

Renee Gagliano - Registrar 11050 N. 96th St., Scottsdale, AZ 85260 Tel: 480-699-4950 ext. 0 Fax: 480-314-3346

### Private/Kindergarten/Charter kindergarten School Checklist

Ch	iild's	s Name:	Today's Date:
Cu	ırren	t Teacher:	2023-2024 Program:
Ne	ew Pl	lacement: (office use only)	Returning Student
	1	Application - \$285 Payment	
	2	Fee Schedule & Enrollment Agreement	
*	3	Proof of Residency KINDER ONLY	
		See Arizona Residency Documentation Form ~ARS 15-802 (B)	
	4	Emergency Form	
	5	Allergy Questionnaire	
	6	Permission/Release Form	
*	7	Updated Immunization Records <b>ALL STUDENTS</b> ARS 15-873	
	8	Family-School Partnership (Volunteer Hours)	
	9	Tuition Payment Form	
	10	Annual Tax Credit Program	
	11	Primary Home Language (PHLOTE) ~ARS 15-184(A	A)

# **★** 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.



**Email:** 

## **Mission Montessori Schools**

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**Today's Date:** 

		Start I	Date:	·	
St. Anthony Infant Transition Primary Kind		Infant 5FDEXaa Toddler 5HD	Transition aa 5FDEX  5FD 5FDEX	5HD5.	FD 5FDEX rten FD 5FDEX
Enrollment Application 2	2023-2024	Current 1			ement: (Office Use Only)
Student Information Last Name:	First Na	me:	Middle I		M F State of Birth:
Date of Birth: / / Ethnic Origin (please circle): optional/not required as a condition of enrollment.	Primary Languaş Hispanic or Latin Native Hawaiian	o American	Student: Indian or Alaska ïc Islander Wi		Parents: sian Black or African American
Mother's/Guardian's Information	Living with Child Yes No	Address:	New Address (O	NLY)	Home Tel No:
Last Name:	Allow Release Yes No		Street		Work Tel No:
First Name:	Active Military Yes No	City	State	Zip	Cell Tel No:
Occupation:	Email:				
Father's/Guardian's Information	Living with Child Yes No	Address:	New Address (C	ONLY)	Home Tel No:
Last Name:	Allow Release Yes No		Street		Work Tel No:
First Name:	Active Military Yes No	City	State	Zip	Cell Tel No:
Occupation:	Email:				

**Current School Yr.** 

If remaining capacity is insufficient to enroll all pupils who submit a timely application, the charter school shall select pupils through an equitable selection process such as a lottery except that preference shall be given to siblings of a pupil selected through an equitable selection process such as a lottery. ~ARS- 15-184(E)



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# 2023-2024 Fee Schedule & Policies

Tuition is based on a ten month academic year (approximately 185 days of instruction). Tuition payments are due bi-annually, July 1<sup>st</sup> and November 1<sup>st</sup>. An alternative payment plan is offered in ten monthly installments, however a twenty dollar per installment fee will be added.

Program	<u>Time</u>	Yearly / 10	<b>Installments</b>
Kindergarten	0.00 ANT 4 - 11.00 ANT	N. E.	
Charter Half Day Lunch Hour and Recess	8:00 AM to 11:00 AM	No Fee	<b>\$255</b>
Lunch Hour and Recess	11:00 AM to 12:30 PM	\$2,350	\$255
Full Day	8:00 AM to 3:00 PM	\$4,900	\$510
5 Full Days & Extended Care	7:30 AM to 6:00 PM	\$7,300	\$750
Primary 3 to 6 Years Old			
5 Half Days	8:30 AM to 12:30 PM	\$8,750	\$895
5 Full Days	8:30 AM to 3:00 PM	\$9,600	\$980
5 Full Days & Extended Care	7:30 AM to 6:00 PM	\$11,550	\$1,175
Toddlers 24 to 36 Months			
5 Half Days	8:30 AM to 12:00 PM	\$9,750	\$995
5 Full Days	8:30 AM to 3:00 PM	\$10,800	\$1,100
5 Full Days & Extended Care	7:30 AM to 6:00 PM	\$12,250	\$1,245
Transition Room 14 to 24 Months (year 1	round program)	Monthly	
5 Full Days & Extended Care	7:30 AM to 6:00 PM	\$1,350	
Infants 3 to 14 months (year round progr	Monthly		
5 Full Days & Extended Care	7:30 AM to 6:00 PM	\$1,350	

<u>Sibling Discount:</u> Parents with two or more children enrolled in the Infant, Toddler or Primary <u>extended day program</u> receive \$250 per family discount over the course of the school year.



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#### **Enrollment Agreement for 2023-2024**

Parent's Name:

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.

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 <sup>th</sup> of each month. There is a \$35.00 charge for each returned check.
Tuition: Please check PMT plan Monthly Installments		Monthly Installments  1 <sup>st</sup> PMT - July 1 <sup>st</sup> 2 <sup>nd</sup> PMT - September 1 <sup>st</sup>
Tuition: Please check PMT plan Bi-Annually		Bi-Annually 1st PMT - July 1st 2nd PMT - November 1st

**TUITION**: Toddler through Kindergarten tuition is an annual fee for the academic school year from August through May as per school calendar (approximately 185 days) and excludes holidays, weekends, spring break, and winter break. Infant and transition room tuition is due by the 1st of each month year round.

**PAYMENTS**: Installment payments are due by the 1<sup>st</sup> 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 5<sup>th</sup> 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 10<sup>th</sup> 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. There are no refunds for mandatory school closures. 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- 8:30am & 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, transition, toddler, primary, and kindergarten 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.

<u>LIEN ON STUDENT RECORDS CLAUSE</u>: 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."

Mother's Name Please Print	Phone #	Date	
Mother's Signature			
Father's Name Please Print	Phone #	Date	
Father's Signature			

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

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



# Arizona Department of Education

Office of English Language Acquisition Services

### **Home Language Survey**

The responses to this Home Language Survey (HLS) are used by the school to provide the most appropriate instructional programs and services for the student. The answers below will determine if a student will take the Arizona English Language Learner Assessment (AZELLA). Please respond to each of the three questions as accurately as possible. If you need to correct any of your responses, this must be done <u>before</u> the student takes the AZELLA Placement Test.

st speak or understand?
District Student ID
SSID
Date
_

Please provide a copy of the Home Language Survey to the EL Coordinator/Main Contact on site. In AzEDS, please enter all three HLS responses.

These HLS questions are in compliance with Arizona Administrative Code (R7-2-306(B)(1),(2)(a-c). (Revised 01-2020)



CDC/SGH# or name:	
CDC/SCIP# OF Harrie.	

# 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:		
L			L		
Parent or Guardian Name:	Home Address (#, Street, City, State, 2	Zip Code):			
Cell Phone (optional):	Contact Telephone Number:				
Parent or Guardian Name:	Home Address (#, Street, City, State, 2	Zip Code):			
Cell Phone (optional):	Contact Telephone Number:				
I authorize the following individuals to c (Pursuant to R9-5-304.B, at least two con		in case of emerg	ency or if I cannot be contacted:		
Name:	ince persons are required;	Contact Telepho	one Number:		
Name:		Contact Telepho	one Number:		
Name:		Contact Telepho	phone Number:		
Name:		Contact Telephor	ne Number:		
If Medical care is necessary, call:		ı			
Health Care Provider*		Contact Telepho	one Number:		
*A Health Care Provider is a physic	ian, physician assistant or re	gistered nurse	practitioner.		
I hereby give authority to any hospital or do	ctor to render immediate aid as mig	ght be required at	the time for his/her health and safety.		
In case of injury or sudden illness, I request that this individual be called first:					
110quosi mui mis mui					
The following individual(s) may NO	OT remove my child from the	e facility:			
Name(s):					
Custody papers have been provided and are	e on file at the facility.  yes	no no			
Telephone Authorization Code (opt	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: <a href="https://www.azdhs.gov/phs/immun/index.htm">www.azdhs.gov/phs/immun/index.htm</a> or contact the Arizona Immunization Program Office at (602)364-3630.

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

Copy of current offici	al documented immuniza	tion record atta	ached		
Religious Beliefs exemption form signed by parent/guardian attached					
Medical Exemption form signed by physician and parent/guardian attached					
Signed Laboratory Pro	oof of Immunity form atta	ached			
Notification of immunizations needed sent to	Parent(s) or Guardian(s):	mo /day/ yr	mo /day/ yr	mo /day /yr	
Updated immunization	s received and attached:	mo /day/ yr	mo /day/ yr	mo /day /yr	
Medical Information					
Is child allergic to food or other substanc <b>If yes</b> , describe symptoms, name foods or substan		ocedure to follow i	f reaction occurs:	No Yes	
Is child usually susceptible to infections a <b>If yes</b> , list precautions:	and if so, what precaution	as need to be ta	ken?	No Yes	
Is child subject to convulsions and what s If yes, specify procedure:	should be our procedure i	f one occurs?		No Yes	
Is there any physical condition that we see taken (heart trouble, foot problem, heart fyes, list precautions:		-	ns should	No Yes	
Additional comments:					
Other special instructions:					
This <b>Emergency Information and Immunization Record Card</b> is accurate and complete, front and back, and was provided by:					
Parent/Guardian PRINTED Name:	SIGNED Name:		DATE:		

# 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:
Does your child have a known	own or suspected food-allergy?	YesNo
Tree Nuts (walnuts, Milk or Dairy Eggs	eds that apply. eanut butter and peanut oils) almonds, pecans, cashews, etc.)	Wheat Fish Shellfish
2. Could your child's allergy b	pe life-threatening? Ye	es No
Tingling/swelling of li Swelling of face or ex Tightening/ swelling weakness	ms of your child's food allergy. ips, tongue, mouth Itching xtremities Diarrhea of throat Cough Wheezing ain	Vomiting Cramps Fainting
Has your child ever been t reaction? Yes	reated by a health care provide No	r for an allergic
•	edication for an allergic reaction	
	n Epi-pen (emergency dose of e provide to the school to be kept Yes No	
5. Is your child on any prescr If yes, please list the medic	ription medication(s)? Yes cations below:	No
<u>Medications</u>		<u>Reason</u>
I give permission for any emp	loyee of the school to have my	child's medical information.
Parent Name Contact Phone number	Da	ate



### Permission/Release Form

Student's Name	Teacher's Name
I give Mission Montessori Schools perm should it be deemed necessary. I under	cy Treatment Permission ission to provide EMERGENCY treatment for my child stand that in case of an emergency, my child will be ssori Schools will begin immediate attempts to contact ort.
Parent/Guardian Signature	Date
WE CANNOT HAVE YOUR CHILD TRE YOUR EXPLICIT PERMISSION!	EATED IN CASE OF AN EMERGENCY WITHOUT
	g Spray Application Permission permission to apply sunscreen of SPF 15+/Bug Spray ns and legs.
Parent/Guardian Signature	Date
I authorize the use by Mission Montessori recordings, or likeness, as well as any ma project, for any purpose in any medium, in and social media platforms. I understand the for these uses. I understand if I do not wis aforementioned mediums, I must e-mail meconsent.	terial created by my child as part of a School acluding but not limited to the school's website the School will not compensate me or my child h for my child to be included in any of the nedia@missionmontessori.com to withdraw
Parent/Guardian Signature	Date
Please be advised that all immunization Arizona Health Department. A 15 day not met the requirements. If proof of immuthat the child must be suspended from Please sign indicating that you have reasonable.	
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 se	ervice per child	
Will contribute \$150 in lieu o	of volunteer hours per child _ (Please Complete Credit Card Payment Form)	
Will need to forgo both the v	volunteer hours and the \$150.	
PLEASE PRINT THE NAME(S) O	F STUDENT(S) ENROLLING & THE	IR TEACHER'S NAME
Student:	Teacher: 2023-2024 (If Known)	
PRINT PARENT NAME	PARENT SIGNATURE	DATE
		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 3% 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 2023-2024**

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 5<sup>th</sup> 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 Ca	rd:
Address:	Zip:
Phone #:	Cell #:
Child's Name:	
Teacher's Name:	
Credit Card #:	
Expiration Date: 3  One Time Charge	3 Digit Code: Billing Zip Code: for \$
Itemized Charges:	
Automatically cha	arge my card every month for Tuition in
Signature:	Date:

CREDIT CARD CHARGES ARE SUBJECT TO A 3% SERVICE FEE



# Arizona Department of Education Arizona Residency Documentation Form

Studen	ıt	School	
School	District or Charter Holder		
Parent	t/Legal Guardian		
suppo		, I attest* that I am a resident of the State of Arizona and submit owing document that displays my name and residential address he student resides:	
	Valid Arizona Address Confidentiality Real estate deed or mortgage docume Property tax bill Residential lease or rental agreement Water, electric, gas, cable, or phone to Bank or credit card statement W-2 wage statement Payroll stub Certificate of tribal enrollment (506 H Indian tribe in Arizona Documentation from a state, tribal or Administration, Veteran's Administrat Temporary on-base billeting facility (1) I am currently unable to provide an	t bill  Form) or other identification issued by a recognized r federal government agency (Social Security ation, Arizona Department of Economic Security) (for military families)  ny of the foregoing documents. Therefore, I have provided a red by an Arizona resident who attests that I have establishe	
Signati	ure of Parent/Legal Guardian	Date	

<sup>\*</sup>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.



# State of Arizona Affidavit of Shared Residence

Student Name:	
Parent/Legal Guardian Name:	
School Name:	
School District or Charter Holder:	
Name of Arizona Resident:	
I, (resident name) swear or affirm that Arizona and that the persons listed below reside with me at my residence, describ	I am a resident of the State of ed as follows:
Persons who reside with me:	
Location of my residence:	
I submit in support of this attestation a copy of the following document that dispresidence address or physical description of my property:	nicle registration  d by a recognized Indian tribe
Signature of Affiant:	

# Acknowledgement

State of Arizona County of	
The foregoing was acknowledged before me this By	day of, 20,
My Commission Expires:	Notary Public

# MISSION MONTESSORI ACADEMY



YOUR voice WILL be heard!
YOU control where YOUR tax dollars go!

Remember your money is returned in full upon filing.

- 1. Send your donation along with this form to: mailing address: 11050 N. 96th St Scottsdale, AZ 85260 You can also drop it off at your child's campus main office. Online Payments Email JMartin@MissionMontessori.com
- 2. Receive your tax receipt.
- 3. Complete your state tax return.

We need 100% participation from our families. Donations from \$5 to \$400 are credited back to you on your Arizona State Income Tax return. Any extra is greatly appreciated.

Your contribution goes directly to:

Gardening, extra assistants in classroom to reduce student/teacher ratio, Music Program, P.E., Spanish, Sustainable System, and more!



Tax credits up to \$200 for single, head of household or filing individually; \$400 if filing jointly.

\*\*Many employers have matching programs. Please check with your HR Department to see if your employer will match your contribution. Return your corporate matching form with your donation\*\*

For more information please visit: www.revenue.state.az.us

Child/ren's Name:		Teacher's Name:	
Select Payment Me	ethod:		
Check #	in the amount of \$		
Credit Card: Visa _	_ MasterCard Discover _	In the amount of \$	
Card #		Expiration:	
Signature:	Date:	3 Digit Code:	_
Your name:		Billing Zip Code:	
Address:			
	ber:		
Email Address:			