

MAIN CAMPUS

(Private: 18 mos. - 4 yrs. ~ Charter: 5 - 12 yrs.)
2834 East Southern Avenue, Mesa, AZ 85204
(480) 926-8375 Fax: (480) 503-0515
montessorictr.org



NORTH CAMPUS

(Private: 2 - 4 yrs. ~ Charter: 5 - 12 yrs.)
815 North Gilbert Road, Mesa, AZ 85203
(480) 964-1381 Fax: (480) 668-5457
montessorictr.org

I wish to enroll my child, \_\_\_\_\_, in

First Middle Last

Montessori Education Centre -- Charter School for the academic year 2017-2018.

Please check your choice:

- Elementary 1-3 8:30 A.M. to 3:00 P.M. Grade: \_\_\_\_\_
Elementary 4-6 8:30 A.M. to 3:00 P.M. Grade: \_\_\_\_\_

We welcome you to our program and honor your commitment to your child in choosing our charter school. We recognize that any educational program, to produce growth, needs to have the parents of each child as a partner in the education process. To promote this in our school, we invite you to join us in the following areas:

- 1. We invite you to attend formal parent-teacher conferences twice a year (or as needed) to visit with the teacher about your student.
2. We encourage parents to become educated concerning the Montessori experience by attending Parent Education Nights as offered by your child's classroom teacher and to observe in the classroom if possible.
3. Discipline: We strive to structure the classroom environment for each student's success. In the case of unacceptable child behavior, we look to ourselves as teachers and administrators and assess how we impact the environment, making changes if necessary. If unacceptable behavior continues after we make changes, we may take further steps:\*See Parent Handbook for the further steps that are taken when unacceptable behavior occurs.
4. All fees, including fees for extended care, are due on the 15th of each month. Any fee balance remaining on the 21st will be assessed a 10% late fee. Checks returned for non-sufficient funds will be charged a \$25 fee. Failure to pay any fee within 15 days will result in our refusal to further offer "for-fee" programs to your family.
5. All parents are required to read the Student/Parent Handbook which outlines your rights and responsibilities as a parent. You and your child will be held responsible for adhering to the guidelines outlined in the Student/Parent Handbook. If you have any questions, please contact us.

Please notify the office if at any time you decide to remove your child from the Montessori Education Centre - Charter School program.

Before and After School Care: Billing will be based on hours of arrival/departure, excluding school hours, at \$6 per hour, (rounded up in 30 minute increments). Our extended care hours are from 7:30 a.m. to 8:15 a.m. and 3:00 p.m. to 5:30 p.m. If your child is dropped off prior to carline, you will be charged extended care fees until 8:15 a.m. There is a 5-minute grace period to pick up your child(ren). Once the time is 5:36 p.m., you will be charged a fee of \$1 per minute per child, retroactive to 5:30 p.m. The fees will be charged automatically to the form of payment you have on file.

Information needed to complete enrollment:

- 1. Student's previous records, including Special Education records (such as IEPs), are required before enrollment. By signing below, consent is given to Montessori Education Centre to receive school records from previous and current schools. We reserve the right to assess students and place them in the appropriate grade level/class. Any attempt to falsify or withhold pertinent information regarding your child may result in adverse action, including withdrawal of your child.
2. Current Immunization records must be supplied to the school upon enrollment. If you do not immunize your child, we must have on file a Medical Exemption Form or Personal Beliefs Exemption Form signed by parents.
3. Residency Documentation: Pursuant to ARS 15-802(B) Arizona Residency Documentation is required upon registration of your child in any Arizona public or charter school. Please fill out the attached Residency Documentation Form and return with a copy of one of the required documents listed on the form prior to enrollment of your child.

Do you give permission for your student to be photographed, videotaped and/or audiotaped and for the use of the resulting photographs/tapes be placed on the school's website, yearbook or individual classroom newsletters? YES NO

Parent Signature

Parent signature

Date