



# 2019-2020 Application for Admission

Please Print Clearly

Child's Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Sex \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_  
street address city zip include area code

Other Parental Address (if any) - Parent Name \_\_\_\_\_  
\_\_\_\_\_  
street address city zip home phone-with area code

Mother's Name \_\_\_\_\_ Occupation \_\_\_\_\_

Mother's Email Address \_\_\_\_\_

Name of Firm \_\_\_\_\_ Cell Phone (area code) \_\_\_\_\_

Father's Name \_\_\_\_\_ Occupation \_\_\_\_\_

Father's Email Address \_\_\_\_\_

Name of Firm \_\_\_\_\_ Cell Phone (area code) \_\_\_\_\_

Please list other siblings in the family & their ages: \_\_\_\_\_

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

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

-----**For Office Use**-----

Date \_\_\_\_\_ Check # \_\_\_\_\_ Amount \_\_\_\_\_  Reg  WL

Teacher \_\_\_\_\_ Additional Information \_\_\_\_\_  
\_\_\_\_\_

**Adobe Email List**

This information will be used solely for school information such as newsletters, snack calendars, and other general information and announcements and will not be distributed.

\_\_\_\_\_  
Mother's Name

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Father's Name

\_\_\_\_\_  
E-mail

**Parent Directory**

This information will be available to all parents for birthdays, etc...

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

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

**Marketing Release**

Adobe Montessori School may use photographs, videos, and/or sound recordings of my child(ren) for the purpose of school programs and advertising (both in print and online).

I accept

I refuse

\*Please Note: Adobe Montessori School will use photographs of your child for classroom use only.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

# ADOBE 2019-2020

## MONTESSORI Enrollment Agreement

S C H O O L

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

### **Child & Parent Readiness:**

AMS enrolls children between the ages of 2-6 years old for preschool, pre-kindergarten, and kindergarten. Children must be potty trained or actively working on the potty training process. Child must be able to follow simple directions and exhibit manageable behavior. Parents must be ready to leave their child with confidence, ready and willing to follow the suggestions of their child's teacher and the administration.

### **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.

**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 Affiliation Fee: \$18.00** Fee charged in Tuition Payment #2 due Sept 1st. The fee is part of the requirement in being affiliated with AMS.

**Tuition:** Please **CHECK** the desired program. Each program has limited openings. 2019-2020 Part Week Programs will be offered in the PM Primary Classes only.

### **MONTHLY TUITION RATES**

#### **AM & FULL DAY CLASS**

#### **5 Days/Week**

_____ Early Primary AM (Ages 2 – 3 ½): 8:30-11:30	\$640
_____ Early Primary FULL DAY (Ages 2 – 3 ½): 8:30-3:15	\$825
_____ Primary or K AM (Ages 3 – 6): 8:30-11:30	\$615
_____ Primary or K FULL DAY (Ages 3 – 6): 8:30-3:15	\$800

#### **PRIMARY PM CLASS**

#### **5 Days/Week**

#### **3 Days/Week (MWF)**

#### **2 Days/Week (TTh)**

Primary or K PM (Ages 3 – 6): 12:30-3:15	_____ \$610	_____ \$545	_____ \$485
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**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 the time period and any hours that were accrued.

**Tuition Policy:** Adobe Montessori School, Inc. has a 10 month academic year for all classes. 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.

**Extra Class Fees:** 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 **\$30.00** in addition to the extended time accrued on either end of his/her class period.

**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.

**Late Tuition Fee:** Tuition payments are billed on the 1st of each month. Payments are due no later than the 10th. A **\$25.00** late charge is billed for payments arriving after the 10<sup>th</sup> of the month.

**Discount:** A 5% discount given in the tuition fee for younger siblings. All additional fee are not included in the discount.

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

**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 as State inspectors review it every year. 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. Parents will be responsible for payment of tuitions and fees for sixty days following the office receiving your written notice of withdrawal. 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 School:** See Parent Handbook ~ Section "Conditions That May Require a Child's Permanent Dismissal from School"

**Failure to Pay:** If your tuition payment is delinquent by 30 days or more, Adobe Montessori may suspend your child's attendance until payment is received in full.

\* 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 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 day time period is not in effect until the written notice has been submitted to the office.

**I have read the 2019 – 2020 Enrollment Agreement and General Release Form.**

**I have received and read a copy of the Parent Handbook either online at [www.adobemontessori.com](http://www.adobemontessori.com) or requested a copy from the office.**

**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.**

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Signature of Parent (Mother) or Guardian

Date

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Signature of Parent (Father) or Guardian

Date

# ADOBE 2019-2020 MONTESSORI General Release Form S C H O O L

**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 at time of enrollment or within 15 days of the admission of your child.**

1. 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.

2. 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.

3. 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 from the office upon request.

4. I am aware that Adobe Montessori School, Inc., liability insurance policy covers only the students formally enrolled and no 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 non-enrolled child. This card must be in the school office before I leave my non-enrolled child.

5. 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.

6. 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.

7. Upon enrolling their child at Adobe Montessori, parents are aware, and agree, that part of the Practical Life & other areas 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.

8. Adobe Montessori School sometimes has classroom animals as part of their curriculum. These may include, but are not limited to, rabbits, birds, hermit crabs, fish, 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. Two child therapy dogs will eventually join the AMS family. 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) and Mrs. Root 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.

9. The 2019-2020 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.

10. Adobe Montessori School, Inc. accepts students with special needs on a case by case basis. After enrollment, observation of the child in the classroom along with conferencing with faculty and parents will help to ascertain if the child's placement continues to be appropriate for him/her and classmates.

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

12. 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