



Mission Montessori Schools
 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

Child's Name: _____

Today's Date: _____

2024-2025 Program: _____

New Placement: *(office use only)* _____

New Student

1. Application - \$285 Payment _____
 ~ARS 15-184 (A)
2. Fee Schedule & Enrollment Agreement _____
- * 3. Proof of Residency **Charter**
KINDER ONLY
 See Arizona Residency Documentation Form
4. ~ARS 15-802 (B)
 Emergency Form _____
5. Allergy Questionnaire _____
6. Permissions/Release Form _____
- * 7. Updated Immunization Records/Exempt Form- required before attendance
 ~ARS 15-872 ~ARS 15-872(C) ~ARS 15-873 _____
8. Primary Home Language (PHLOTE) ~ARS 15-756
 Charter **KINDER ONLY** _____
9. Exceptional Student Services Info Page _____
10. Family-School Partnership (Volunteer Hours) _____
11. Extended Day Registration _____
12. Private Tuition Payment Form _____
13. Authorization to Release Confidential Information ~ARS 15-828(G) _____
- * 14. 14. Birth Certificate or document as prescribed by ~ARS 15-828(A) _____
 - A. On enrollment of a pupil for the first time in a particular school district or private school offering instruction to pupils in any kindergarten programs or grades one through twelve, that school or school district shall notify the person enrolling the pupil in writing that within thirty days the person must provide one of the following:
 1. A certified copy of the pupil's birth certificate.
 2. Other reliable proof of the pupil's identity and age, including the pupil's baptismal certificate, an application for a social security number or original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate.
 3. A letter from the authorized representative of an agency having custody of the pupil pursuant to title 8, chapter 2 certifying that the pupil has been placed in the custody of the agency as prescribed by law.

* **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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Current School Yr. _____ Today's Date: _____
 Start Date: _____

St. Anthony _____ St. Apkar _____

Infant	Transition	Primary
5FDEXaaa	5FDEX__	5HD__ 5FD__ 5FDEX__
Toddler	Kindergarten	
5HD__ 5FD__ 5FDEX__	5HD__ 5FD__ 5FDEX__	

Infant Transition Toddler
 Primary Kindergarten

Enrollment Application **2024-2025**

Current Teacher: _____ Pgy 'Placement: (Office Use Only)

Student Information

Last Name: _____ First Name: _____ Middle Name: _____ Sex: M F State of Birth: _____

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
 optional/not required as a condition of Native Hawaiian or Other Pacific Islander White
 enrollment

Mother's/Guardian's Information

Last Name: _____ First Name: _____ Occupation: _____ Email: _____	Living with Child Yes No Allow Release Yes No Active Military Yes No	Address: New Address (ONLY) _____ Street _____ City State Zip _____	Home Tel No: (____) _____ Work Tel No: (____) _____ Cell Tel No: (____) _____
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Father's/Guardian's Information

Last Name: _____ First Name: _____ Occupation: _____ Email: _____	Living with Child Yes No Allow Release Yes No Active Military Yes No	Address: New Address (ONLY) _____ Street _____ City State Zip _____	Home Tel No: (____) _____ Work Tel No: (____) _____ Cell Tel No: (____) _____
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Previous School Attended _____

School Address _____

Phone Number _____



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2024-2025

Fee Schedule & Policies

Tuition is based on a ten month academic year (approximately 185 days of instruction). Tuition payments are due bi-annually, July 1st 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 Kindergarten Half Day	8:00 AM to 10:15 AM	No Fee	
Lunch Hour and Recess	10:15 AM to 12:30 PM	\$2,350	\$255
Full Day	10:15 AM to 2:45 PM	\$4,900	\$510
5 Full Days & Extended Care	7:30 AM to 8:00 AM and 10:15 AM to 5:30 PM	\$7,300	\$750
<u>Primary 3 to 6 Years Old</u>			
5 Half Days	8:30 AM to 12:30 PM	\$9,150	\$935
5 Full Days	8:30 AM to 2:45 PM	\$10,000	\$1,020
5 Full Days & Extended Care	7:30 AM to 5:30 PM	\$12,050	\$1,225
<u>Toddlers 24 to 36 Months</u>			
5 Half Days	8:30 AM to 12:00 PM	\$10,050	\$1,025
5 Full Days	8:30 AM to 2:45 PM	\$11,150	\$1,135
5 Full Days & Extended Care	7:30 AM to 5:30 PM	\$12,750	\$1,295
<u>Transition Room 14 to 24 Months (year round program)</u>		<u>Monthly</u>	
5 Full Days & Extended Care	7:30 AM to 5:30 PM	\$1,395	
<u>Infants 3 to 14 months (year round program)</u>		<u>Monthly</u>	
5 Full Days & Extended Care	7:30 AM to 5:30 PM	\$1,395	



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Enrollment Agreement for 2024-2025

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

**fees in the above box do not apply to Charter Kindergarten*

TUITION: Toddler through Private 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 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. 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 & 2:45pm-5:30pm. 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 5:30pm

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 5:30 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 PRIVATE 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**

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.

I hereby give authority to any hospital or doctor to render immediate aid as might 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:	
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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 _____



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 authorize the use by Mission Montessori Schools of my child's voice, photograph, recordings, or likeness, as well as any material created by my child as part of a School project, for any purpose in any medium, including but not limited to the school's website and social media platforms. I understand the School will not compensate me or my child for these uses. I understand if I do not wish for my child to be included in any of the aforementioned mediums, I must e-mail media@missionmontessori.com to withdraw consent.

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



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 **before** the student takes the AZELLA Placement Test.

1. What language do people speak in the home *most* of the time?

2. What language does the student speak *most* of the time?

3. What language did the student first speak or understand?

Student Name _____	District Student ID _____
Date of Birth _____	SSID _____
Parent/Guardian Signature _____	Date _____
District or Charter _____	
School _____	

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)

Mission Montessori Schools-Exceptional Student Services Info Page

Students Name: _____ Grade: _____ Today's Date: _____

1. Is your child enrolled in a gifted program? Yes/No

If yes, please explain _____

2. Is your child receiving special education services, under IDEA, and has an IEP (Individual Education Plan)? Yes/No

If yes, please explain _____

Is the IEP current? _____

What was the eligibility determination? (Speech and Language, Learning Disability, Emotionally Disturbed, Hard of Hearing, Visually Impaired, or other

3. Is your child under a 504 Plan covered by the American's with Disabilities ACT?

Yes/No If yes, please explain _____

4. Has your child been identified or is receiving services for an ELL (English Language Learners) program? Yes/No If yes, please explain

5. Has your child been dismissed from any of the above mentioned program? If so, when _____

6. Has your child ever been diagnosed with ADHD or ADD or had difficulties with attention, dyslexia, autism or any other learning differences? Yes/No If yes, please explain _____

7. Has your child had difficulties with his peers or with authority figures? Yes / No

If yes, please explain _____

8. Has your child ever exhibited aggressive behavior? Yes/No If yes, please explain

9. Has your child ever been expelled? Yes/No If yes, please explain

**completion of this form is used for continuation of services and is not a condition of enrollment*



The Mission Montessori Family-School Partnership (MMFSP)

To be completed one time only. This will remain in effect for the duration of your child(ren) attending Mission Montessori Schools.

Mission Montessori, in alignment with the educational philosophy of Maria Montessori, realizes that the partnership between school and family is instrumental in helping a child develop his or her full potential. We recognize that effective partnerships have these characteristics in common: open communication, mutual respect and a commitment to working together with a shared vision for the realization of goals.

Mission Montessori Schools are committed:

- To presenting to prospective parents our program and practices, philosophy and policies making all efforts to clarify the expectations and goals of both school and parents;
- To ensuring that teachers and administrators are accessible to parents, engaging in clear, open communication, always seeking and valuing the parents' perspective on their child.
- To actively seeking the knowledge, skills and resources of our parents in ways such as parent surveys, Parent Task Forces and the Mission Montessori Family-School Partnership, which will involve them when considering major decisions that affect the school community;
- To keeping the parents well informed on school and classroom activities, offering support in gaining a deeper, clearer understanding of the Montessori educational philosophy and methods in a variety of ways, including mass emails, an informative website, parent-education meetings, systematic reports, conferences, publications and informal conversations.

The _____ Family is committed:

(PRINT Family Name Here)

- To selecting a school offering programs and services congruent with the goals and philosophy of the family and fitting the needs of the child(ren);
- To demonstrating respect for school policies, procedures and support for school stability:
 1. by attending required programs and events such as conferences, Parent Education opportunities and optional programs such as classroom and school fundraising events, and special child-centered events;
 2. by making timely tuition and fee payments; and participating in fundraising. **does not apply to charter kindergarten*
 3. by arriving in a timely manner for drop-off and pick-up each day;
 4. by offering **15 hours of service per child enrolled** during the current school year to the school/classroom/MMFSP (or a contribution of \$150 in lieu of volunteer hours paid to Mission Montessori Schools). **does not apply to charter kindergarten*
 5. **By not scheduling family vacations during school days as it reduces state funding per students absences.**
- To valuating the teacher/school's perspective on the child(ren), always seeking information directly from the classroom Lead Teacher.
- To providing any medical or personal information that may be needed to best serve your child(ren) and the family, such as keeping all immunization records, custodial papers, addresses and phone numbers updated at all times.

Parent Communication/Conferences/Progress Reports

Mission Montessori sends **mass emails** for general school information, posts **monthly newsletters** on each teacher’s blog, and **maintains a working general calendar** on our website to keep parents informed of school and classroom activities and special events. **Two parent conferences** are scheduled during each academic school year. You may schedule additional conferences at anytime you feel that one is necessary. However, during class time, the teachers’ full attention must be with her/his class, so even if you would like to see a teacher just for a few minutes, please arrange your meetings in advance, preferably before or after school.

Progress reports will be sent home three times a year for all students in both private and charter schools.

Parent Education

Parents are requested to attend parent education seminars designed to enhance your understanding of your child’s Montessori education. The Montessori classroom atmosphere and approach to education differs from traditional public school. The more you know, the more you are able to support your child’s learning experience. Participation fulfills Volunteer Hours.

The MMFSP also sends mass emails to communicate with parents about FSP specific events, meetings, volunteer opportunities, and other useful school information. **If you do not wish to be included in the FSP email list (shared with FSP representatives), or if you have additional emails you would like to add to the list, please indicate below:**

I do not want my email included on the class communication list, please take it off.
(Please write email so we can double check it is not included)

I want to add an additional email to the class communication list:

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

NAME: Student:

Teacher: 2024-2025 (If Known)

_____	_____
_____	_____
_____	_____
_____	_____

PRINT PARENT NAME

PARENT SIGNATURE

DATE

PRINT PARENT NAME

PARENT 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: 2024-2025 (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 3% processing fee to pay by credit card.

Authorized Signature: _____ Date: _____

Printed Name: _____

Child's Name: _____

Teacher's Name: _____

Credit Card Payment Form 2024-2025

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 \$ _____

Itemized Charges:

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

Signature: _____ Date: _____

CREDIT CARD CHARGES ARE SUBJECT TO A 3% 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.



**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 I am a resident of the State of Arizona and that the persons listed below reside with me at my residence, described 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 displays my name and current residence address or physical description of my property:

- _____ 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)

Printed Name of Affiant: _____

Signature of Affiant: _____

Acknowledgement

State of Arizona
County of _____

The foregoing was acknowledged before me this __ day of _____, 20 ,
By _____

My Commission Expires:

Notary Public

MISSION MONTESSORI ACADEMY

★ Annual Tax Credit Campaign

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 Method:

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: _____

City, State, Zip: _____

Contact Phone Number: _____

Email Address: _____