



Are there any special conditions or circumstances involving your child which would be helpful for the staff to be aware of in working with your child? \_\_\_\_\_

Do we have permission to contact your doctor or dentist in an emergency?  YES  NO

Doctor \_\_\_\_\_ Address \_\_\_\_\_ Ph \_\_\_\_\_

Dentist \_\_\_\_\_ Address \_\_\_\_\_ Ph \_\_\_\_\_

Please indicate any significant illness or health condition of your child: \_\_\_\_\_

Does your child take any medication(s) on a regular basis?  YES  NO

What kind? \_\_\_\_\_

Do you give your permission for the school to take your child to a hospital in an emergency when such action is deemed urgently advisable by the emergency or hospital staff?

YES  NO  HOSPITAL  \_\_\_\_\_

Please list the name(s) of any other schools your child has attended: \_\_\_\_\_

Please state the reason(s) you would like your child to attend a Montessori school: \_\_\_\_\_

List any characteristics, or helpful information you feel your child's teacher should know about your child:

Please indicate the parent(s) who has financial responsibility for the student's tuition and fees:

Child living with Both parents  With Mother  With Father

Parent responsible for Tuition & Fees:  Mother  Father  Both  Other: \_\_\_\_\_

Name & Address of Parent Responsible for Fees or Other:(include city, zip, & phone) \_\_\_\_\_

street address \_\_\_\_\_ city \_\_\_\_\_ zip \_\_\_\_\_

Mother's SS# \_\_\_\_\_ Father's SS# \_\_\_\_\_

If applicable, Name & SS# of other person responsible for payment of Fees \_\_\_\_\_

# Adobe Montessori School Enrollment Agreement 2011-2012

Child's Name \_\_\_\_\_ Age \_\_\_\_\_

### 2011-2012 Year in School:

Early Primary (age 2 ½ - 3 ½)     
  Primary 1<sup>st</sup> Year (age 3-4)     
  Primary 2<sup>nd</sup> Year (age 4-5)     
  Kindergarten (age 5-6)

**Child & Parent Readiness:** The child should be toilet trained and be able to follow simple directions, such as "Put your work on the shelf and come sit down." Manageable behavior is expected. Parents must be ready to leave their child with confidence, ready & willing to follow the suggestions of their child's teacher and administration.

**Three Year Program:** We strongly endorse a three year program for your child. Three years (Primary thru Kindergarten) maximizes the advantages of your investment, both the child and the parent, in a Montessori program. Your child will have the opportunity to progress fully, often graduating from our program with advanced educational skills; prepared and confident - developmentally, socially, and academically - to succeed in their elementary environment.

### Enrollment Fee: \$125.00

The Enrollment Fee is a yearly fee and is non-refundable & non-transferable. Withdrawal at any time, for any reason, after three days from the submission of the enrollment forms results in the forfeiture of the Enrollment Fee. This fee cannot be applied to the payment of any other fees.

**Tuition:** Please **CHECK** the desired program. Each program has limited openings. **2011-2012 Part Week Programs will be offered in the PM Primary Classes only**

<u>AM &amp; FULL DAY CLASS</u>	<u>5 Days a Week</u>		
_____ Early Primary AM: 8:30-11:30	\$520		
_____ Early Primary FULL DAY: 8:30-3:15	\$705		
_____ Primary or K AM: 8:30-11:30	\$495		
_____ Primary or K FULL DAY: 8:30-3:15	\$680		
<u>PRIMARY PM CLASS</u>	<u>5 Days a Week</u>	<u>3 Days/Week (MWF)</u>	<u>2 Days/Week (TTh)</u>
Primary or K PM: 12:30-3:15	\$490	\$430	\$370

**Tuition Policy:** Adobe Montessori School, Inc., has a 10 month academic year for all classes at the Primary campus. Tuitions are based on the full year's fee which has been divided into 10 equal monthly payments for your convenience. Payments are not considered "by the month" charges. It is the full year's tuition divided into a 10 payments plan for a 10 month period. Payments are billed on the 1st of each month, beginning August 1 and ending May 1. *Tuition is not refunded or pro-rated due to absences caused by illness, vacations, withdrawal/dismissal, or otherwise.* Early withdrawal from the year's program does not terminate parent's tuition responsibility. Enrollment in the program entails responsibility for the entire year's tuition.

**Extended Day Fees:** \$6.00 per Hour billed in half-hour segments.

Primary Extended Day Hours: 7:00am - 8:30am    11:30am - 12:30pm    3:15pm - 6:00pm  
 Early Primary Extended Day Hours: 7:00am-8:30am & 3:15pm-6:00pm

The billing will show you any hours that were accrued and will give you the time period these hours were billed.

**Primary Child Only:** If you desire your AM or PM child to stay in a class period in which he is not enrolled, Parent must ask permission of Mrs. Root, Adobe's Administrator prior to the class time. If your child is permitted to attend the class, the billing will be \$18.00 in addition to the extended time accrued on either end of his/her class period.

**Late Tuition Fee:** Tuition payments are billed on the 1st of each month. Payments due no later than the 10th. A \$15.00 late charge is billed for payments arriving on the 11th thru the 20th of each month. After the 21st, the late fee is \$25.00. Tuitions not paid by the 29<sup>th</sup> will incur a \$35 late fee on the 30<sup>th</sup> of the month (except for February, which would be the 29<sup>th</sup>).

**Late Pick-Up Fee:** Adobe Montessori School, Inc. is open from 7:00am - 6:00pm. Beginning at 6:01pm, \$1.00 per minute for each additional minute is billed until your child is picked up.

**Returned Checks:** \$25.00 A charge of \$25.00 will be made on any returned check.

**Discount:** A 5% discount given in the tuition fee for younger siblings. The registration fee is not included in the discount.

**Activity/Supply Fee:** \$75.00 This fee will be charged in the billing you receive for Tuition Payment #1, due August 1st.

**American Montessori Society (AMS) Affiliation Fee:** \$17.00 Fee charged in Tuition Paymt #2 due Sept 1st. The fee is part of the requirement in being affiliated with AMS.

**Failure to Sign Your Child In or Out on the Attendance Record:** The State of Arizona requires parents to sign an attendance record each time the child(ren) are dropped off and picked up. The State requires a legible signature (or first initial and full last name) and legible time. We realize how busy our parents are, however, it is a State requirement and our records are reviewed. Failure to sign your child in or out, and document the time, will be billed as an extended billing – half hour billing, or \$3.00, per occurrence. Reminder: Please be sure that the signatures & times are legible. Thank You!

**Montessori Instruction:** Adobe Montessori School, Inc., shall provide instruction and guidance to your child based upon the methods, principles, and teachings of Dr. Maria Montessori and the interpretation of these concepts by the Administration. The school agrees to provide the instruction and training as stated herein and agrees to make its facilities and personnel available for such purposes during the term of this agreement. Adobe Montessori School, Inc. will provide the child with any instructor employed by the school and is not obligated to provide any specific instructor.

**Changes in Class Sessions:** If Parent desires a change in their child's teacher or class session, Parent must notify Mrs. Root, our Administrator. She will verify status of session requested and inform Parent if opening is available and the request may be accommodated. Changes must be made through the Administration. School cannot guarantee that the request may be accommodated.

**Disclosure:** Parent has disclosed in writing to Adobe Montessori School, Inc., any physical, mental, or emotional disabilities of the child or any other matter which could affect the child's enrollment and/or participation at the school. Except for any such separate written disclosure, Parent signifies by Parent's signing this agreement that Child is physically capable of participating in all aspects of the instruction and training of the school.

**Withdrawal:** This agreement may be terminated by Parent upon a 60 day written notice, until December 31, 2011. Parents will be responsible for payment of tuitions and fees for sixty days following the office receiving your written notice of withdrawal. Parents who submit their withdrawal letter as of December 31, 2011 will have their child's last day of class be on or before February 29, 2012. **Withdrawals/Dismissals on, or after January 1, 2012 will result in parents being responsible for the balance of the year's tuition.** Parent agrees that withdrawal or dismissal of their child(ren) after the execution of this agreement, whether as a result of accident, transfer, relocation due to parent's occupation, financial difficulty, sickness, disciplinary action, disagreement with teaching style, school policies, or otherwise, does not relieve the Parent of the responsibility of fulfilling the school's tuition policy. This agreement becomes effective at the time it arrives at the school's office with the attached registration fee.

**Dismissal by Adobe Montessori Schools:** See Page 20 in the Parent Handbook ~ Section "Conditions That May Require a Child's Permanent Dismissal from School"

**School & Academic Records:** Records needed for court purposes shall be sent upon receipt of a \$30 fee for the preparation time and postage fee. They shall be sent to the authorized party requesting the information.

**Failure to Pay:** The Parent agrees to pay the aforementioned tuition and fees as specified, time being of the essence with respect thereto. In the event of non-payment of any funds due hereunder, Adobe Montessori School, Inc., reserves the right to cancel this agreement and to exclude Child from participating in the instruction. The unpaid balance shall accrue thirty days from and after the due date, until paid in full, at the interest rate of 1.5% per month. The annual percentage rate shall be 18%. In the event that it becomes necessary for Adobe Montessori School, Inc., to employ a collection agency and/or an attorney for collection of any amounts due under this agreement, Parent agrees to pay all the costs and expenses incurred by Adobe Montessori School, Inc., whether or not litigation is initiated, including (but not limited to) all postage fees, attorney fees and court costs incurred by Adobe Montessori School, Inc. Delinquent accounts will be sent to a company or lawyer employed by School for collections management. If payment is still delinquent at the end of the second month the student's attendance will be suspended on the 1st day of the next month. Placement is lost if balance is not brought to a current status by the 30th of that month (in February, then by the 29th). Please see General Release, item #4.

\* The Parent understands and agrees that the Child's placement is not secured until all enrollment forms and the enrollment fee have been turned into the main office.

\* Parent also understands that their child is considered enrolled upon submission of the completed forms with fees to the office. Parent has three days after submitting the forms & fees to withdraw enrollment. If parent decides to withdraw after this three day period, for any reason, it will result in the execution of the 60 day withdrawal policy and forfeiture of the enrollment fee. The parent will be responsible for 60 days of required tuition that is due during the 60 days after the written notice of intent to withdraw is submitted to Mrs. Root, Administrator. The 60 days time period is not in effect until the written notice has been submitted to the office. **It is understood and agreed by the Parent that the 60 day notice only applies until December 31, 2011. Parents who submit their withdrawal letter as of December 31, 2011 will have their child's last day of class be on or before February 29, 2012. In the event of withdrawal of the child(ren) from the School, for any reason, as of January 1, 2012, the tuitions and fees will be paid in full for the balance of the year's tuitions/fees.**

***I have read the 2011 – 2012 Enrollment Agreement and General Release Form.  
I have taken full opportunity to make all inquiries necessary to understand the policies,  
curriculum, and terms of tuition responsibilities of Adobe Montessori School.  
Upon signing, I agree to abide by the policies, both financial and otherwise,  
as stated in the handbook and enrollment forms.***

\_\_\_\_\_  
Signature of Parent (Mother) or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent (Father) or Guardian

\_\_\_\_\_  
Date

## 2011-2012 Adobe Montessori School General Release Form

**Enrollment Forms** Both the Application Form & Enrollment Agreement, along with the \$125 enrollment fee must be completed and submitted before the child's placement is secured at the school. The **Emergency Card**, must accompany the child on the first day class or have been submitted prior to the first day. **No Child**, will be admitted without this card on the school premises, completed and signed. A copy of your child's immunization record must be stapled to the emergency card. **This copy of proof of immunization must be submitted within 15 days of the admission of your child.** Children will be admitted on the basis of a pre-enrollment interview, though the interview may be waived by the Administration.

1. Adobe Montessori School, Inc. may use photographs, reproductions, and/or sound recordings of my child(ren) for the purpose of school programs, advertising, and miscellaneous curriculum uses.

2. I hereby release, indemnify, and hold harmless Adobe Montessori School, Inc., and its staff from any loss or damage to toys, clothes or any other personal articles.

3. I hereby warrant Adobe Montessori School, Inc., that I am entitled to legal custody and possession of my child(ren) and, accordingly, am authorized to place my child(ren) in your care and custody and am further authorized to sign this release form. If proof of custody is required, I agree to provide the school office with appropriate court papers to keep on file.

4. On admission of my child(ren) to Adobe Montessori School, Inc. I agree to observe the policies and regulations as set forth by the school. I have read, and agree, with the philosophies, policies, and curriculum as outlined in the school handbook, which I have downloaded or will receive a copy by attending one of the Parent Orientations (held in May or August) or received from the main office upon request.

5. I am aware that Adobe Montessori School, Inc., liability insurance policy covers only the students formally enrolled and not other children using the facilities. Therefore, if for any reason I bring to school children other than those enrolled, and in the event that they should sustain injuries on said premises, I hereby release and absolve the school completely and totally from all blame for any and all subsequent consequences thereof, if any. The above also pertains to any animals brought onto the premises. I also understand that by bringing other children to the school, I will do so only with the administrator's permission and may incur not only a class fee, but other pertinent fees. I understand that I must fill out an emergency card for the enrolled child. This card must be in the school office before I leave my not enrolled child.

6. Parents sometimes have a need to contact other parents. The office manager or administrator may release authorized information. Parents agree to use this information for school associations only.

7. Parents have access to Adobe Montessori School, Inc., anytime during school hours. We do request however, that the work of the children and the teacher's and other staff member's attention will not be disturbed and that parents will walk and speak quietly at all times. If you wish to speak with your child's teacher, please make an appointment. Parents are allowed to stay for a period of 30 minutes in the classroom or on the campus, after which their stay may only be lengthened upon teacher or Administration approval. Lengthy visits can disturb the focus of their child and the students/teacher during class and play times.

8. Upon enrolling their child at Adobe Montessori, parents are aware, and agree, that part of the Practical Life & other area of the environment in a Montessori classroom involves activities such using pencils, scissors, sewing buttons, using push pins for motor development, cutting vegetables, cutting paper, etc. Children are taught the proper use of household utensils, which are then used by the children under the supervision of the directress and/or her assistant. This is a vital part of their learning experiences. Parents agree to allow their child to fully participate in these activities.

9. Adobe Montessori School sometimes has classroom animals as part of their curriculum. These may include, but are not limited to, gerbils, rabbits, birds, tarantulas, hermit crabs, fish, guinea pigs, sheep, pygmy goats, turtles, cats, etc. Sometimes even a llama, pot belly pig, sheep, mule, or pony may visit! These are for the benefit of the children to learn to care for pets, as well as to aid in zoological studies. Parent(s) agree to allow their children to participate in the care of these animals, unless there is a specific medical reason that precludes their participation. Parent(s) agree to inform their child's teacher(s) about any medical condition concerning animals and will provide written instructions and request for exclusion from this activity, which will be placed in the child's file.

10. The 2011-2012 Parent Handbook has dress and behavior codes. Parent(s) agrees to review them and will support the dress and behavior standards as stated in the handbook.

11. Adobe Montessori School, Inc. accepts students with special needs on a case by case basis and after conferencing with faculty and parents to consider if the placement is appropriate in meeting the needs of the child and his/her classmates.

12. Adobe Montessori School, Inc. does not provide transportation.

13. Adobe Montessori School, Inc. carries the appropriate liability insurance as mandated by the Arizona Department of Health Services/Office of Child Daycare Licensure.

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Signature of Parent (Mother) or Guardian

Date

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Signature of Parent (Father) or Guardian

Date