

OUR MONTESSORI SCHOOL
2018-2019 School Year REGISTRATION FORM

_____ Student's Name _____ Birth Date _____ / / _____ Today's Date

Student's Address _____ Zip Code _____ Phone Number _____

See **TUITION SCHEDULE** for Program choices

Circle one: Plan A Plan B Custom Annual Fee: _____
Program: 3, 4, or 5 days Monthly Installment: _____
Hours _____ a.m. to _____ p.m. Start date: _____

ANNUAL FEES:

Application fee \$35.00 (for new enrollment only)
Annual Registration fee \$250.00
School Supply Fee \$80.00

****Application and registration fees are non-refundable****

DISCOUNTS

10% discount applies to annual tuition paid in full on or before September 1, 2018

10% for the second child (or more) on the annual/monthly tuition fee only

10% discount for Service Employees (i.e. military, fire, police)

DAYCARE

Daycare hours are from 7:00am-8:50am, and from 3:40pm-6:00pm billed at **\$6.50 per hour** or any part thereof. *There is a penalty of \$6.50 per minute if your child is picked up after 6:00pm* (see Student/Parent Handbook).

TUITION

- All tuition installments are due on the first of each month, beginning September 1, 2018.
- A \$40.00 late fee will be added to your monthly statement after the 10th of each month.
- After 10 days if the tuition is still unpaid, OMS will not accommodate student until the past due amount is paid or payment arrangements have been made.
- If after 30 days there is still an outstanding balance, all past due accounts will be turned over to our collection service.

FUNDRAISING

**** Raffle Tickets \$200.00 ***** *Every household is responsible for selling 20 fundraising raffle tickets at \$10.00 each which will be assigned October, 2018. Tickets will be charged to your account when they are signed out. The \$200.00 must be paid no later than April, 2019.*

I understand the fee policies and payment plans and acknowledge that I am responsible for following the payment schedule and pay tuition promptly when due.

I acknowledge that I have read and understand the Family Handbook and/or have attended Family Orientation.

PARENT/GUARDIAN SIGNATURE

PARENT/GUARDIAN SIGNATURE

OUR MONTESSORI SCHOOL
2018-2019 School Year ENROLLMENT FORM

Student _____ Male ___ Female ___ Phone _____

Student's Address _____ Zip _____

Parent/Guardian _____ Parent/Guardian _____

Address _____ Address _____

Home Phone _____ Home Phone _____

Occupation _____ Occupation _____

Employer _____ Employer _____

Employer Address _____ Employer Address _____

Work Phone _____ Work Phone _____

Cell Phone _____ Cell Phone _____

Email _____ Email _____

PICK-UP AUTHORIZATION

The following people **ARE** allowed to pick-up my child:

Please provide copies of Driver's Licenses for all authorized people on your pick up list including parents.

Name/Relationship _____

Name/Relationship _____

Name/Relationship _____

Name/Relationship _____

The following people **ARE NOT** allowed to pick up my child:

Name/Relationship _____

Name/Relationship _____

If either parent/guardian is listed above, proper legal documentation is required.

Any changes to pick up authorizations must be submitted in writing with signatures from both legal guardians/parents.

Start Date: _____

End of Program Date: _____

OUR MONTESSORI SCHOOL
2018-2019 School Year HEALTH INFORMATION

Student _____ Date _____

Allergies or medical conditions?

Childhood diseases: Chicken pox _____ Measles _____ Mumps _____ Other _____

YOU MUST INCLUDE A COPY OF YOUR CHILD'S IMMUNIZATION RECORDS. THIS MUST INCLUDE THE SIGNATURE OF YOUR DOCTOR AND THE ADDRESS OF THEIR OFFICE.

___ My child has had (check all that apply):

<u>Exam</u>	<u>Month</u>	<u>Year</u>
Wellness _____	_____	_____
Dental _____	_____	_____
Vision _____	_____	_____
Hearing _____	_____	_____

___ My child has not had *all* of the above Exams, and I have received a copy of Resources for Immunization and Wellness Checks.

****EMERGENCY CONTACTS****

State Regulations require 2 emergency contacts that live in or close to Albuquerque. Registration cannot be completed without this information.

Friends or relatives who can be contacted if parents cannot be reached:

Name _____	Name _____
Address _____	Address _____
Home Phone _____ Office _____	Home Phone _____ Office _____

Name and phone number of family **Doctor or Medical Facility** to call in case of emergency:

I give my permission for emergency medical:

Transportation - ___ Yes ___ No

Treatment- ___ Yes ___ No

Signature of Parent/Guardian

Signature of Parent/Guardian



Date _____

GENERAL PERMISSION -----2018-19 SCHOOL YEAR

I, _____ give permission for my child,
_____ to go on field trips that are sponsored
by Our Montessori School. I understand that one week prior to these events I will receive
information concerning the place, time, date, fee (if applicable) and purpose. If at the scheduled
time of the field trip I do not want my child to attend, I will notify the school and other
arrangements will be made. I also give permission for the staff of OMS to apply sunscreen and
if applicable, diaper cream and or insect repellent to my child. I recognize that this activity
involves certain inherent risks and that every precaution will be taken for the safety of my child
and that the staff of Our Montessori School will provide proper supervision and instruction.
Therefore, I release Our Montessori School and the individual staff members from any and all
liability for injury that may occur to my child as a participant in the activity described above.

Emergency Phone 1. _____ 2. _____

Parent/Guardian Signature

Parent/Guardian Signature

I have the authority to make decisions regarding my child. By my signature, I verify I have the
authority.



2018 – 2019 School Year

Dear Parents of Our Montessori School Students,

We would like to take photos of the children working in the classrooms and playing during recess time throughout the school year. We may be publishing these photos in our monthly newsletters, annual performance slide show, advertising and promotional materials, our Facebook page and our website. We will need your signature giving us permission to do so. Please sign this form below and return it to our office.

Sincerely,

Roxanne Rosa
Administrator



Please check the appropriate statements below:

_____ I hereby give Our Montessori School my permission to photograph my child and for those photographs to be published in the OMS Newsletter.

_____ I hereby give Our Montessori School my permission to photograph my child for the purposes of advertising and promotional materials, Facebook and the OMS website.

_____ I will allow Our Montessori School to send photographs of my child via the Brightwheel Family Communication App.

_____ I give Our Montessori School permission to photograph my child for the annual Performance Slide Show.

_____ I DO NOT give Our Montessori School my permission to photograph my child at school.

Student's Name

Date

Parent/ Guardian Signature

Parent/Guardian Signature

OUR MONTESSORI SCHOOL 2018 - 2019 CALENDAR

August

6-10	Staff Preparation.....	<i>No School / No Childcare</i>
9	Family Orientation	6:00pm – 7:00pm
13	First Day of 2018-2019 School Year	

September

3	Labor Day Holiday.....	<i>No School / No Childcare</i>
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October

10	Parent Workshop.....	6:00pm – 7:00pm
11-12	Fall Break	<i>No School / No Childcare</i>
1-31	Toddler & 3-6 Conferences	

November

7	Picture Day	
21-23	Thanksgiving Recess	<i>No School / No Childcare</i>

December

24-31	Winter Recess	<i>No School – Limited Childcare Available</i>
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January

1-4	Winter Recess	<i>No School – Limited Childcare</i>
7	School Resumes	
14-31	Toddler Conferences	
21	MLK, Jr. Day Holiday	<i>No School / No Childcare</i>

February

18	President’s Day Holiday	<i>No School / No Childcare</i>
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March

11-15	Spring Recess	<i>No School – Limited Childcare</i>
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April

1-30	3-6 Conferences	
18	Parent Workshop	6:00pm – 7:00pm
19	Vernal Holiday	<i>No School / No Childcare</i>

May

7-17	Toddler conferences	
TBA	Spring Recital/ Graduation	
23	Last Day of 10-Month School Year	<i>Early Dismissal – 1:30pm</i>
24-27	Memorial Day Holiday	<i>No School / No Childcare</i>
28	First Day of Summer Session	

July

4-5	Independence Day Holiday	<i>No School / No Childcare</i>
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August

2	Last Day of 12-Month School Year	
5-9	Staff Preparation Week	<i>No School / No Childcare</i>
12	First Day of 2019-2020 School Year	