED** below. Any changes made to the authorized persons list must be done in person at the school, through Procure, or via email with a copy of the guardian's license. Please notify every authorized pick-up person on this list that a photo ID is REQUIRED at the time of pick-up in order for our staff to release your child into their custody. Authorized pickups will need a copy of their own unique pin number from Procure. **Please do not share your pin number with anyone.**

1. Authorized Person _____ <i>Printed Name</i><i>Relationship</i> Cell (____) ____ - _____Home (____) ____ - _____Work (____) ____ - _____ Is this person also an Emergency Contact Person?☐ Yes☐ No
2. Authorized Person _____ <i>Printed Name</i><i>Relationship</i> Cell (____) ____ - _____Home (____) ____ - _____Work (____) ____ - _____ Is this person also an Emergency Contact Person?☐ Yes☐ No
3. Authorized Person _____ <i>Printed Name</i><i>Relationship</i> Cell (____) ____ - _____Home (____) ____ - _____Work (____) ____ - _____ Is this person also an Emergency Contact Person?☐ Yes☐ No
4. Authorized Person _____ <i>Printed Name</i><i>Relationship</i> Cell (____) ____ - _____Home (____) ____ - _____Work (____) ____ - _____ Is this person also an Emergency Contact Person?☐ Yes☐ No
5. Authorized Person _____ <i>Printed Name</i><i>Relationship</i> Cell (____) ____ - _____Home (____) ____ - _____Work (____) ____ - _____ Is this person also an Emergency Contact Person?☐ Yes☐ No

Notarized Permission to Receive Emergency Medical Care:

As the parent/legal guardian of _____, I hereby grant permission for the director or supervising staff member at Montessori Village Green or Odyssey Charter School, to take whatever steps may be necessary to obtain emergency medical care for my child.

I understand that after emergency response personnel is contacted, Montessori Village Green and Odyssey Charter School, personnel will immediately attempt to contact me or the persons listed as emergency contacts if I cannot be reached. Should Montessori Village Green and Odyssey Charter School be unable to contact me or my emergency contacts, Montessori Village Green and Odyssey Charter School, is authorized to hereby authorize the physician or emergency medical facility so contacted by Montessori Village Green and Odyssey Charter School, to administer emergency medical treatment as necessary to insure the health and safety of my child.

Montessori Village Green and Odyssey Charter School will not be responsible for anything that may happen as the result of false information given at the time of enrollment or failure of the parents or legal guardian to keep emergency information current. Montessori Village Green and Odyssey Charter School, will not assume responsibility for a child who has not been properly released to Montessori Village Green or Odyssey Charter School for the day. I further agree to hold harmless Montessori Village Green and Odyssey Charter School, staff who administers first aid and/or CPR to my child.

I further grant permission for my child, should an emergency occur, in school or during an outside activity, to be transported to/from school in a private car operated by a licensed driver who may or may not be a Montessori Village Green staff person.

Please list any medical information we should know about your child, including all allergies, medication, illnesses, disabilities, etc.

Condition/Allergy	Reaction	Accommodation/Treatment
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Does your child currently have an **IEP or IFSP**? _____ (Please attach a copy.)

Has your child been referred to **Child Find or Early Steps**? _____

Comments: _____

Physician Name _____ Phone (____) ____ - _____

Dentist Name _____ Phone (____) ____ - _____

Preferred Hospital _____ Phone (____) ____ - _____

Printed Name of Parent or Legal Guardian

Signature of Parent or Legal Guardian

Date

Sworn to and subscribed before me this ____ day of _____, 20____.

This person produced valid **DL** # _____ as identification.

Signature of Notary

Notary Stamp:

Date :

Authorizations Request:

I grant or deny permission for my child to participate in the following by initialing each item.

yes no
☐ ☐ Photographs and videos to be made of my child in connection with school programs and for publicity for the school on the school's website, television and in brochures or magazines.

yes no
☐ ☐ The use of all materials, play equipment and activities offered by the school.

yes no
☐ ☐ Activities in which my child will be under supervision of a parent volunteer or intern/student intern who has completed the required DCF background screening, with an MVG teacher present.

yes no
☐ ☐ Intervention services such as small group reading and writing pull out activities with a teacher or staff person from Montessori Village Green or Odyssey Charter School.

yes no
☐ ☐ VPK assessment in the fall, winter and spring.

yes no
☐ ☐ I hereby give permission for MVG staff members to take photos of my child and add them to the Procure class app.

yes no
☐ ☐ I hereby give permission to Montessori Village Green/ Odyssey Charter School staff to enter and maintain my child's student file.

yes no
☐ ☐ I hereby give my child permission to participate in food related activities such as: eating foods prepared by Odyssey employees as well as foods prepared by non-employees, cooking projects, science projects, and gardening.

yes no
☐ ☐ I hereby give my child permission to participate in animal related activities such as: class pets, special events, and science activities.

Signature of Parent or Legal Guardian

Date

School History:

Previous School: _____
Name City

Dates Attended: ____ / ____ to ____ / ____ Reason for Leaving: _____

Describe your child's previous school experience: _____

Please tell us why you chose Montessori Village Green for your child: _____

Parent Handbook Acknowledgment:

I acknowledge that I have received and will read the Montessori Village Green Parent Handbook. I understand that I am responsible to abide by the guidelines set forth in the handbook. I further understand that the handbook may be amended by Montessori Village Green and/or Odyssey Charter School administration at any time. Amendments made to the handbook will be published and provided to Montessori Village Green families via our website.

Signature of Parent or Legal Guardian

Date

Discipline Statement and Procedures:

Using the Montessori Method, the teachers will prepare the environment and provide clear, consistent guidance to stimulate the child's desire to learn. Montessori Village Green does not employ paraprofessionals. Teaching staff are unable to provide individual support for children that have one-to-one needs. When a behavior issue arises, the teacher will redirect the child to choose an activity in the classroom. This support and redirection are often all that is needed to encourage the child to self-correct their behavior. If behavior issues arise that are unable to be resolved by redirection, the following steps will take place:

1. **Initial Consultation** – A parent/teacher conference will be scheduled. During the conference, the teacher will provide observations of the child's behavior. The parents will provide their observation of similar behaviors experienced at home. Parents and teachers will collaborate and develop a plan to address the behaviors that will be consistent both at school and at home.
2. **Second Consultation** – If chronic disruptive behaviors still exist after the initial consultation, another parent/teacher conference will be scheduled. A behavior plan will be designed to assign additional tactics for redirection and logical consequences for disruptive behaviors.
3. **Final Consultation** – If the child does not exhibit a behavior change following the second consultation, the child will be dismissed from the Montessori Village Green preschool program. During the final consultation, the child's last day will be determined.

Montessori Village Green reserves the right to immediately expel a child at any time if a child exhibits uncontrollable behavior that cannot be modified by staff or if he/she begins to exhibit behavior which is harmful to him/herself or others. A parent will be called to pick up the child immediately.

Section 65C-22.006(4) requires that parents are notified in writing of the disciplinary practices used by the childcare facility. The parent's or legal guardian's signature verifies that the parents or guardians have been notified in writing of the disciplinary practices of the childcare facility.

I have read and understand Montessori Village Green's Discipline Statement and Procedures. I also confirm that my initials above grant or deny authorizations for my child.

Signature of Parent or Legal Guardian

Date

