



**MONTESSORI HOUSE**  
FOR CHILDREN AND ELEMENTARY SCHOOL

**ENROLLMENT APPLICATION 2018/2019**

ALL BLANKS Must be Completed Prior to Submission

Student's Name		First	Last	Application Date																									
Female <input type="checkbox"/>	Male <input type="checkbox"/>	Birth date: m/d/y		Nickname																									
Returning Student <input type="checkbox"/>		New Student <input type="checkbox"/>	Language Spoken at home:		Family Cultural Origin:																								
Home Address			City	State	Zip																								
Home Phone																													
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Will your EC/Elementary child attend summer? <input type="checkbox"/> Yes <input type="checkbox"/> No																													
If yes, please select: <input type="checkbox"/> Full Summer (10 weeks) <input type="checkbox"/> Partial (Session I, II or weekly)																													
Father/Guardian First Name		Last Name		Mother/Guardian First Name																									
				Last Name																									
Home Address			Home Address																										
Cell Phone			Cell Phone																										
Cell Service Provider			Cell Service Provider																										
Work Phone			Work Phone																										
Email Address			Email Address																										
Employer			Employer																										
Occupation			Occupation																										
Child's Physician		Address		Phone																									

<b>Emergency Contacts &amp; Authorized Pick-up Persons – (Other than Parents):</b>		
Name:	Name:	Name:
Relationship:	Relationship:	Relationship:
Home Address:	Home Address:	Home Address:
Primary Phone:	Primary Phone:	Primary Phone:
<b>Consent for Field Trips (Elementary Students Only):</b> I hereby <input type="checkbox"/> give or <input type="checkbox"/> do not give - consent for my child to participate in field trips (permission for off-site field trips is requested on each individual field trip in addition to having this section checked.)		
<b>Consent for Water Activities:</b> I hereby <input type="checkbox"/> give or <input type="checkbox"/> do not give – consent for my child to participate in supervised water activities: <input type="checkbox"/> Sprinkler play <input type="checkbox"/> Water Table play		
<b>Consent for Topical Ointments/Creams/Sprays:</b> I hereby give consent for my child to have the following applied whenever necessary (please check): <input type="checkbox"/> Sunscreen <input type="checkbox"/> Rash Creams <input type="checkbox"/> Insect Repellent <input type="checkbox"/> Antibiotic ointment		
<b>Medical Information:</b> Prior to the first day of school the Health Statement form, including current immunization record, must be submitted to the school office. The immunization record is required to remain current while your child is in attendance. Please submit updated immunization records as they occur.		
Is there any information regarding your child's health we need to know? (medication, chronic illness, etc.)		
Does your child have any allergies? <input type="checkbox"/> None Known <input type="checkbox"/> Yes, please list and indicate type of reaction and severity:		
Does your child have dietary restrictions? If yes, please explain:		
<b>Agreements</b>		
In case of emergency or serious illness, I (we) hereby authorize MHFC and/or MHES to obtain emergency medical care and/or provide emergency medical transportation.	_____	
	Parent/Guardian Signature	
MHFC and/or MHES may use pictures of your child and/or samples of his/her classroom work for marketing and operational uses. By enrolling your child at MHFC and/or MHES, you give consent for your child to be photographed and/or filmed, and waive any right to approve the finished product or accompanying copy.	_____	
	Parent/Guardian Signature	
I (we) understand the payment policy that tuition is due the 1st of the month and late after the 5 <sup>th</sup> of the month. Non-payment may result in disenrollment.	_____	
	Parent/Guardian Signature	
I (we) have read the parent handbook. I (we) understand and agree to abide by all policies as indicated in the handbook. Our enrollment is our acceptance of these policies and procedures.	_____	
	Parent/Guardian Signature	
<b>For Office Use Only</b>		
Date Application Received: _____	Received by: _____	Enrollment Date: _____
Application Fee: \$ _____	Enrollment Fee: \$ _____	Material Fee: \$ _____
Tuition Deposit: \$ _____		

Enrollment in Montessori House for Children and Elementary School does not discriminate on the basis of race, color, national origin or religion.

**Montessori House for Children & Elementary School Financial Agreement  
2018-2019**

**Student's Name:** \_\_\_\_\_

**Check Program:** \_\_\_\_\_ Academic-Day    \_\_\_\_\_ Full-Day    \_\_\_\_\_ Toddler    \_\_\_\_\_ Early Childhood    \_\_\_\_\_ Elementary

**Current Student Re-enrollment:**

Select your choice of payment for re-enrollment/material fee:      Check Attached       Bill through Tuition Express

Re-enrollment Feb 1 – 15: A non-refundable re-enrollment fee of \$100.00 plus material fees are due upon submittal of re-enrollment.

Late Re-enrollment (after Feb 15): A non-refundable re-enrollment fee of \$100.00 plus tuition deposit\* is due upon submittal of re-enrollment. The non-refundable material fee is due July 1.

**New Students:**

A non-refundable enrollment fee of \$200 is due upon submittal of enrollment forms.

A non-refundable tuition deposit\* fee is due upon submittal of enrollment forms

MHFC and/or MHES engages its staff, purchases supplies and equipment, and plans its operational budget on the assumption that children are enrolled for at least an Academic Year program.

\*The Tuition Deposit (effective August 2016) will be applied to the final last month of the academic term attended at the School, provided 30 days written notice is given. The academic term for EC, Elementary and Toddler "Academic Day" is August through May. The academic term for toddlers in the "full-day" program is August through July. **If, for any reason the student withdraws or is required to withdraw prior to the last month of the academic term, the deposit is non-refundable.**

Tuition is based on an Academic Year or Full Year program divided into 9.5 (Toddler Academic day, EC/EL Full/Academic day) or 12 (Toddler Full-day year-around) equal payments respectively.

Refunds or allowances in tuition will not be made to compensate for extended absences in the event of illness, vacations, inclement weather, school holidays or other circumstances.

In accepting this Agreement, the undersigned accepts responsibility for timely payment of the monthly tuition associated with your child's program in the amount of \$\_\_\_\_\_ for the **2018-2019** school year.

Tuition may be paid automatically on the 1<sup>st</sup> of each month using our Tuition Express (automatic payment) system. Tuition is late when received five (5) calendar days after the due date. A late fee of 10% is applied after the grace period. The school reserves the right to suspend attendance or withdraw a child if tuition is not paid within 10 calendar days of the due date. A bank service fee of \$25 is charged for returned checks.

Montessori House for Children and/or Elementary School reserves the right to terminate the enrollment contract if:

- The parent or guardian does not consistently follow policies, procedures and guidelines as stated in the Parent Handbook;
- The student's behavior, or lack of cooperation, is deemed unacceptable;
- The student poses a physical or psychological threat to themselves, staff, or another child within the school environment;
- Tuition payments are not paid;

This is to acknowledge that I have read and understood, and agree to abide by all terms, conditions, and policies of this enrollment. I agree that these terms, conditions, and policies are a condition of my child's enrollment at MHFC and/or MHES.

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date