

Pre-Kindergarten Program Student Registration Packet-2020/2021

Packet Instructions

1. Begin the Registration Form by *downloading* the *Registration Form*. Once you have down loaded your form, save it to your computer with the student's name. Example: Registration Form - John Doe. ****Very important: Do not fill out the form in your browser. (This will not be send able.) Close the browser tabs containing the form, then open your saved form and fill that one out. Save information you have entered by clicking on the save icon if you need to continue later.**
2. After entering all needed information and adding your "signatures," save your final version.
3. You may click the submit button below on the last page of your saved Registration Form. An email box will appear at this step. Please enter your chosen email account. Once selected, this will open an email draft with our admissions email address automatically selected.
4. OR if problems with the submit button, then you can simply attach the completed and saved form to an email and send to: admissions@monticellomontessori.com



Pre-Kindergarten Program Student Registration Form 2020/2021

STUDENT NAME: _____ **STUDENT NUMBER:** _____
 (Legal Last Name) (First Name) (Middle Name) (OFFICE USE ONLY)

ADDRESS: _____
 (Street Address) (City) (Zip Code)

 Mailing Address (If Different Than Street Address)

DATE OF BIRTH: _____ **STUDENT'S GENDER:** Female Male
 (Month) (Day) (Year)

LEGAL GUARDIAN: Mother Father Other specify _____

PRIMARY RESIDENCE: Mother Father Other specify _____

STUDENT'S ETHNICITY: (Federal requirement for Federal ESSA testing purposes)

1. Choose one:

Hispanic or Latino(a)
 Not Hispanic nor Latino(a)

2. Choose all that apply:

American Indian or Alaskan Native Asian
 Black or African American White
 Native Hawaiian or Pacific Islander Hispanic/Latino (a)

_____ Day Phone: _____ Mother's Employer: _____
 Name of (Circle one) Mother, Step-mother, or Guardian

Mother's Home Phone: _____ Cell Phone: _____ Email: _____

_____ Day Phone: _____ Father's Employer: _____
 Name of (Circle one) Father, Step-father, or Guardian

Father's Home Phone: _____ Cell Phone: _____ Email: _____

Siblings (name & age) _____

EMERGENCY CONTACTS (Other than Mother or Father)

#1 Name: _____	Relationship: _____
Home Phone: _____	Cell Phone: _____
	Work Phone: _____
#2 Name: _____	Relationship: _____
Home Phone: _____	Cell Phone: _____
	Work Phone: _____

DAYCARE OR BABY SITTER: _____ Home Phone: _____ Cell Phone: _____

ALTERNATE TRANSPORTATION: Name: _____ Phone Number: _____

ALLERGIES: _____ **MEDICAL ALERT:** _____

LANGUAGE SPOKEN AT HOME: _____

Previous School _____
City _____ State _____
Phone _____ FAX _____



PRE-KINDERGARTEN PROGRAM ENROLLMENT CONTRACT
A Private Half Day Program

Parent Name _____ Phone _____

Address _____

Email _____

I wish to enroll my child (First & Last Name) _____, Birthdate _____, Current Age _____, in Monticello Montessori Public Charter School's (MMCS) Private Pre-Kindergarten Program.

My child's other parent or legal guardian is:

Parent Name _____ Phone _____

Address _____

Email _____

My signature below signifies that I understand and agree to abide by the following Pre-Kindergarten Program policies, regulations, terms, and financial responsibilities:

1. Student, if accepted, will be enrolled in the Pre-Kindergarten Program, a half-day educational program, Monday through Thursday.

Advance payment of tuition in the amount of \$220.00 monthly (or the amount designated by scholarship approval) is due by the 1st of each month. Payment not received **by the 15th of the month will incur a \$5.00 invoice mailing fee.** Parents or Guardians can choose to pay by cash, check, or credit card. Any returned check or declined charges will require a \$30.00 reprocessing fee.

August -	\$ 27.50
September -	\$ 220
October -	\$ 220
November -	\$ 165 (prorated for Thanksgiving break)
December -	\$ 151.25 (prorated for Winter break)
January -	\$ 220
February -	\$ 220
March -	\$ 165 (prorated for Spring break)
April -	\$ 220
May -	<u>\$ 220</u>

Annual Tuition \$1828.75



2. Parents and Guardians are required to provide a birth certificate (or other accepted official record of identity) and current immunization record by the first day Student attends the Pre-Kindergarten Program.
3. All Pre-Kindergarten Program students are accepted on a conditional basis. Parents or Guardians may be asked to withdraw Student if MMCS determines in its sole discretion that the program is not meeting Student’s needs or that Student’s presence is having an adverse effect on the program.
4. Students in the Pre-Kindergarten Program are expected to be ready to calmly separate from parents for short periods of time and to have self-managing toileting skills with typically 2 or fewer accidents at school per month.
5. Parents are required to keep a supply of extra clothing on hand at school in case of toileting accidents. Student must have inside shoes which remain at school for indoor use. Monticello uniform is single color polo shirt with jeans or khaki pants. Students must be prepared for outdoor weather with jacket and hat, and as the season changes, boots and mittens. A sweater or light jacket and cap or hat with visor is advised for warm days.
6. Pre-Kindergarten Program charges will be pro-rated for extended Holiday vacations. MMCS does not give refunds for days the pre-Kindergarten Student is absent when preschool is in session. Please refer to school calendar for the days school is closed.
7. Up to two (2) Employee Scholarships and two (2) Family Scholarship of reduced tuition of \$160 are made available each semester. Applications can be obtained from the office, and must be made in writing to the Charter School Administrator for approval. Decisions are based on demonstrated circumstance and/or need.
8. Parent or Guardian may terminate this contract by submitting prior WRITTEN termination notice to MMCS by the 15th of the month.
9. MMCS Pre-Kindergarten Program’s primary purpose is to provide educational opportunities to the students within its program. Parental disagreements about Student’s education or placement; divorce proceedings, custody proceedings, etc., are disruptive to Student’s education and are not appropriate in the school setting. MMCS Pre-Kindergarten Program abides by the Bylaws, Charter, and Policy of MMCS regarding equal access and non-discrimination. Parents are expected to work together in the best interests of their child(ren).
10. Parent or Guardian is aware that enrollment in the Pre-Kindergarten Program does not guarantee automatic placement in Kindergarten. Application for Kindergarten must be made through the MMCS Lottery process, and must be selected from the MMCS Waiting List.

Each parent represents and warrants that it he/she has full power to enter into and perform the obligations of this contract, all/both agree to pay for program tuition when due.

 *Signature of Parent 1 (or legal guardian)

 *Signature of Parent 2 (or legal guardian)

Date _____

Date _____



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Please Note: It is very important that students attend the first day of school. It is assumed that students not attending have chosen to enroll elsewhere, so that his/her position will be given to the next applicant. In extenuating circumstances, please apply for a waiver from the Principal.

Parents: Please read the following carefully, initial to show understanding, and then sign each page.

_____ I have been informed of the Monticello attendance expectations that students be punctual and present every day to facilitate the Montessori learning process. There are no adjustments of tuition for family vacations or other absences.

_____ I understand that Monticello has a *zero tolerance* for weapons of any kind at school.

_____ I understand that my child can be released to either parent unless a copy of the valid court/custody order restricting parental access is provided for the student file.

_____ I understand that the school shares parent contact information with the Parent Faculty Association (PFA).

_____ I understand email is the school's primary means of communication for important documents and for communication with teachers. I agree to include my email address on the Student Registration Form so that important documents and information may be sent to me via email.

_____ I understand that Monticello uses REMIND.COM to communicate quickly with parents via text messages. I agree to include my/our mobile phone number(s) on the Student Registration Form and to enable and accept Remind messages from Monticello. If no mobile phone available, we will use an email address for REMIND.

Parent Signature

Printed Name

Date



Parents: Indicate important information for the school to be aware of about your student by initialing applicable items below.

- _____ My child has a hearing problem.
- _____ My child has a sight problem.
- _____ My child wears corrective lenses.
- _____ My child takes medication.
- _____ Medication(s) will need to be administered at school. (If yes, please be sure to complete a Medication Authorization Form found under the “Forms” tab on our website, or in the school office.)
- _____ My child has allergies. Please describe: _____
- _____ My child has had a serious injury or illness the school should be aware of. Please describe: _____
- _____ I understand that, by Idaho Code, Section 18-4511, I must provide a certified copy of my student’s birth certificate or reliable proof of the student’s identity and birth date including passport, visa, or other governmental documentation within 12 calendar days of enrollment.
- _____ I understand, that state law IC 39-4801 requires children attending school in Idaho to be current on required immunizations according to Health Department regulations, and to provide the school with a copy of the current immunization record within the 12 calendar days of enrollment.

Parent Signature

Printed Name

Date

SUBMIT