

THE BAL MANDIR

22356 Hartman Dr., Cupertino, CA, 95014 (408) 737-0790

Enrollment Contract Between: Mohini Dave and Parent(s) or Guardian(s)

Address: _____

Home Telephone: (mother)_____ (father)_____

Work Telephone: (mother)_____ (father)_____

For Care of:

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Rates

Please call for current rates.

Notice: Parents will give four weeks of notice to withdraw the child. All deposit will be refunded with proper notice.

Initial Payments: Four weeks of tuition as refundable deposit plus first week of tuition.

We do not deduct tuition for holidays or illness. We do not substitute days for days missed and full contract tuition will be charged for holidays, sick time, and vacation time.

All applicants (new and continuing students), please enclose the non-refundable \$75 registration fee with this form. Please return both the registration form and registration fee to the center.

Signature: _____ Date: _____

2003 HOLIDAY SCHEDULE

- | | |
|----------------------------|------------------|
| 1. NEW YEAR'S DAY | WED. JAN 1 |
| 2. PRESIDENT'S DAY | MON. FEB 17 |
| 3. MEMORIAL DAY | MON. MAY 6 |
| 4. INDEPENDENCE DAY | FRI. JULY 4 |
| 5. LABOR DAY | MON. SEPT 1 |
| 6. THANKS GIVING DAY | THUR NOV. 27 |
| 7. DAY AFTER THANKS GIVING | FRI. NOV. 28 |
| 8. CHRISTMAS | DEC 24-JAN 1. 04 |

ABOUT THE TEACHER

My name is Mohini Dave. I was born in India. My degrees are in Child Psychology and early childhood education. I came to the US in 1981. I finished my education in ECE. I worked as a teacher in various schools in the US and in India. I enjoy working with children. My love of life is to see children grow up in a productive environment. My children are grown up. I would like to continue to do what I've always enjoyed.

2.5 TO 5 YEARS OLD SCHEDULE

8-8:30	Inside play or breakfast
8:30-9	Outside play
9-9:20	Circle time
9:20-11	Free play choice/ AM snack
11-12	Outside play
12-12:30	Lunch
12:30-1	Outside play
1-3	Naptime
3-3:30	Wake up/ AM snack
3:30-4:30	Afternoon group/ stories/ art/ music & movement/ active play
4:30-5	Outside play
5-6	Video/ free play

INFANT AND TODDLER SCHEDULE

8-9	Breakfast and free play
9-9:30	Changes
9:30-10	Snack time and circle time
10-10:30	Walk/ music and bubbles etc.
10:30-11	Outside time
11-11:30	Lunch
11:30-12	Changes
12-2	Nap time with quiet music
2-3	Snack time and changes
3-4	Outside time
4-4:30	Walk
4:30-5	Changes and late snack
5-6	Free play

WE HAVE FLEXIBLE SCHEDULES FOR INFANTS AND TODDLERS TO MEET THEIR INDIVIDUAL NEEDS.

OBJECTIVE

Objective of the center is:

- 1) To offer a pleasant, quiet, comfortable and enjoyable environment for children.
- 2) Convenient to the parents in
 - a) location
 - b) hours and flexibility
- 3) Comfort for parents that their children will be in the best hands and taken care by the most qualified staff.

INSTRUCTIONS

1. Please make arrangements of schedule prior to starting.
2. Bring one week of diaper supply.
3. Prepare bottles of formula pre-made.
4. Bring food in container that can be put into the microwave.
5. Bring sheet and blankets for crib in pillowcase.
6. Do not bring cloth diaper.
7. Do not bring sick or unhealthy child to school. Symptoms of contagious sickness must disappear for 12 hours prior to bringing the child to the center.

JOIN US!!!

Our program will provide an atmosphere to enrich your child's learning as well as explore new and exciting experiences in learning. Our goal is to allow children the opportunity to expand their knowledge, to learn about their capabilities and to develop positive ways to express themselves. We look forward to their being a part of our school.

WHAT IS A HIGH QUALITY EARLY CHILDHOOD PROGRAM?

A high quality early childhood program provides a safe and nurturing environment while promoting the physical, social, emotional, and intellectual development of young children.

WHAT YOU NEED TO KNOW

ON THE FIRST DAY

Each child must have been immunized according to the State health regulations, and proof of the immunizations must be documented in our files. All other forms need to be completed and returned.

TUITION PAYMENTS

Full payment is due every other week. A late fee of \$5 per day will be assessed for late payments received after the second school day of the week.

HOURS FOR TODDLER/ PRESCHOOL

Our purpose is to provide care for children of parents who work and/or want an early learning experience for their children on a full day basis. We serve children ages 0 months thru 5 years of age. We are a 12-month program. Our hours are 8 AM until 6 PM. Please try to arrive 15 minutes before your child's pick up time so as to give your child time to adjust to leaving all his friends. You will need a few minutes to gather together your child's daily work and things that need to go home and to chat with the teachers about the day. LATE FEES/

EXTRA TIME

Late fees/ extra time fees start at 6 for the charge of \$10 for each 15-minute interval. Fee needs to be paid at time of arrival.

CLOTHING

Please keep it simple. Clothes for your child should be durable, comfortable, and convenient. Favor such items and styles as will permit freedom of movement, ease of dressing and removal, and will withstand active use. Each child should have at least one complete change of clothing available daily. Shoes need to be closed toed and no sandals.

ABSENCES AND VACATIONS

We do not deduct tuition for holidays, vacations or illness and do not substitute days for days missed.

MEALS

We serve snack at 9:30 AM, lunch at 11:30 AM, afternoon meal at 4 PM. Please do send food with your child unless prearranged.

NAP TIME/ BEDDING

Please provide a blanket for your child's mat. IT is important that this bedding is taken home on Friday for laundering and that clean bedding be returned on Monday. Please label your blankets. Your child's day will be very full with activity. Children up to 5 years of age have a rest period scheduled for each day. Each child is encouraged to rest quietly during this time.

SPECIAL EVENTS/ BIRTHDAYS

We like to celebrate with the children. Let us know the events and we will make arrangements for a celebration with their friends. You may provide a special treat for each of the children. Please send cookies or muffins only. Please arrange ahead of time.

HEALTH/ ILLNESS

Observe your child for signs of illness before sending them to school. Please keep them at home if your child does not look healthy, has a fever of 100 or higher or until any contagious communicable conditions have been treated. Your child needs to be free of illness for at least 12 hours and fever free for one full day before returning to school. We take great efforts to keep all children healthy. Your cooperation is appreciated by all!!!

COMMUNICABLE DISEASES

As children grow, childhood diseases and illnesses are experienced. A notice will be posted when one of the children in the school has a communicable disease.

EMERGENCY

If your child is injured at school you will be notified. If you cannot be reached we will if need be, take emergency action according to your Emergency Consent Form.

WORKING TOGETHER- PARENTAL INVOLVEMENT

As each child begins their school HOLIDAY SCHEDULE experience, teamwork between parents and teachers plays a very important part in the adjustments of the child. We hope that this handbook will provide some answers to questions that may come up. Please ask questions as we grow together.

Parents are a vital part of our program. We view the child development program as an extension of and support to the family in raising children. It is important that we work together as your child grows and develops to his/her fullest potential.

Our program provides an opportunity for your child to grow physically, mentally, socially, and emotionally in a loving and supportive environment.

Our curriculum consists of a program directed towards guiding a child in learning about themselves, the world and other people. We seek to help your child discover a way of life rather than achieving a given body of material.

It is our hope that each child will leave at the end of the day feeling better about themselves, and equipped with the knowledge that they can accomplish tasks that they couldn't do when the day began. If we achieve this goal, we add tremendously to your child's life.

PLEASE ASK QUESTIONS AS WE GROW TOGETHER!!!

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
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26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
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April							May							June						
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27	28	29	30				25	26	27	28	29	30	31	29	30					

July							August							September						
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October							November							December						
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							30													

HOLIDAY SCHEDULE

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Dear Parents

Our children are growing up very fast. We have been introducing informal and non-structured learning activities for past one year. This has been very joyful for the children. Now, we feel the children are ready for more formal and structured preschool activities. Most of these activities may be little too early for kids. However, we believe they are ready.

Therefore, I am introducing preschool program mainly designed for 3-5 year old children. I have tried many programs on trial basis.

The program offers learning activities, art and craft projects, music, activity poems, stories, games, health and safety lessons, science, finger plays and P.E. skills. The children will bring follow up activity papers and art and craft projects each day so you will be able to see what your child has been learning about each month.

The program has been used successfully by child care providers throughout the United States for 24 years. I feel comfortable offering this program because I know it is written by professionals and it also gives me more time to spend with children instead of trying to plan activities and shop for supplies myself.

Finally, I have chosen this program as it fits our children. This program is well tested and will be useful in stimulating and intellectual development of our kids.

For those parents who are interested in getting additional activities for homes; I will be able to order more supplies. This will allow consistency and continuity in learning for children at home and at the center.

I would welcome suggestions from parents. Together we will make this program successful.

Mohini Dave