

Montessori Episcopal School
Church of the Annunciation
602 N. Old Orchard Ln., Lewisville, TX 75077
(972) 221-3533
2011/2012 STUDENT ENROLLMENT AGREEMENT

Student Name _____ Sex: M F
Last First Middle Preferred Name
Home Address _____
Street City State Zip
Telephone _____ Date of Birth _____

PARENTS:

FATHER'S NAME _____ Home Phone _____
Home Address (if different from applicant) _____ Cell phone _____
Occupation _____ Position/Title _____
Name & Address of Firm _____
Office Phone No. _____ Religious Preference _____

MOTHER'S NAME _____ Home Phone No. _____
Home Address (if different from applicant) _____ Cell phone No. _____
Occupation _____ Position/Title _____
Name & Address of Firm _____
Office Phone No. _____ Religious Preference _____

Child lives with Parents _____ Mother _____ Father _____ Guardian _____ Other _____

Please give name, address and phone number of legal guardian and/or step-parent:

Please give complete name, address and phone number of Grandparents:

Paternal _____

Maternal _____

Please list other children in child's family:

<u>Name</u>	<u>Birthdate</u>	<u>School They Attend</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name & location of child's physician: _____ Phone No. _____

Please list any special problems that your child may have, such as allergies, existing illness, previous serious illness, and injuries during the past 12 months, any medication prescribed for long-term continuous use, any learning differences for which the child has been tested, and any other information, which the staff should be aware of:

Previous school experience: _____

Dates Attended: _____ Special Notes: _____

Enrollment Agreement on back must be signed by both parents or legal guardians.

2011/2012 ENROLLMENT AGREEMENT

The following statements conform to the requirements of the Texas childcare laws. In signing this form, as a parent or guardian, we hereby agree to school policies and conditions as follows:

1. Tuition for the full MES school year is due on the 1st of each month. August 1st. (A late fee of \$50.00 is assessed after the 7th.) Any student withdrawing from MES after August 1, parents or guardians financially responsible for the student, are obligated to pay the full annual payment of tuition. At the discretion of the director and the Board, any child whose tuition is overdue by 30 days may not be allowed back in class until the account is brought up-to-date or other payment arrangements have been made. Delinquent tuition accounts will be turned over to a collection agency.

Parents, please initial. *Father: _____ *Mother: _____

2. It is understood that once application is made, registration and testing fees are non refundable and that enrollment is for the full term. The family who enrolls a child hereby understands and agrees that tuition refunds or allowances will not be made for absences from school due to illness or other circumstances. The family further understands and agrees that no adjustment or refund of fees or tuition will be made if a child is withdrawn from school by the parent for any reason before the end of the period for which he has been enrolled. The registration fee is not to be considered a tuition payment.

Parents, please initial. *Father: _____ *Mother: _____

3. The school will present the Montessori program suitable to the child. No guarantee is made regarding the academic achievement, future placement, social adjustment, speed of progress, or staffing level/ratio.

Parents, please initial. *Father: _____ *Mother: _____

4. The school must have the names of all who may call for the child under signature of a parent or guardian. In addition, pre-primary and primary children are to be left in the presence of a staff member, and must be released by a staff member to anyone authorized to call for the child.

5. A report from any consultant regarding the admission of a child with known need for special care, academic or psychological needs is required. Please refer to the school program for all details of known certification needed. This includes any speech and/or occupational therapy concerns.

6. Student behaviors that adversely affect the learning environment will be brought to the attention of parents/guardians. The school reserves the right to assess a child's compatibility with the school's program at any time during the school year. Parents, teacher, director and professional resource person may be involved in this assessment. If the director determines, after reviewing all information, that the school cannot meet an individual child's needs, enrollment can be terminated with notice, and the family will be referred to another program. Because the school is a ministry for parents and children, decisions by the staff are always made carefully, based on the best interests of the individual child, as well as that of all the children enrolled in the program.

7. We give permission for this child to make field trips accompanied by school personnel as part of the school curriculum. Specific parental permission is required for each school trip off-premises and for any participation in water activities such as wading or swimming.

8. In the event of illness or injury, a parent/guardian shall be called immediately, then the physician designated, or if indicated, the child shall be taken to the nearest emergency room.

9. We hereby agree to relieve the church, school, its directors and staff of any liability for injury or accident occurring on the school premises or while on a field trip.

10. Children must be picked up at dismissal time. Beginning 15 minutes after dismissal time, the parent will be assessed a late fee of \$10, plus \$1 for each additional minute.

11. The school has the absolute right to dismiss a student should it find the student or the family has not or is unable to follow the policies or the principles of the school. Under these circumstances, and only these circumstances, partial pro-rated tuition may be refunded.

12. **Because Montessori Episcopal is a non-profit, tax-exempt private school, it is imperative that parents support the school's programs, activities, and fund-raising efforts. Each family is expected to participate in two activities or responsibilities during the school year.**

Acceptance of the Enrollment Application is contingent upon the following:

My signature below affirms that I have read, understand and accept the terms and conditions of this Enrollment Agreement. **(Must be signed by both parents or legal guardians)***

Signed and agreed to this _____ day of _____, the year _____.

*Father: _____ *Mother: _____

Montessori Episcopal School accepts students regardless of race, color, religion, creed, or national origin. Currently enrolled students, siblings and Annunciation Parishioners are given first priority. Waiting list applicants are enrolled on a first come, first serve basis. MES reserves the right to make placements based on classroom needs, staffing, availability, and ratios.