

## Student Enrollment Contract for Admission into Preschool or Kindergarten

School Year or you are enrolling your student in is the 2018-2019 full school year. The school year is from August-May/June. If you are enrolling late, you will be enrolling your student for the remainder of the current school year. We do not offer month to month enrollment.

Child's Name \_\_\_\_\_  
Age \_\_\_\_\_ Birth date \_\_\_\_\_ Sex (*circle*) M or F  
Street \_\_\_\_\_ Home # \_\_\_\_\_  
City, State /Zip \_\_\_\_\_



**Parent A:** \_\_\_\_\_  
Cell # \_\_\_\_\_ Email \_\_\_\_\_ Work Name and # \_\_\_\_\_

**Parent B:** \_\_\_\_\_  
Cell # \_\_\_\_\_ Email \_\_\_\_\_ Work Name and # \_\_\_\_\_

**Can the above information be printed in a school roster for the use of school staff and parents:** Yes No

**Are there any custody issues that we need to be aware of?** Yes or No

If so please explain below: (Please also note that if at any time during your child's enrollment-a change in this occurs, you will need to notify us)

**Does your child have any known allergies?** Yes or No

*PLEASE NOTE WE HAVE A LICENSED SERVICE DOG ON THE PREMISE THAT ATTENDS WITH ONE OF OUR STAFF MEMBERS.*

If so please list them below:

If your child has special dietary need OR ALLERGY please list them below. If his/her needs are extensive you may be asked to provide a daily snack for your child. This will help keep your child safe and healthy. Currently we do have tree nuts in our classroom and allow families to bring in such items as peanut butter crackers, sandwiches, etc. especially during lunch time. Please be aware of this. We will do whatever we can to keep our environment safe, but need each family to understand we can't control what comes from home for another student.

**NO MEDICATION WILL BE GIVEN AT SCHOOL.** If your child is or becomes sick, keep them home please. If they are on a daily medication, it is your responsibility to administer it to your child, out of school and off our grounds. For obvious legal reasons, we will not allow any medication/prescriptions etc. into school. All children attending must be "potty trained" or in a "pull up". Should an accident occur, parents will be contacted, and your child will need to be picked up. If any child becomes ill or comes to school sick, we will contact parents and their child will need to go home. Any child that gets injured, whether serious or minor, will have their parents contacted immediately. If at any time you have any concerns, questions or comments, please let us know and together we will reach a solution.

In case of Emergency or serious illness, when parents cannot be reached immediately, I hereby authorize the provider to obtain emergency medical care and or provide emergency transportation for my child.

Student name: \_\_\_\_\_ any medical conditions we should be aware of? \_\_\_\_\_

Parent/Legal Guardian Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Is **ANYONE** else authorized to pick up your child on a regular basis? \_\_\_\_\_. If so please write their name (s) below. If your student will be coming to and from school in a carpool, this is where you will list those names. Grandparents or other relatives or friends who will help you pick up your child, should be listed here as well.

Each student is required to have 1-2 listed Emergency Contacts, should the parents not be able to be reached.

**We will call these individuals if we cannot reach the parents or legal guardians, in the event of an emergency.**

Emergency Contact Name \_\_\_\_\_ Best phone number to reach them at: \_\_\_\_\_ Cell or Home  
Relation to child if any: \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Best phone number to reach them at: \_\_\_\_\_ Cell or Home  
Relation to child if any: \_\_\_\_\_

Please write down your students Emergency Password: \_\_\_\_\_

See the information below to review what this policy is and why we have it. 😊

If there is a unique circumstance in which one or more of the parents cannot have access to the child, **we need to be made aware of now**. If there is anyone else that can pick up your child from school, we must be notified by you the morning of, **in person**. We will **NOT** release the child to anyone except the parent, unless prior arrangements have been made. We will **NOT** accept a phone call from you, unless it is an emergency, or prior notification has been given. In that case a password **MUST** be given by the person picking up your child, **AND** proof of **picture ID** will be taken. If the person coming to pick up your child does not have **BOTH** the password and picture ID, your child will **NOT** be released. **NO EXCEPTIONS!!** You must choose a password. If a password is not given, we will **NOT** release your child. This is for your child's protection as well as ours. We all have emergencies come up, but your child's safety comes first. Please notify the person picking up your child of these conditions. Even if We know them or they have picked up your child before, this step must and will be done each time there is an occurrence. We appreciate your commitment to follow this rule and your support in keeping your child.

**Enrollment into our school will be for the full calendar school year, which is traditionally a 10 month program August to May/June. If you are applying after the school year has began, you will be required to stay enrolled for the remainder of the school year you are joining us. We do not offer a month by month enrollment. Please use the next pages to select the session and days you are enrolling your child in. If you are interested in a 3 half days (mornings or afternoons) you need to verify availability before doing so. We only have 8 of these spots available each year-so they may be taken.**

## **Preschool Program Monday thru Friday**

**Morning 9:00 am -11:45 am**

**Afternoon 12:30-3:15 pm**

**Full Day is 9:00 am -3:15 pm**

**Please initial on the line next to the Program you are enrolling your student in.**

Your child's name: \_\_\_\_\_ Age: \_\_\_\_\_ Birth date: \_\_\_\_\_

\_\_\_\_ 4 Morning half day option is either Monday-Tuesday-Wednesday-Thursday or Tuesday-Wednesday-Thursday-Friday

\_\_\_\_ 4 Afternoon half day option is only available Mon-Thurs.

Tuition for this is \$2300 per year. The monthly tuition installment for this is \$230 per student, per month.

\_\_\_\_ 5 Morning half day option Monday-Tuesday-Wednesday-Thursday-Friday

\_\_\_\_ 5 afternoon half day option Monday-Tuesday-Wednesday-Thursday-Friday

Tuition for this is \$2500 per year. The monthly tuition installment for this is \$250 per student, per month.

\_\_\_\_ 3 Full Day Preschool 9:00 a.m. -3:15 p.m. Circle the days you want Mon-Tue-Wed-Thus-Fri

You may not change these after they have been selected in order for us to maintain ratios students must attend only the days selected.

*Full day students must provide a daily lunch from home-see lunch requirements.*

Tuition for this is \$4000 per year. The monthly tuition installment for this is \$400 per student, per month.

\_\_\_\_ 4 Full Day Preschool 9:00 a.m. -3:15 p.m. Monday-Thursday

*Full day students must provide a daily lunch from home-see lunch requirements.*

Tuition for this is \$4500 per year. The monthly tuition installment for this is \$450 per student, per month.

\_\_\_\_ 5 Full Day Preschool 9:00 a.m. -3:15 p.m. Monday-Tuesday-Wednesday-Thursday-Friday

Tuition for this is \$5000 per year. The monthly tuition installment for this is \$500 per student, per month.

*Full day students must provide a daily lunch from home-see lunch requirements.*

All enrolled students will have the option of adding extended hours to their monthly tuition if they want. Parents/Guardians can choose to drop off "Early" between 8:30 am -9:00 am. They may also choose to "extend" their child's pick up time to anytime after 3:15 pm to 5:00 pm. Early drop of or an Extended pick up will cost an additional fee

\_\_\_\_ SELECT THIS TO PARTICIPATE IN EARLY DROP OFF for an additional \$50 per month.

(This means you can drop your child off anytime between 8:30 am to 9:00 am)

\_\_\_\_ SELECT THIS TO PARTICIPATE IN EXTENDED PICK UP TIMES for an additional \$100 per month.

(This means you will pick up your child up anytime after 3:15 pm to 5:00 pm-they don't have to stay until 6:00 pm-but they have the option too.)

\_\_\_\_ FOR FULL DAY STUDENTS WHOM ARE ENROLLED IN 5 FULL DAY'S, YOU MAY SELECT TO PARTICIPATE IN DUAL ENROLLMENT INTO OUR CHILDCARE PROGRAM WHICH WILL GIVE YOU CHILDCARE DURING SCHOOL CLOSED DATES LIKE SPRING BREAK AND THE WINTER BREAK. This option cost a total of \$625 per month, per student. This tuition premium ensures that we can pay additional staff (besides the daycare staff) to be on hand during the breaks when there is an increase to their numbers over the break- which also helps us maintain state mandated ratios. If you want to participate in this option for Preschool or Kindergarten select this box.

**Kindergarten Program Monday thru Friday**  
**Full Day is 9:00 am -3:15 pm**

*Kindergarten is for children who are 5 years old by September 1.*

Your child's name: \_\_\_\_\_ Age: \_\_\_\_\_ Birth date: \_\_\_\_\_

\_\_\_\_\_ 4 Full Day Kindergarten 9:00 a.m. -3:15 p.m. Tuesday-Friday.

If you want your student to attend Monday's, you will need to enroll them in the 5 full days.

Full day students must provide a daily lunch from home-see lunch requirements.

Tuition for this is \$4750 per year. The monthly tuition installment for this is \$475 per student, per month.

\_\_\_\_\_ 5 Full Day Kindergarten 9:00 a.m. -3:15 p.m. Monday-Tuesday-Wednesday-Thursday-Friday

Tuition for this is \$5000 per year. The monthly tuition installment for this is \$500 per student, per month.

Full day students must provide a daily lunch from home-see lunch requirements.

For students who are enrolled in an accredited and licensed kindergarten program elsewhere for half of the day, they may choose to enroll their child in a half day option here. This option is only available to students who are enrolled in an accredited program elsewhere. Homeschooling or other unaccredited programs will not be acceptable.

All enrolled students will have the option of adding extended hours to their monthly tuition if they want. Parents/Guardians can choose to drop off "Early" between 8:30 am -9:00 am. They may also choose to "extend" their child's pick up time to anytime after 3:15 pm to 5:00 pm. Early drop of or an Extended pick up will cost an additional fee

\_\_\_\_\_ SELECT THIS TO PARTICIPATE IN EARLY DROP OFF for an additional \$50 per month.

(This means you can drop your child off anytime between 8:30 am to 9:00 am)

\_\_\_\_\_ SELECT THIS TO PARTICIPATE IN EXTENDED PICK UP TIMES for an additional \$100 per month.

(This means you will pick up your child up anytime after 3:15 pm to 5:00 pm-they don't have to stay until 6:00 pm-but they have the option too.)

\_\_\_\_\_ FOR FULL DAY STUDENTS WHOM ARE ENROLLED IN 5 FULL DAY'S, YOU MAY SELECT TO PARTICIPATE IN DUAL ENROLLMENT INTO OUR CHILDCARE PROGRAM WHICH WILL GIVE YOU CHILDCARE DURING SCHOOL CLOSED DATES LIKE SPRING BREAK AND THE WINTER BREAK. This option cost a total of \$625 per month, per student. This tuition premium ensures that we can pay additional staff (besides the daycare staff) to be on hand during the breaks when there is an increase to their numbers over the break- which also helps us maintain state mandated ratios. If you want to participate in this option for Preschool or Kindergarten select this box.

## **Full Day Student Requirements**

Any student enrolled in Full Day's will need to bring a lunch from home each day. Lunch is each day from 11:45 am-12:25 pm. Lunches need to be healthy and include a drink or water. The children almost always (weather permitting) eat outside and when they are outside, so are the teachers. Sometimes the weather can get a little warm- and keeping the children hydrated is important, so please pack a water or good drink with lunches. In addition to providing a water or drink, you will be required to provide a healthy selection of food. Good nutrition is so important to the health and development of the growing child. A few things that we have found to be especially NOT healthy are: "Lunchable's"-squeeze fruit or squeeze yogurt/go-garts. These items are NOT allowed to be brought from home. A lunchable every day for lunch does not provide adequate nutrition for the child and the squeeze yogurt and fruit have been nationally recalled a few times due to issues with them spoiling or mold found inside the container that is unseen to the child. We don't want any children eating mold, so at this time they are not allowed. In addition to providing a healthy lunch you will want to make sure it is in a safe, clean proper container. Use ice packs (often provided with commercial lunch boxes) to keep food cold that needs to stay cold or thermos stuff for food that needs to stay warm.

Students will not have access to a fridge or microwave. Those are only for the staff or to be used during cooking/food presentations with the children and for snack preparation etc. Can you imagine 30 students coughing in the fridge! EEK. .

## **All weather School**

We are an "All weather school". This means that almost every single day of the year, the children will go outside. Fresh air is super important to the children as is experiencing the elements. This means that it is your responsibility to provide your student with the proper clothing or gear that they will need. If it's raining-wearing flip flops is not such a good idea-if it's cold and snowing, maybe don't have your child arrive to school in shorts or a short dress. Dress your student according to the weather.

## **Attendance and Timeliness**

Our school is open from 8:30 am-3:15 pm Monday-Friday. Morning Community Time will begin at 9:00 am and we ask that all children who plan on attending that day, need to arrive by then. We are running an educational program and teachers and staff present new lessons and work each day during this Morning Community Time. It is very frustrating when a student is habitually late because not only is it a disruption to the whole class, but it is unrealistic for staff to always give that particular child a "one on one" to catch them up or to introduce the new work or instructions for that day's activities etc. Can you imagine us having to try to do this each day for multiple students that arrive late? It's impossible. It is also important that staff members be on the "school floor" interacting and watching over the students-so we need to keep personal visiting at a minimal, so that teachers can do their job. We of course understand that occasional things come up-just don't make it a habit to be late. If you and your student are habitually late, you may be asked to switch into a later session that may make it easier for your family to attend or you may be discharged from our program. Not because we don't love you, but because we really do need to be respectful of the other students here and the staff and we need to all work together to minimize disruptions so that all the little learners here will get the very best of our program.

Kindergarteners need to keep absents to a minimal. We have specific academic goals, common core curriculum etc that the students need to reach etc. We work hard to make sure that every Kindergartener is ready for first grade-but if they are always late or excessively absent, this task becomes very difficult. If you are going to be out of town for an extended time, check in with the staff and let them help put together a packet that your little one can do while you are gone to keep them caught up and at the level they need to be.

## Information on Summer Programs

Our Summer Camps are offered throughout the months of June and July. Information including price, age limit and enrollment options into these programs will NOT be available until February of each year. These programs will have half day or full day enrollment options. If you are seeking information about these or are trying to enroll in them, please contact the school directly. If you are currently enrolled and wish for your student to attend during the summer school session of June in the same academic year they have been attending school, a separate application for this service may not be required.

Please note that each the year the school closes the last part of May until June 1<sup>st</sup> and again the last day of July until mid August (the first day of school) for routine building maintenance, classroom cleaning and repairs, staff training etc and to give the staff adequate time to prepare for the upcoming school year and our new incoming and returning students.

## Fees and Tuition per Program

*Each enrolled student will be required to pay a Registration Fee as well as a Material Fee per year, due upon enrollment. Your child's spot will be secured upon acceptance into our program and after your registration and material fees have been paid in full.*

## School Fees per student are outlined as follows

**Registration Fee:** \$25.00 per year per student

**Material Fee:** \$100.00 per year per preschool/Kindergarten

Students are also required to purchase a School Shirt and School Bag. They are \$15 each. School Shirts and School Bags are used by the students each year, so if their shirt from the previous year still fits and is in good condition or their school bag is still in good condition, this fee does not have to be paid again every year. Students, who wish to purchase a new school shirt or school bag at the beginning of each year, are certainly welcome too. New school shirts or additional school shirts can be purchased for \$15 at any time during the school year. Students wear their school shirts to school every Monday or Friday, during all school performances or outings, etc.

## T shirt sizes are as follows:

### Garment measurements (inches)

<u>Youth Extra Small</u>	<u>Youth Small</u>	<u>Youth Medium</u>
For ages 2-3 generally 20.5 " long x 16 " wide	For ages 4-6 generally 22 " long x 17 " wide	For ages 6-8 generally 23.5 " long x 18 " wide
	This is our average shirt size	

If you want to view the shirts before ordering, let a staff member know. We usually have extra's in the office 😊

Shirt size you want for your student? \_\_\_\_\_ Number of shirts you want? \_\_\_\_\_

Please remember that if a shirt gets ruined, you will have to purchase a new one. This is the same if your students bag gets ruined. We recommend washing both shirts and bags in COLD water. Shirts are okay to go through the dryer-but it is NOT recommended to put a bag through the dryer-these should be line dried.

## Payment Options and Requirements for Tuition

**Option 1:** You may pay tuition in full.

**Option 2:** You may be allowed to make monthly installments on your student's tuition until a monthly installment is missed, paid with un-cleared funds, etc. If this occurs payment in full may be required. If you stop attending before the school year is over, payment in full will be due and monthly payments will no longer be available to you. All monthly payments are due on the 1<sup>st</sup> of every month. A \$25.00 late fee will be added to all tuition per week that it is late if tuition is not paid by the 3<sup>rd</sup> of every month. If you are going to be late just add this to your payment. If you do not, we will bill for it and it could potentially be awkward. We never want to embarrass someone, but we don't want to have to chase down tuition each month either.

If your payment is not made by the 3<sup>rd</sup> your child may be asked to not attend until payment is received. If you "bounce" a check to us or we have to "beg for our tuition" each month, or your student has excessive tardiness or absents etc you may lose the privilege of being able to make monthly installments. Being able to make monthly payments is for your benefit, so if something comes up communicate and we will try to work it out amicably.-But please don't bounce a check to us or just stop coming and think we will walk away from it, because we won't.

### You may pay your students tuition or fees using one of the following options outlined below:

1. Cash
2. Check
3. Credit Card

If you choose to pay with a credit card a 10 % processing fee will be added per transaction. We don't process enough cards to lower this rate at this time.

If you pay with a check please be aware that a \$50.00 fee will be added on all returned checks, no matter the reason. If 1 (one) returned check occurs from an individual, they will no longer be acceptable forms of payment. If you are late on tuition for 3 consecutive times, you and your child may be asked to no longer attend- but this will not remove your financial obligation to fulfill your enrollment contract. Enrollment is for the full calendar school year from August-May. We are very understanding, so if you end up need special arrangements for a payment or for your tuition-just ask. Usually we can work something out. Sometimes we have families that pay us in two equal payments. One on the 1<sup>st</sup> and the other on the 15<sup>th</sup>. Let us know if you need an arrangement like that.

Full tuition is due each month, even if your child misses a day or "drops out" early, or we have a "shortened month". There are not "make up" days available because your student misses a day. Each day we have a specific teacher to student ratio that we need to maintain. Tuition is non refundable. We do not offer a "pro rate" or partial refund of any kind.

If something comes up that requires you to "drop out" early; COMMUNICATE *before hand*, with us and we will try to work with you the best we can. We understand that private school is often an "extra", especially in today's economy. However, if you just suddenly stop coming, please be mindful that it affects us financially too. Your child's enrollment into one of our programs has filled a valuable spot and can't always be easily replaced; especially after the year has started and we have turned others away believing the limited available spots were full for the year. Also please consider that you wouldn't feel very good if you showed up to school and it had been canceled without notice. Let's be respectful to each other and communicate.

If your child is discharged from our school due to lack of following our policies or procedures by either themselves or their parent or guardian you are still financially responsible to fulfill your students enrollment contract. This includes parents who become verbally abusive to the staff members or to other students or parents of other students attending or for any other form of abuse or bullying. Be nice and respectful to all staff members, volunteers, fellow parents and students etc. We have a zero tolerance for bullying. All parents are also liable and responsible for any damages that they or their enrolled child does to the premises, materials, etc. If you or your child destroys our property, you will be financially responsible for all repairs, replacement costs, etc. of any and all materials that you or your child incurred through or by this damage. It seems a little silly to have this policy, but a few years back we had a parent who was deliberately destructive to our property, costing the school an unnecessary and unfair expense to replace the materials damaged.

If for any reason your account has to be turned over to collections *Desert Edge Montessori* will also add an office fee of \$100.00 as a preparation for collection fee, to your account balance. Should payment still not be received you will be responsible for all attorneys' fees, court costs, filing fees, including charges or commissions that may be assessed to us by any collection agency retained to pursue collection of the balance owing, which may be as much as 50% of the principle balance owing. You further agree to pay interest at the rate of 1 ½ % per month (18% APR) pre and post judgment. Please **just pay, and don't bounce a check or "drop out early" and think we'll walk away from it. We won't!** If you have questions about any of this-PLEASE ASK BEFORE ENROLLING. Upon submitting your students application and fee's you are in agreement with this and acknowledge that you understand these policies and all other policies and procedures of our private school. These policies are available for review online at anytime and are subject to updates and changes as needed.

## **Photo Permission**

We take photos of the children and their work/art work here at school. These are used for classroom use, posted to our social media pages like Facebook and Instagram. All pictures taken are the property of the school. We do not include personal information about the students in the photos-other than occasionally posting the students first names.-Most of the time these photos are group photos or pictures of the children working or participating in a group activity or presentation etc. We obviously try to be as respectful as we can in any photo taken and shared and never are the photo's demeaning of a child or their work etc.

We will also occasionally text you photos of your little one working or playing etc. This is something we especially try to do during your students first few days in adjusting to coming-if they are having a hard time. So you can see that they are okay and doing great-or see that they aren't. We also like to capture "little gems" of their childhood and send them your way. We've captured several "first lost tooth" photos-or "first learning to read video's" etc. We want to share these with you!

We also have school performances and outings-where lots of parents and grandparents are coming to see and these parents and grandparents and friends take pictures-post videos etc as well. We have no way of controlling this type of situation and therefore cannot guarantee that your child's photo will not be taken or posted.

A few years back we had a parent that asked that NO photos be taken and when we visited Staheli farm with the students, this student's photo was taken in a group shot of the children petting the animals, by another parent who "tagged" us in the photo. This parent was upset and threatened to sue our school for breach of contract. . .It was absurd to us. This same parent would not let their student perform in the Halloween Program, because she again did not want pictures of her child taken or posted. We of course had no way to guarantee that the other parents or visitors coming to the program would not inadvertently take her students photo. It was heartbreaking on our end to see this little one get upset at not being able to perform with the other students etc-and though we are respectful of this families decision, it left us in a position we were not comfortable with. So, if you are uncomfortable having your student's photo taken and used on social media, hung up in our classroom etc. this school will not be a fit. We do take photos-we do post them-and we do allow parents, grandparents, friends and visitors that come to see a school performance or join us on an off campus outing, to do the same.

Please sign your name below, letting us know that you understand this and all of the other policies outlined in your student's application.

Name: \_\_\_\_\_ Students name: \_\_\_\_\_ Parent/Legal guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Desert Edge*



MONTESSORI

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