



February 10, 2011

Dear Parents,

It is my pleasure to welcome you and your family to Montessori Episcopal School for the 2011-2012 school year! We are beginning a great journey together. The staff and administrators are looking forward to getting to know you and your child as well as welcoming back our returning families. Your children are a blessing to us and we thank you for the opportunity to work with them next year. Enclosed are your enrollment forms, uniform guidelines, and parent volunteer opportunities.

Please take a moment and review the following information:

- **Enrollment Packet**

Enclosed are the 2011-2012 Enrollment Forms: Enrollment Application/Agreement, Class Schedule and Fee Sheet, Preference Sheet, Payment Option Plan, Emergency Contact Card, Student Health Record, Physical Assessment, Directory/Picture Release, and Parent Volunteer Form. Please note that the Enrollment Application requires both parent's signatures (if applicable) on the second page. *Please initial the first three paragraphs on the backside of the enrollment agreement as well.* A well visit and physician's signature is required on the Physical Assessment Form. For all new students, this is required prior to the start of school; for returning students this is done on an annual basis. Please make sure your child's immunizations are current and provide us with a copy for our records. MES offers hearing and vision screening in the fall for all children 4 years and up (screenings MUST OCCUR within 120 days of enrollment as required by state). **All forms will need to be completed as soon as possible in order for your child to be enrolled for the 2011-2012 school year.** Unfortunately, your child will not be able to attend MES until these forms are complete as required by state regulations.

- **Payment Option Plan**

This year we are offering three options for paying a deposit to secure your child's placement for the 2011-2012 school year. Please review these options and select the plan that best suits your family. (If there are any questions, please call the office.)

- **Tuition Reminder**

You will receive a 3% discount on the full year's tuition if it is paid in full by August 1<sup>st</sup>. Please remember that you are enrolling your child for the entire 2011-2012 school year, and that you are responsible for the full year's tuition. The stability of our environment (i.e. same teachers, staff and classmates) is what makes our program so successful. We are aware that vacations and other circumstances may occur throughout the year, however, you are required to continue and complete all tuition payments.

- **Summer Office Hours**

The MES office will be open Tuesday, Wednesday and Thursday from 9:00 -12:00, except for the following dates: May 30<sup>th</sup> – June 10<sup>th</sup> and June 27<sup>th</sup>-July 11<sup>th</sup>. The MES campus will be open for summer camp July 11<sup>th</sup>-July 22<sup>rd</sup>, 9:00 -2:00.

- **Uniforms**

We are enclosing the uniform guidelines; uniforms are required every day your child attends school, with the exception of the introductory classes and summer camp. It is preferred that the introductory classes wear school colors: red, white and blue. MES will hold a uniform resale (gently used uniforms) for new and returning students, May 25<sup>th</sup> and 26<sup>th</sup>, 8:15-10:30 a.m. and 1:00-3:00 p.m. The resale will accept cash payments only.

- **Home Visits**

Your child's teacher will be calling you in early August to schedule a Home Visit. The Home Visit is a brief visit in which your child will get to know his or her teacher in surroundings that are comfortable. During the Home Visit, your child's teacher will inform you of the date and time of orientation.

- **Orientation August 18<sup>th</sup> and 19<sup>th</sup>**

Orientation involves your child visiting his or her classroom for an introduction to the room. Classroom routines and procedures are explained, and your child will get to meet some of his or her classmates. After you drop your child off in his or her classroom, come to the office where we will have additional paperwork for you to complete. At this time you may purchase your child's tote bag (\$10). Car Line assignments will be assigned on that day. (All classes, with the exception of the introductory class must use the car line for drop-off and pick up.)

Please feel free to contact the MES office at (972) 221-3533 should you have any further questions.

Sincerely,

Deborah Herrington  
Head of School