



# The Sammamish Montessori School

## Elementary Registration 2012-2013 School Year (Sept. – Mid-June)

*The following fees and tuition deposits are due upon registration and are nonrefundable. Please read and sign your acknowledgement of and agreement to the policies printed on the reverse and deliver to the office by February 3, 2012 returning students or siblings or March 2, 2012 for new students.*

*If we are unable to meet your request below, we will contact you as soon as possible after the deadline to discuss any alternative options that may be available. We will send enrollment confirmation letters to parents at the end of March (if enrollment contract is submitted by the deadline).*

\$	Nonrefundable registration/licensing/insurance fee. (\$190 returning/siblings or \$250 new students)
+ \$	10% tuition of annual tuition as a nonrefundable security deposit. (\$1,230)
= \$	Total nonrefundable deposit due with this enrollment contract.

I am also enrolling a sibling. (5% tuition discount for siblings registered concurrently; 2<sup>nd</sup> reg. fee \$190.)

Student's First Name: \_\_\_\_\_

Birth date: \_\_\_\_\_

Gender: \_\_\_\_\_

Student's Last Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Mother's Work or Cell #: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Father's Work or Cell #: \_\_\_\_\_

Carpool area: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Email(s): \_\_\_\_\_

Father's Name: \_\_\_\_\_

Names and ages of siblings: \_\_\_\_\_

Child lives with:  Both Parents  Mother  Father

Other (specify): \_\_\_\_\_

Emergency Contacts: If neither parent can be reached call:

1) \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

2) \_\_\_\_\_

Allergies or medical problems if any: \_\_\_\_\_

Pick-up Authorization: I authorize the following individuals to pick up and/or transport my child:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

**Please sign up in advance if your child will routinely arrive earlier than 8:45 AM or stay later than 3:30 PM.**

Elementary Class Time: 9AM – 3:15 PM

Drop off 8:45 to 9AM and Pick-up is from 3:15 to 3:30 PM

Early Birds 7:00-9:00 am

M T W TH F Estimated drop off time: \_\_\_\_\_

After School Club 3:15-6:15 p.m.

M T W TH F Estimated pick up time: \_\_\_\_\_

Current Teacher: \_\_\_\_\_ Student's Last Name: \_\_\_\_\_

Note: If your child is new to our school, we invite parents to meet with our Co-Director and Elementary Teachers and for your child to visit the classroom prior to enrollment.

## **Enrollment Contract Terms for the 2012-2013 School Year (September – Mid-June).**

### **Registration Deposits, Payment Terms, Discounts**

- The registration fee (\$190 returning/siblings or \$250 new students) and tuition deposit (10% of annual tuition as enrolled) are **nonrefundable** and **nontransferable** once this enrollment contract is submitted.
- The **nonrefundable** tuition deposit of 10% of the annual tuition and the nonrefundable registration fee is due upon registration along with this enrollment contract.
- Tuition is an annual program fee, due in its entirety regardless of absence due to illness, vacation or any other circumstance, that may be paid in a lump sum or divided into ten (monthly) installments. Annual tuition paid in full by September 10th will be discounted by 3% only if paid by check or in cash.
- Tuition is computed according to the number of actual school days in a school year and does not include holidays, vacations, in-service, and conference days. Any daycare used on these non-school days will be billed at the hourly rate.
- Tuition is due on the first day of each month. You will not receive a bill for tuition unless payment is past due.
- Payments can be made in cash, by check, by Visa or MasterCard.
- There are no refunds for absences, emergency closures or snow days.
- A \$10 late fee will be applied for payments received after the 7th of the month.
- If an account is more than one month in arrears, payment arrangements must be in place to maintain enrollment, and Clubroom daycare use may be restricted unless prepaid.
- Credit card information is required upon registration to be used by SMS in the event of a 30-day past due balance.
- Checks returned by a bank will be subject to a \$25 charge.
- A 5% discount is applied to each child's tuition for families with more than one child attending SMS concurrently.
- Discounted unlimited prepaid Early Birds and After School Club daycare must be paid by the 1st of the month or any daycare used will be billed at the hourly rate.
- A surcharge of \$2 per minute will be assessed for daycare pick-up after 6:15 P.M. This is in addition to the hourly rate.
- In the event that more than one individual assumes financial responsibility for tuition and other charges, all such parties must sign this enrollment contract. If only one signature is provided, that individual assumes full financial responsibility for all charges. No state funding (direct or indirect) will be accepted as payment.

**Emergency** If my emergency contacts and I cannot be reached in an emergency, I authorize the director, business manager, or my child's teacher to care for my child until I can be reached, including transporting my child as needed.

**Field Trips** I authorize my child to participate in school field trips. I understand that I will be given prior notice of each trip.

**Photo Authorization** I allow my child to be photographed in the classroom, on school field trips or during other school functions. I give permission for any such photographs to be used in SMS newsletters, SMS website, during SMS presentations, for SMS marketing or in other SMS property and to be made available to parents of other SMS students.

**Speed Limit and Traffic Rules** I agree to drive no more than 10 mph and obey all traffic rules on/around SMS property.

### **Withdrawal From School During the School Year (September – Mid-June)**

I understand that enrollment is a commitment for the entire school year and intend to complete the entire school year without interruption. I understand that registration fees and tuition deposits are nonrefundable and nontransferable and are a security deposit to reserve my child's space for the school year and that I forfeit these security deposits if I withdraw my child. If unforeseen circumstances occur that make it impossible for my child to attend the full school year, I agree to provide a full month's written notice. If I am unable to provide one month's written notice, I agree to pay one tuition installment instead. If no written withdrawal is received, responsibility for tuition for the entire school year remains, regardless of attendance.

### **Withdrawal Prior to the School Year (September – Mid-June)**

I understand that the school must be informed, in writing, no later than August 1, 2012 if my child will not be attending and I understand that if I fail to do so I am responsible for the September tuition payment. I understand that if I fail to provide written notice of withdrawal, responsibility for tuition for the entire school year remains regardless of attendance. I understand that the registration fee and tuition deposit are nonrefundable security deposits to reserve my child's space for the school year. I understand that if I choose to withdraw my child once I have enrolled him/her, I forfeit these security deposits.

### **Signature of person(s) responsible for tuition payments -- I have read and agree to all of the above conditions:**

Signature: \_\_\_\_\_ Relationship to student: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_ Relationship to student: \_\_\_\_\_ Date \_\_\_\_\_

Previous school(s) attended (if any): \_\_\_\_\_

How did you learn about Sammamish Montessori School? \_\_\_\_\_

**The Sammamish Montessori School**  
ID # 91-2027264  
CREDIT CARD AUTHORIZATION  
VISA OR MASTERCARD ACCEPTED

For your security and privacy, please turn this form in directly to the Office.

Note: You must update this information each school year and anytime you have changes. Thank you.

1) Required: I authorize Sammamish Montessori School (SMS) to keep my signature on file and to charge my credit card account for any unpaid amounts I owe that are 30 days past due. I understand that this authorization will remain in effect until 60 days following the completion of the school year (including summer school if enrolled). I agree to contact SMS if there are any changes to my credit card account information including a change of the expiration date. If more than one person is responsible for a student's tuition, both parties must have current and valid credit card information on file to ensure enrollment.

2) Please initial next to your choice to help us manage your account as you would like us to:

\_\_\_\_\_ Yes – I wish to pay for tuition and daycare charges automatically using my credit card.

\_\_\_\_\_ No – I will pay tuition and daycare charges with cash, by check or by credit card in person.

Cardholder Name: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Account Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_\_ (month/year)

VISA  MC

Card Holder Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name(s): \_\_\_\_\_

\_\_\_\_\_  
Student's Last Name

REQUIRED FOR REGISTRATION