










# Welcome to Maya Montessori: Getting Started Guide

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## 1. Complete Enrollment Paperwork

-  Enrollment Form
-  Childcare Agreement Contract
-  Health and Immunization Statement (with physician signature)
-  Copy of Immunization Record or Exemption Affidavit
-  About Your Child Form (optional, but highly recommended)
-  Emergency Contacts and Authorized Pick-Up List
-  Sunscreen/Bug Spray & Medication Authorization (if applicable)
-  Court or Custody Documents (if applicable)
-  Parent ID Copy

## 2. Pay Fees

- \$50 non-refundable Registration Fee
- \$250 Holding Fee (if delaying start, holds spot for up to 2 months)
- Tuition is due in advance each Friday (weekly) or by the 28th (monthly)

## 3. Understand Your Child's Schedule

- Drop-Off: 7:00–9:00 AM (late arrivals must be pre-approved)
- Pick-Up: By 6:00 PM
- Meals:
  - Breakfast: 7:30 AM
  - AM Snack: 9:00 AM
  - Lunch: 11:30 AM
  - PM Snack: 2:15 PM
- Nap: 12:00 PM – 2:00 PM
- See the Sample Daily Schedule for full routine

## 4. What to Bring






- Water bottle or sippy cup (labeled)
- Diapers, wipes, diaper cream
- Change of clothes (seasonal)
- Nap blanket

- Sunscreen & bug spray (non-aerosol, labeled)
- Comfort item (if needed)
- Lunch/snacks if not using meal program (must be nut-free)



## **5. Communication & Updates**

- WhatsApp is used for daily updates and quick messages
- Parent Communication Area at pick-up for notes and sign-in/out sheet
- Optional live camera access available for \$40/month

## **6. Policies to Know**

-  No peanuts: Due to severe allergies
-  Sick Policy: 24 hours symptom-free without medication before return
-  Shoes off inside daycare
-  Two weeks' notice required for schedule changes or withdrawal
-  Toys from home are not allowed unless approved

## **Questions?**

- We're here to help!
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