



Mission Montessori Schools

Renee Gagliano - Registrar
11050 N. 96th St., Scottsdale, AZ 85260
Tel: 480-699-4950
Fax: 480-314-3346
www.missionmontessori.com

Private School Checklist

Child's Name: _____

Today's Date: _____

Current Teacher: _____

2020-2021 Program: _____

New Placement: *(office use only)* _____

Returning Student

- 1 Application - \$285 Payment _____
- 2 Parent Information Addendum
~ARS 15-184(A) _____
- 3 Fee Schedule & Enrollment Agreement _____
- * 4 Proof of Residency **ALL STUDENTS**
(Example: electric bill, cable bill...)
~ARS 15-184(A) _____
- 5 Emergency Form _____
- 6 Allergy Questionnaire _____
- 7 Permissions/Release Form _____
- * 8 Updated Immunization Records **ALL STUDENTS**
~ARS 15-872/ARS 15-873 _____
- 9 Family-School Partnership (Volunteer Hours) _____
- 10 Tuition Payment Form _____
- 11 Annual Tax Credit Program _____

***Please provide these documents**

Pursuant to ARS 15-184(I), Mission Montessori Schools, Mission Montessori Academy, and the Farm at Mission Montessori Academy does not admit any pupil who has been expelled from another educational institution, or who is in the process of being expelled from another educational institution.



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Shea _____ St. Apkar _____
 Mission Montessori
 del Desierto
 Mission Montessori del Cielo
 Infant Toddler Primary
 Kindergarten

Current School Yr.
Start Date: _____

Today's Date: _____

Infant
5FDEXaaa
Toddler
5HD ___ 5FD ___ 5FDEX ___

Primary
5HD ___ 5FD ___ 5FDEX ___
Kindergarten
5HD ___ 5FD ___ 5FDEX ___

Enrollment Application **2020-2021**

Current Teacher: _____

Pgy 'Placement: *(Office Use Only)*

Student Information

Sex: M F **State** of Birth: _____

Last Name: _____

First Name: _____

Middle Name: _____

Date of Birth: / /

Primary Language Spoken: Student: _____

Parents: _____

Ethnic Origin (please circle):

**Hispanic or Latino American Indian or Alaska Native Asian Black or African American
 Native Hawaiian or Other Pacific Islander White**

Mother's/Guardian's Information

Living with Child Yes No
Allow Release Yes No
Active Military Yes No

Address: New Address: Yes or No (circle)

Home Tel No:

Last Name: _____

_____ Street

(____)

First Name: _____

_____ City _____ State _____ Zip

Work Tel No:

(____)

Cell Tel No:

(____)

Occupation: _____

Email: _____

Father's/Guardian's Information

Living with Child Yes No
Allow Release Yes No
Active Military Yes No

Address:

Home Tel No:

Last Name: _____

_____ Street

(____)

First Name: _____

_____ City _____ State _____ Zip

Work Tel No:

(____)

Cell Tel No:

(____)

Occupation: _____

Email: _____

1. What is the Primary language used in the home regardless of the language spoken by the student? _____
2. What is the language most often spoken by the student? _____
3. What is the language that the student first acquired? _____

Previous School Attended _____ **Phone Number** _____



Parent/Guardian Information Addendum

Student Name _____ **Teacher** _____ **Date** _____

Mother/Guardian

Name

Employer

Position/Title

Address

Work Phone

Work Email

Father/Guardian

Name

Employer

Position/Title

Address

Work Phone

Work Email



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2020-2021

Fee Schedule & Policies

Tuition is based on a ten month academic year (approximately 190 days of instruction). Tuition payments are due bi-annually, July 15th and November 1st. An alternative payment plan is offered in ten monthly installments, however a twenty dollar per installment fee will be added.

<u>Program</u>	<u>Time</u>	<u>Yearly / 10 Installments</u>	
<u>Kindergarten</u>			
Charter Half Day	8:00 AM to 11:00 AM	No Fee	
Lunch Hour and Recess	11:00 AM to 12:30 PM	\$2,000	\$220
Full Day	8:00 AM to 3:00 PM	\$4,450	\$465
5 Full Days & Extended Care	7:30 AM to 6:00 PM	\$6,550	\$675
<u>Primary 3 to 6 Years Old</u>			
5 Half Days	8:30 AM to 12:30 PM	\$7,600	\$780
5 Full Days	8:30 AM to 3:00 PM	\$8,400	\$860
5 Full Days & Extended Care	7:30 AM to 6:00 PM	\$10,250	\$1,045
<u>Toddlers 24 to 36 Months</u>			
5 Half Days	8:30 AM to 12:00 PM	\$8,500	\$870
5 Full Days	8:30 AM to 3:00 PM	\$9,400	\$960
5 Full Days & Extended Care	7:30 AM to 6:00 PM	\$10,550	\$1,075
<u>Transition Room 14 to 24 Months (year round program)</u>		<u>Monthly</u>	
5 Full Days & Extended Care	7:30 AM to 6:00 PM	\$1,150	
<u>Infants 3 to 14 months (year round program)</u>		<u>Monthly</u>	
5 Full Days & Extended Care	7:30 AM to 6:00 PM	\$1,175	

Sibling Discount: Parents with two or more children enrolled in the Infant, Toddler or Primary **extended day program** receive \$750 per family discount over the course of the school year. Parents with two or more children enrolled in the Toddler or Primary **Full Day Program** receive \$250 per family discount over the course of the school year.



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Enrollment Agreement for 2020-2021

This enrollment agreement is made by and between the undersigned parents or guardians of the herein named child, hereinafter referred to as "parent" and the MISSION MONTESSORI SCHOOL, hereinafter referred to as "school". The parent hereby enrolls the child named below according to the following terms and conditions.

Parent's Name: _____

Child's Name: _____

Birth Date: ___/___/_____

		If Mailing: CHECKS MAIL TO: MISSION MONTESSORI SCHOOLS 5550 E MERCER LN. SCOTTSDALE, AZ 85254
Registration Fee: A non-refundable registration fee of \$285 must be turned in with packet	\$285.00 Yearly	Tuition is for the academic school year (10 Months). Payment options are: *Bi-Annually (1st Payment July 1st, 2nd Payment Nov. 1st) *Monthly Installments: 1st Monthly Installment July 1st 2nd Monthly Installment Sep. 1st
Specials / ODE Enhancement Project	\$500.00 One Time	A 5-day grace period is given and a late charge of \$25.00 will automatically be applied to your account for payment not received by the 5 th of each month. There is a \$35.00 charge for each returned check.
Tuition: Please check PMT plan Monthly Installments _____		Monthly Installments 1 st PMT - July 1 st 2 nd PMT - September 1 st
Tuition: Please check PMT plan Bi-Annually _____		Bi-Annually 1 st PMT - July 1 st 2 nd PMT - November 1 st

TUITION: Tuition is an annual fee for the academic school year from August through May as per school calendar (approximately 190 days) and excludes holidays, weekends, spring break, and winter break. Families with more than one child and different programs please write separate checks. (Ex. Please write separate check for each: tuition, trips, Supply fund (Kinder Only), etc.).

PAYMENTS: Installment payments are due on the 1st of the month unless specified otherwise in the billing statement. A late fee of \$25.00 will be charged for the fees not received by the 5th of each month. There is a \$35.00 charge for each returned check. A child will not be admitted if the tuition has not been received by the 10th of the same month.

CHANGES IN RATES: In order to maintain an educational standard of excellence or any changed circumstances the school has the right to raise tuition and fees upon thirty days' notice.

ABSENCE, WITHDRAWAL, DISMISSAL AND REFUNDS: There are no refunds or reduction of tuition for the absence of children from school due to illness or any other reason. Thirty day written notice is required to withdraw a child from the school. Failing to give a 30 day written notice will result in full payment for 30 days from the date of written notice, whether or not the child attends the school during the 30 day period. A child may be dismissed by the school without prior notice, if in the sole opinion of the school, it is in the best interest of the child or the school to do so. If a child is dismissed from school, prepaid tuition shall be refunded from the date of dismissal.

EXTENDED DAY: Before school and after school program are to be paid with tuition. Cancellations are by written notice only to the school office at least a week prior to the new pay period, otherwise full payment is required. Hours of operation are 7:30am- 8:00am & 3:00pm-6:00pm. Holidays are not included in the price (examples: Spring Break, Winter Break, Columbus Day, President's Day, etc.)
Late fees: \$1.00 per minute after 6:00pm

SIGN IN AND OUT POLICY: All children enrolled in infant, toddler, primary, kindergarten and elementary aftercare programs are required by the school and The Department of Health to sign in and out with correct time and legible signature with first initial and last name, on a daily basis. The school reserves the right to charge a penalty of \$25.00 per day for unsigned days, due to penalties imposed by the AZ Dept of Health. There will be a \$1 per minute charge for pick-ups after 6:00 pm.

DAILY INSPECTION FOR ILLNESS: The child shall not be admitted to the school on any day when the child has obvious symptoms of illness or is believed to have been exposed to a contagious disease. There is a 24-hour return policy for any child who has a fever. See **Parent Handbook**.

RIGHTS OF DEPARTMENT OF CHILD PROTECTIVE SERVICES: The Arizona State Department of Child Protective Services or licensing agency shall have the authority to interview children, or staff and to inspect school records of any child without prior consent. The Department shall also have the authority to observe the physical condition of children, including conditions, which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine children.

LIEN ON STUDENT RECORDS CLAUSE: Parents recognize, agree and consent to the fact that all student's records are property of the school and that no records shall be released until all sums due hereunder are paid in full, and withdrawal notice is complete.

Parent acknowledges that he/she has read this **ENROLLMENT AGREEMENT** and has received a true copy. Parent also acknowledges receiving a copy of the "**PARENTS' SCHOOL POLICY HANDBOOK**" which contains: the school's admission, withdrawal policies and procedures, information concerning the school's activities, services, regular hours of operation, fees, procedures to be followed should child become sick or injured while in school, sign in and out procedure, and the school's inspection for illness procedure. Additional conditions and guidelines per the "School Policy Handbook." *

Signatures of parent(s) or legal guardians(s) financially responsible for the above child.

Mother's Name Please Print Phone # Date

Mother's Signature

Father's Name Please Print Phone # Date

Father's Signature

*** School Policy Handbook is available on our website at missionmontessori.com**



CDC/SGH# or name: _____

**Arizona Department of Health Services
Bureau of Child Care Licensing
Emergency, Information and Immunization Record Card**

Child's Name:	Date Enrolled:	Updated:
Home Address (#, Street, City, State, Zip Code):		Date Disenrolled:
Home Phone:	Date of Birth:	Sex: <input type="checkbox"/> male <input type="checkbox"/> female

Parent or Guardian Name:	Home Address (#, Street, City, State, Zip Code):
Cell Phone (optional):	Contact Telephone Number:

Parent or Guardian Name:	Home Address (#, Street, City, State, Zip Code):
Cell Phone (optional):	Contact Telephone Number:

**I authorize the following individuals to collect my child from the facility in case of emergency or if I cannot be contacted:
(Pursuant to R9-5-304.B, at least two contact persons are required.)**

Name:	Contact Telephone Number:
Name:	Contact Telephone Number:
Name:	Contact Telephone Number:
Name:	Contact Telephone Number:

If Medical care is necessary, call:

Health Care Provider*	Name:	Contact Telephone Number:
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*A Health Care Provider is a physician, physician assistant or registered nurse practitioner.

In case of injury or sudden illness, I request that this individual be called first:	
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The following individual(s) may NOT remove my child from the facility:

Name(s):

Custody papers have been provided and are on file at the facility. yes no

Telephone Authorization Code (optional): _____

Immunization Information

(A licensee shall attach an enrolled child's written immunization record or exemption affidavit to the enrolled child's Emergency, Information and Immunization Record card.)

For information regarding current immunization requirements go to:

www.azdhs.gov/phs/immun/index.htm or contact the Arizona Immunization Program Office at (602)364-3630.

One of these items must accompany the EIIR card at all times:

<input type="checkbox"/>	Copy of current official documented immunization record attached
<input type="checkbox"/>	Religious Beliefs exemption form signed by parent/guardian attached
<input type="checkbox"/>	Medical Exemption form signed by physician and parent/guardian attached
<input type="checkbox"/>	Signed Laboratory Proof of Immunity form attached

Notification of immunizations needed sent to Parent(s) or Guardian(s):	mo /day/ yr	mo /day/ yr	mo /day /yr
Updated immunizations received and attached:	mo /day/ yr	mo /day/ yr	mo /day /yr

Medical Information

<p>Is child allergic to food or other substances? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, describe symptoms, name foods or substances to be avoided, and the procedure to follow if reaction occurs:</p>
<p>Is child usually susceptible to infections and if so, what precautions need to be taken? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, list precautions:</p>
<p>Is child subject to convulsions and what should be our procedure if one occurs? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, specify procedure:</p>
<p>Is there any physical condition that we should be aware of and what precautions should be taken (heart trouble, foot problem, hearing impairment, hernia, etc.)? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, list precautions:</p>
<p>Additional comments:</p>
<p>Other special instructions:</p>

This **Emergency Information and Immunization Record Card** is accurate and complete, front and back, and was provided by:

Parent/Guardian PRINTED Name:	SIGNED Name:	DATE:
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Mission Montessori Schools ALLERGY QUESTIONNAIRE

The purpose of the questionnaire is to gather information about potentially severe and/or life-threatening allergies that your child may have. This information will help provide appropriate care while your child is at school.

Student's Name: _____

Date of Birth: _____

Teacher: _____

Grade: _____

1. Does your child have a known or suspected food-allergy? Yes No

If yes, please check ALL foods that apply.

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Peanuts (includes peanut butter and peanut oils) | <input type="checkbox"/> Soy |
| <input type="checkbox"/> Tree Nuts (walnuts, almonds, pecans, cashews, etc.) | <input type="checkbox"/> Wheat |
| <input type="checkbox"/> Milk or Dairy | <input type="checkbox"/> Fish |
| <input type="checkbox"/> Eggs | <input type="checkbox"/> Shellfish |

List any others: _____

2. Could your child's allergy be life-threatening? Yes No

Please indicate past symptoms of your child's food allergy.

- | | | |
|---|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Tingling/swelling of lips, tongue, mouth | <input type="checkbox"/> Itching | <input type="checkbox"/> Hives |
| <input type="checkbox"/> Swelling of face or extremities | <input type="checkbox"/> Diarrhea | <input type="checkbox"/> Vomiting |
| <input type="checkbox"/> Tightening/ swelling of throat | <input type="checkbox"/> Cough | <input type="checkbox"/> Cramps |
| <input type="checkbox"/> Weakness | <input type="checkbox"/> Wheezing | <input type="checkbox"/> Fainting |
| <input type="checkbox"/> Other – Please explain _____ | | |

3. Has your child ever been treated by a health care provider for an allergic reaction? Yes No

4. Does your child require medication for an allergic reaction? Yes No
If yes, please list _____

If your child requires an Epi-pen (emergency dose of epinephrine), do you have a current prescription to provide to the school to be kept in case of an allergic reaction? Yes No

5. Is your child on any prescription medication(s)? Yes No
If yes, please list the medications below:

<u>Medications</u>	<u>Reason</u>

I give permission for any employee of the school to have my child's medical information.

Parent Name _____ Date _____

Contact Phone number _____



Mission Montessori Schools

Permission/Release Form

Student's Name

Teacher's Name

Emergency Treatment Permission

I give Mission Montessori Schools permission to provide EMERGENCY treatment for my child should it be deemed necessary. I understand that in case of an emergency, my child will be taken to a local hospital. Mission Montessori Schools will begin immediate attempts to contact parents/guardian while child is in transport.

Parent/Guardian Signature

Date

WE CANNOT HAVE YOUR CHILD TREATED IN CASE OF AN EMERGENCY WITHOUT YOUR EXPLICIT PERMISSION!

Sunscreen /Bug Spray Application Permission

I give Mission Montessori Schools staff permission to apply sunscreen of SPF 15+ /Bug Spray that I will provide, to my child's face, arms and legs.

Parent/Guardian Signature

Date

Photo/Film/Audio/Website Release

I release any claim towards Mission Montessori Schools concerning the use of any film, photograph, or audio recording, which contains or may contain my child's image or voice. Mission Montessori Schools has explicit permission to use any such film, photo or audio recordings as they see fit for the purpose of historical record, marketing, social media, website or classroom use without limitation or compensation.

_____ I do give permission

_____ I do NOT give permission

Parent/Guardian Signature

Date

Immunization Notice

Please be advised that all immunization requirements must be met in the time specified by the Arizona Health Department. **A 15 day notice will be given to parents whose children have not met the requirements. If proof of immunization shots is not provided. Arizona law states that the child must be suspended from school** until all requirements are met.

Please sign indicating that you have read and understand the above notice.

Parent/Guardian Signature

Date

Mission Montessori FSP - 15 hours of service

Mission Montessori requires 15 hours of family service per child enrolled, or a contribution of \$150 per child in lieu of volunteer hours, paid to Mission Montessori Schools. Special projects designated by the teacher, field trips, fundraising activities and school events are great ways to become involved. Ice Cream Social, Book Fair, Movie Night, International Day, Thanksgiving Feast, Golf Tournament, Parent Education Nights, Room Parent and Art Masterpiece are all school events that will offer volunteer opportunities.

We welcome all parents as guest speakers to share their special talents, hobbies, experiences and careers. Classroom parties and Park Day do not count for volunteer hours.

_____ **Will volunteer 15 hours of service per child**

_____ **Will contribute \$150 in lieu of volunteer hours per child**
check_____ or Credit Card_____ (Please Complete Credit Card Payment Form)

_____ **Will need to forgo both the volunteer hours and the \$150.**

PLEASE PRINT THE NAME(S) OF STUDENT(S) ENROLLING & THEIR TEACHER'S NAME:

Student:

Teacher: 2020-2021 (If Known)

_____	_____
_____	_____
_____	_____
_____	_____

_____	_____	_____
PRINT PARENT NAME	PARENT SIGNATURE	DATE

_____	_____	_____
PRINT PARENT NAME	PARENT SIGNATURE	DATE

Mission Montessori Credit Card Authorization Form

Mission Montessori accepts Visa, MasterCard and Discover. If you would like to pay Mission Montessori by credit card, please fill out this authorization form and return it to the site manager of your campus. By filling out and signing this form, you are giving Mission Montessori permission to process your credit card for payment. There is a 2% processing fee to pay by credit card.

Authorized Signature: _____ Date: _____

Printed Name: _____

Child's Name: _____

Teacher's Name: _____



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Credit Card Payment Form 2020-2021

Pay your monthly bill by credit card. We accept Visa, MasterCard, and Discover. Upon request, we can automatically charge your credit card on/or before the 5th of every month. If you would like to take part in this program, Please fill out the following form.

(Please note: if you already take part in this program, you will still need to fill out a new form for the current school year.)

Name printed on Credit Card: _____

Address: _____ Zip: _____

Phone #: _____ Cell #: _____

Child's Name: _____

Teacher's Name: _____

Credit Card #: _____

Expiration Date: _____ 3 Digit Code: _____ Billing Zip Code: _____

One time charge for the month of _____ for \$ _____

Itemized Charges:

Automatically charge my card every month for Tuition in the amount of \$ _____

Signature: _____ Date: _____

CREDIT CARD CHARGES ARE SUBJECT TO A 2% SERVICE FEE

**Arizona Department of Education
Arizona Residency Documentation Form**

Student _____ School _____

School District or Charter Holder _____

Parent/Legal Guardian _____

As the Parent/Legal Guardian of the Student, I attest* that I am a resident of the State of Arizona and submit in support of this attestation a copy of the following document that displays my name and residential address or physical description of the property where the student resides:

- _____ Valid Arizona driver's license, Arizona identification card or motor vehicle registration
- _____ Valid Arizona Address Confidentiality Program authorization card
- _____ Real estate deed or mortgage documents
- _____ Property tax bill
- _____ Residential lease or rental agreement
- _____ Water, electric, gas, cable, or phone bill
- _____ Bank or credit card statement
- _____ W-2 wage statement
- _____ Payroll stub
- _____ Certificate of tribal enrollment (506 Form) or other identification issued by a recognized Indian tribe in Arizona
- _____ Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)
- _____ Temporary on-base billeting facility (for military families)

_____ I am currently unable to provide any of the foregoing documents. Therefore, I have provided an original affidavit signed and notarized by an Arizona resident who attests that I have established residence in Arizona with the person signing the affidavit.

Signature of Parent/Legal Guardian

Date

*For members of the armed services, the provision of verifiable documentation does not serve as a declaration of official residency for income tax or other legal purposes. Armed service members may utilize a temporary on-base billeting facility as the address for proof of residency.

