



Ventura Montessori School

# 2018-2019 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



Ventura Montessori School

# 2018-2019 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 (check ALL that apply):  Library Time  Half Day  Full Day  Extended Care

### Co-Op Participation:

We offer a discount program on tuition for co-op participation logged through our website. Co-op participation is valued at a rate of \$20 per hour and will be discounted from your invoices billed in December and May, with a maximum of 10 hours/\$200 applicable to each of those invoices.

For more information on co-op participation, please refer to your handbook and/or email the board at [info@venturamontessori.org](mailto:info@venturamontessori.org).

### Tuition and Fees:

**Library Time (7:30am-9:00am) - \$1,000** for the school year (installments of \$100 per invoice) plus a one-time \$25 materials fee, OR you may sign-up as needed at a rate of \$50 per week or \$20 per day. (Please note that due to mandatory teacher to student ratios, spots for Library Time may be limited, and the only way to guarantee a reserved spot is to enroll for the entire year at time of registration.)

**Half Day (9:00am-12:00pm) - \$6,400** for the school year (installments of \$640 per invoice) plus a one-time \$200 materials fee.

**Full Day (9:00am-2:30pm) - \$6,700** for the school year (installments of \$670 per invoice) plus a one-time \$200 materials fee.

**Extended Care (2:30pm-5:30pm) - \$2,000** for the school year (installments of \$200 per invoice) plus a one-time \$50 materials fee, OR you may sign-up as needed at a rate of \$100 per week or \$40 per day. (Please note that due to mandatory teacher to student ratios, spots for Extended Care may be limited, and the only way to guarantee a reserved spot is to enroll for the entire year at time of registration.)

**We only currently offer Library Time and Extended Care to students enrolled in either our Half Day or Full Day programs.**

You may choose to pay your tuition in one of two ways:

- In full at the time of registration, 10% of which is non-refundable.
- In 10 installments, the first of which is due at the time of registration and is non-refundable, and the remaining nine to be invoiced to you once a month, starting in September and ending in May.

Also due at time of registration will be a \$200 registration fee and all applicable materials fees, both of which are non-refundable.

Please note that we must receive the completed Enrollment Packet and payment for the registration and materials fees, plus the first installment OR the 10% non-refundable portion of tuition, on or before August 1st, 2018 to guarantee enrollment. Listed below are the totals for the minimum required payment to guarantee enrollment (add each program you are enrolling in to calculate your total due below):

**Library Time - \$125**

**Half Day - \$1040**

**Full Day - \$1070**

**Extended Care - \$250**

**Total amount due for enrollment:** \_\_\_\_\_ (does not include any possible applicable discounts - see below)

**Total amount due remaining:** \_\_\_\_\_ **to be billed in installments of:** \_\_\_\_\_

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

(Recurring donations will be billed with your monthly invoices.) Please note that you may also make one-time and recurring donations through our website at any time.

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.

**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. 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 more than 5 business days after the date of the invoice. 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 Care no later than 5:30pm. Late pickup will be charged \$1 per minute past that time.

**Enrollment After the Start of the School Year**

Students who enroll and begin attending after the first day of the school year will receive a discount from the total amount of tuition equal to the proration of the tuition rate for each school day prior to enrollment.

**Student Withdrawal and Refund Policy**

Two weeks written notice is required for withdrawal of children from the school. 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:** \_\_\_\_\_