



Ventura Montessori School

# 2016-2017 Primary Enrollment Application

\*Payment is due with the Enrollment Application to guarantee enrollment.

**Note:** Primary classes are for children ages 2.5 to 6 yrs. Families with elementary age children should use the Elementary Enrollment Application

### Student Information:

Student Name: \_\_\_\_\_ Age: \_\_\_\_ DOB: \_\_/\_\_/\_\_ Gender:  M  F

Does your child have allergies?  Yes  No Please list: \_\_\_\_\_

Does your child have any behavioral or medical conditions?  Yes  No Please list: \_\_\_\_\_

### Parent/Guardian Information:

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

Marital Status: \_\_\_\_\_

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

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

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

Cell Phone: \_\_\_\_\_

Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Use this email address for school mailing list.

Share this email address and phone number with other VMS families on the parent roster.

If applicable, indicate if parent has:

Physical Custody  
 Joint  Sole  n/a

Legal Custody  
 Joint  Sole  n/a

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

Marital Status: \_\_\_\_\_

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

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

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

Cell Phone: \_\_\_\_\_

Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Use this email address for school mailing list.

Share this email address and phone number with other VMS families on the parent roster.

If applicable, indicate if parent has:

Physical Custody  
 Joint  Sole  n/a

Legal Custody  
 Joint  Sole  n/a

### General Enrollment Information:

I have read the VMS Handbook on the VMS website and received the Notification of Parents' Rights.

I understand that email communication is the primary method used to notify parents of school announcements.

May your child be photographed at VMS for school publications, including the website, newsletter, and advertisements?

Yes  No Exclusions: \_\_\_\_\_

How did you hear about our school? \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Optional Student Identification Information (check all that apply)**

*(Note: This information is used for statistical purposes only and will have no bearing on acceptance into the Ventura Montessori School. Completion of this section is entirely voluntary.)*

Ethnicity:

- Hispanic
- Non-Hispanic

Race:

- African American/Black
- American Indian/Alaskan Native
- Asian
- Native Hawaiian/Pacific Islander
- White



# 2016-2017 Primary Tuition Agreement

Student Name: \_\_\_\_\_ Age: \_\_\_\_ DOB: \_\_/\_\_/\_\_ Gender:  M  F

Person with financial responsibility for tuition and fees: \_\_\_\_\_

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

City: \_\_\_\_\_ State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

- Enrolling for:
- Library Time (7:30am – 9:00am)
  - Half Day (9:00am – 12 noon)
  - Full Day (9:00am – 2:30pm)
  - Full Day Extended (9:00am – 5:30pm)
  - Full Day Extended with Library Time (7:30am – 5:30pm)

### Co-Op Participation:

*Tuition rates are based on an assumption of a minimum of 2 Co-op participation hours per month per family for a total of 20 hours per school year. Co-op hours may be pro-rated based on month of enrollment.*

I choose to opt out of the 20 co-op hours. I understand that I will be billed at \$20 per hour for a total of \$40 per month.

I choose to volunteer my time to fulfill my monthly co-op hours. I understand that I am responsible for reporting completed hours to the school. I understand that I will be billed June 1 at the end of the school year at the rate of \$20/hour for unfulfilled hours.

### Tuition and Fees:

Listed below is the school-year tuition rate divided into ten equal installments along with associated fees. All fees and the first tuition installment are due at the time of registration and are non-refundable. The remaining nine payments are due on the first of each month starting in September.

	Daily Schedule	Registration Fee (non-refundable)	Materials Fee (non-refundable)	First Installment (non-refundable)	Monthly Tuition Payments 9/2016 – 5/2017 (due 1 <sup>st</sup> of each month)
<b>Library Time</b>	7:30 am – 9:00 am	n/a	\$50	n/a	\$100
<b>Half Day</b>	9:00 am – 12 noon	\$200	\$200	\$560	\$560
<b>Full Day</b>	9:00 am – 2:30 pm	\$200	\$200	\$590	\$590
<b>Full Day Extended</b>	9:00 am – 5:30 pm	\$200	\$250	\$690	\$690
<b>Full Day Extended with Library Time</b>	7:30 am – 5:30 pm	\$200	\$300	\$765	\$765

### \*EXAMPLE of 1 Student, Full Day Extended\*

Registration Fee	\$200	\$200
Materials Fees	+ _____	\$250
First Installment	+ _____	\$690
Co-Op Opt Out Fee	+ _____	N/A
Discounts	- _____	N/A
<b>Total Payment Due Upon Registration*</b>	_____	<b>\$1140</b>

\*Payment is due with the Enrollment Application on or before August 1st to guarantee enrollment. The 2<sup>nd</sup> Tuition Installment is due September 1<sup>st</sup>. Please see Schedule of Payments for more information.

**Optional one time or recurring donation to scholarship fund:** + \_\_\_\_\_  one-time  recurring

(Recurring donations will be billed for 9 months, starting Sept 1.)

Ventura Montessori School is a 501(c)(3) non-profit organization. Our Tax ID is 95-267-1590. Please consult your tax professional about the deductibility of donations.

**Schedule of Payments:**

<b>Payment type</b>	<b>Payment due</b>
Registration Fee	With enrollment forms (by August 1)
Materials Fee	With enrollment forms (by August 1)
Tuition Deposit	With enrollment forms (by August 1)
Co-op Opt Out Fee (if applicable)	With enrollment forms (by August 1)
Second Tuition Installment	September 1
Third Tuition Installment	October 1
Fourth Tuition Installment	November 1
Fifth Tuition Installment	December 1
Sixth Tuition Installment	January 1
Seventh Tuition Installment	February 1
Eighth Tuition Installment	March 1
Ninth Tuition Installment	April 1
Tenth Tuition Installment	May 1

**Registration Fee**

The *non-refundable* Registration Fee is due upon registration.

**First Installment**

The first tuition installment is *non-refundable* and due upon registration.

**Materials Fee**

The one time, *non-refundable* Materials Fee is due upon registration.

**Discounts**

Families with a parent who is active duty Military, a County of Ventura employee, or are enrolling more than one child qualify for a 10% discount on tuition/tuition deposit. Proper identification should be shown when application is processed. Only one 10% tuition discount per child.

**Late Fees**

A charge of \$25 will be assessed for tuition payments received after the 5<sup>th</sup> of the month. If tuition is not paid in full by May 15<sup>th</sup> of the current school year a \$100 fee shall be charged to your account. If your account is delinquent more than 30 days, your child may be required to stay out of school until the account is made current.

**Charges for late pickup**

Children should be picked up from Extended Enrichment no later than 5:30pm. Late pickup will be charged \$1 per minute past that time.

**Student Withdrawal and Refund Policy**

Two weeks written notice is required for withdrawal of children from the school. *The registration fee, first tuition installment and materials fee are all non-refundable.* If a child is withdrawn from school after April 1<sup>st</sup> of the current school year, tuition is not refundable and all unpaid tuition is due.

**Termination**

The school reserves the right to terminate any child whom, in the opinion of the Directress, is unable to adjust to the Montessori program. Should it be necessary to employ an attorney to enforce this agreement, the parent agrees to pay reasonable attorney's fees. In addition, the school reserves the right to terminate this agreement if the signing party were to cause any detriment to the school.

**Parent Handbook**

The current Parent Handbook supplements this agreement and is incorporated herein by reference. The handbook is subject to change in August of each year, and the changes shall become part of this agreement.

I have met with the Directress of Ventura Montessori School and reviewed the current Ventura Montessori School Tuition and Fees schedule and agree to pay the above named child's tuition and fees for instruction for the current academic year according to the above payment plan. I understand that my child is enrolled when both parent and the school sign this agreement.

**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Ventura Montessori School Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_