

# WIMBERLEY MONTESSORI SCHOOL

## ELEMENTARY ENROLLMENT CONTRACT 2019-2020

This agreement is entered into by and between Wimberley Montessori School and the parent or guardian whose signature appears below. **PLEASE READ THIS AGREEMENT CAREFULLY BEFORE SIGNING. IT IS A LEGALLY BINDING CONTRACT.** The parties hereto accept the following. This agreement is entered into by and between Wimberley Montessori School and the parent or guardian for terms and conditions governing the child's (Student) enrollment at Wimberley Montessori School. The parent agrees to enroll (Student)

\_\_\_\_\_ in the Elementary Class for the 2019 – 2020 school year, first class date: \_\_\_\_\_.

Tuition total for the period \_\_\_\_\_ to \_\_\_\_\_ is \$ \_\_\_\_\_. Monthly tuition will be \$ \_\_\_\_\_.

1. The Parent agrees to submit signed notification of re-enrollment intent with payment of the Annual Re-enrollment Fee of \$175 each Spring when requested. The Enrollment Packet follows shortly thereafter with an enrollment contract and all other required paperwork (Student Admission forms, Parent Policies and Procedures, etc.) **All paperwork and required signatures must be received no later than May 24, 2019 for returning students and by the first day of class for new students.** The immunization form, which also includes documentation that your child has received an annual physical, must be received by the first day of school. Class attendance will not be allowed until all required paperwork is received by the school administration.
2. The Parent agrees to pay tuition and all fees on time for the class in which the Student is enrolled in accordance with the announced rates.
  - a. **Tuition stipulations: WE DO NOT BILL.** Annual tuition is due in full on August 23, 2019, or it can be divided into 10 equal installments. The Fall Supply fee in the amount of \$150. is due August 23, 2019. The Spring Supply fee in the amount of \$150 is due January 7, 2020. Each remaining tuition installment is due on the 1<sup>st</sup> of the month and will be considered past due and delinquent after the 20<sup>th</sup> of the month. **Past due tuition payments will be charged a late fee of \$20.00 for each month that is late.** A fee of \$35.00 will be charged for each check that is returned from the bank due to insufficient funds.
  - b. **Fee stipulations:** Fees are due on the 1<sup>st</sup> of the month unless otherwise stated and are past due and delinquent after the 20<sup>th</sup> of the month. Past due accounts will be charged a late fee of \$20.00 for each month that is late.
3. The Parent agrees that if payment of tuition or fees is delinquent in excess of 30 days, the School shall have the right to refuse to admit the Student to class and to take legal action to collect the unpaid balance.
4. **The Parent is responsible for paying the annual tuition in its entirety for the term of this contract (2019-2020 School Year).** Should the student withdraw from the class, the Parent will continue paying installments until a qualified replacement is enrolled in the class and has assumed payment of the remaining tuition. If a replacement is not found, the Parent is responsible for paying the tuition in full.
5. **The Parent must provide 30 days written notice to the School when withdrawing the Student.** Due to the financial obligations of Wimberley Montessori School, no tuition payments or parts thereof will be refunded because of Student's prolonged absences or withdrawals.
6. In the event a student is dismissed due to non-adherence to proper school protocol and/or policies set forth in the Parent Handbook, no tuition payments or parts thereof will be refunded.
7. The Parent and Student agree to follow and adhere to the policies set forth in the current Parent Handbook.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Signature of Parent 1/ Guardian

\_\_\_\_\_  
Printed Name Parent 1/ Guardian

*(Both parents in 2-parent family must sign.)*

\_\_\_\_\_  
Signature of Parent 2/ Guardian

\_\_\_\_\_  
Printed Name Parent 2/Guardian

**Authorized Signature of Wimberley Montessori School** \_\_\_\_\_



# Wimberley Montessori School Calendar

## 2019-2020

### 2019

<i>Friday, May 24</i>	<b><i>All Signed Contracts and Paperwork Due</i></b>
<i>Wednesday, August 21</i>	<b>First Day of School - <i>Elementary &amp; New Primary Students</i></b>
<i>Thursday, August 22</i>	<b>First Day of School - <i>Returning Primary Students</i></b>
<i>Friday, August 23</i>	<i>Fall Supply Fees Due</i>
<i>Monday, September 2</i>	Labor Day (Student & Staff Holiday)
<i>Friday, September 6</i>	Bake Sale @ 2:45 pm in Upper Parking Lot
<i>Saturday, September 14</i>	All School Nature Walk & Potluck Picnic (Blue Hole Park 10:30 am - 12:30 pm)
<i>Friday, September 27</i>	<b>EVO Night</b> - Upper Elementary & 3rd Year Lower Elementary Students 6-9pm, Kyle <b>Parent Night Out</b> 5:30-8:30pm Primary & Lower Elementary
<i>Friday, October 4</i>	Bake Sale @ 2:45 pm in Upper Parking Lot
<i>Friday, October 11</i>	Blue Hole Nature & Science Journal Walk (Lower & Upper Elem.)
<i>Monday, October 14</i>	Columbus Day (Student Holiday - Staff Development Day)
<i>Friday, October 18</i>	Gem & Mineral Show - Lower & Upper Elementary (Palmer Events Center)
<i>Friday, October 25</i>	Parent Conference Day (Student Holiday)
<i>Friday, November 1</i>	<b>Ghosts of the Past</b> - Upper Elem., Parents Welcome 9:30 am <b>Bake Sale</b> @ 2:45pm in Upper Parking Lot
<i>Friday, November 22</i>	11:00 am Thanksgiving Potluck & Autumn Celebration
<i>Mon.-Fri., November 25-29</i>	Thanksgiving Break
<i>Friday, December 6</i>	Bake Sale @ 2:45 pm in Upper Parking Lot
<i>Friday, December 13</i>	6:00 pm Lantern Walk & Illumination - Primary Only (s'mores, storytelling, singing)
<i>Thursday, December 19</i>	Holiday Celebration/Last Day of Semester (Early Release - no Afternoon Enrichment)

# **Wimberley Montessori School Calendar**

## **2019-2020**

### **2020**

<i>Monday, January 6</i>	Student Holiday (Staff Development Day)
<i>Tuesday, January 7</i>	School Resumes & Spring Supply Fees Are Due
<b>Friday, January 10</b>	Bake Sale @ 2:45 pm in Upper Parking Lot
<b>Saturday, January 11</b>	Family/Staff Work Morning 9-11am (Plant Fruit Trees)
<i>Monday, January 20</i>	Martin Luther King Day (Student & Staff Holiday)
<b>Friday, February 7</b>	Bake Sale @ 2:45 pm in Upper Parking Lot
<b>Friday, February 14</b>	Tea Ceremony - All Classrooms for Parents (Details TBA)
<i>Monday, February 17</i>	President's Day (Student & Staff Holiday)
<b>Friday, February 21</b>	Parent Night Out - Primary & Lower Elem. Parents 5:30-8:30pm
<b>Friday, March 6</b>	Blue Hole Nature & Science Journal Walk (Lower & Upper Elem.)
<b>Friday, March 13</b>	Bake Sale @ 2:45 pm in Upper Parking Lot
<i>Mon.-Fri., March 16-20</i>	Spring Break
<i>Friday, March 27</i>	Parent Conference Day (Student Holiday)
<b>Friday, April 3</b>	Bake Sale @ 2:45 pm in Upper Parking Lot
<i>Mon-Thurs., April 6-9</i>	Upper Elementary - IOWA Testing
<i>Mon &amp; Fri, April 10-13</i>	Easter Break (Student & Staff Holiday)
<b>Wednesday, April 15</b>	Picture Day @ 9:00am
<b>Thursday, April 16</b>	Science Mill (Lower & Upper Elementary)
<i>Mon-Wed, April 27-29</i>	Camp Champions Outdoor School - Upper Elementary
<b>Friday, May 1</b>	Field Day - All School
<i>Wednesday, May 13</i>	Spring Fling (10:30 am)
<b>Monday, May 18</b>	Schlitterbahn - Upper Elementary
<b>Tuesday, May 19</b>	Science Fair - Upper Elementary (Details TBA)
<i>Friday, May 21</i>	<b>Last Day of Class - 12:00 pm Early Release - No Afternoon Enrichment</b>

**Wimberley Montessori School Calendar  
2019-2020**

**Summer School for Primary Students:**

June 1 - June 25 (Mon-Thurs)

July 6 - July 30 (Mon-Thurs)



# Wimberley Montessori School

45 La Buena Vista Dr. – 512-847-6055

## 2019 – 2020 Tuition and Fees

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### **TUITION**

Primary Full Day (8:00 to 3:00) \$6,250 annually or \$625 per installment

Primary 3 Consecutive Days (8:00 to 3:00) \$5,250 annually or \$525 per installment (This 3 day program is not available to 5 year old children)

Primary 5 day, ½ day (8:00 to 11:30) \$5,250 annually or \$525 per installment (This ½ day program is not available to 5 year old children)

Elementary (8:00 to 3:00) - \$6,500 annually or \$650 per installment

**SUPPLY FEE** - \$300 – *Fall Supply Fee of \$150 due August 24 and Spring Supply Fee of \$150 due January 8*

**AFTERSCHOOL PROGRAM** – (3:15 – 5:30) Monday – Friday - \$10.00 daily fee – *Late pickup fee of \$1.00 per minute (after 5:30 p.m.).*

**ANNUAL ENROLLMENT FEE** - \$175 per student, per year, non-refundable  
*This fee is due in the spring when enrolling for the coming fall or at time of enrollment.*

**WAIT LIST FEE** - \$50.00

**LATE TUITION PAYMENT FEE** - \$20.00 after the 20th of the month that payment is due

**NFS (returned check) FEE** - \$35.00

### **2019 – 2020 Tuition Installment Schedule**

Aug. 24, 2019	1 <sup>st</sup> payment & supply fee due
Sept. 1, 2019	2 <sup>nd</sup> payment due
Oct. 1, 2019	3 <sup>rd</sup> payment due
Nov. 1, 2019	4 <sup>th</sup> payment due
Dec. 1, 2019	5 <sup>th</sup> payment due
Jan. 7, 2020	6 <sup>th</sup> payment due & supply fee due
Feb. 1, 2020	7 <sup>th</sup> payment due
Mar. 1, 2020	8 <sup>th</sup> payment due
April 1, 2020	9 <sup>th</sup> payment due
May 1, 2020	10 <sup>th</sup> payment due





**Wimberley Montessori School – Student Admission Form**  
**45 La Buena Vista, Wimberley, TX 78676      (512) 847-6055**

My child, \_\_\_\_\_, is enrolled at Wimberley Montessori School for the academic year 2019-2020.

The following student information is required for enrollment and all forms must be completed and received before your child may enter the classroom.

Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_ Child lives with (Ck. one) Both Parents Mother Father

Mother's (or Guardian's name) \_\_\_\_\_

Mother's Home Address \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (Zip) Home Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_

Business or Profession \_\_\_\_\_ Name of Firm \_\_\_\_\_

Business Address \_\_\_\_\_ Business Phone \_\_\_\_\_

Father's (or Guardian's name) \_\_\_\_\_

Father's Home Address \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (Zip) Home Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_

Business or Profession \_\_\_\_\_ Name of Firm \_\_\_\_\_

Business Address \_\_\_\_\_ Business Phone \_\_\_\_\_

**Email address(es) –** \_\_\_\_\_  
(newsletters/notices may be sent during school year)

Who may care for the child in parents' absence? Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Child's Doctor \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Child's Dentist \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**Do we have permission to:**

Contact your doctor or dentist if necessary? \_\_\_\_\_

Contact another doctor or dentist if yours is unavailable? \_\_\_\_\_

Provide emergency care through a clinic, hospital or private doctor if necessary? \_\_\_\_\_

SIGNATURE OF PARENT OR GUARDIAN \_\_\_\_\_ (Date) \_\_\_\_\_

**STUDENT ADMISSION FORM EMERGERNCY CONTACTS**

In an emergency, if a parent or guardian cannot be contacted, Wimberley Montessori School may contact the following in the order given:

1. \_\_\_\_\_ Telephone # \_\_\_\_\_

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

2. \_\_\_\_\_ Telephone # \_\_\_\_\_

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

3. \_\_\_\_\_ Telephone # \_\_\_\_\_

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

**RELEASE OF STUDENTS**

Wimberley Montessori School has my permission to release my child to the persons listed below. I understand that a photo I.D. well be requested if the person is unknown to the School Staff.

1. \_\_\_\_\_ Telephone # \_\_\_\_\_

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

2. \_\_\_\_\_ Telephone # \_\_\_\_\_

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

3. \_\_\_\_\_ Telephone # \_\_\_\_\_

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

\_\_\_\_\_  
*(Parent or Guardian signature necessary for this to be effective)*

**PERMISSION TO BE GRANTED**

Wimberley Montessori School requires parents’ permission for a child to be included in field trips and water activities.

**Field Trips:** I hereby ( ) give ( ) do not give my consent for my child to be transported and supervised by Wimberley Montessori School staff on field trips.

**Water Play:** I hereby ( ) give ( ) do not give my consent for my child to participate in water activities which include: splashing and wading pools, sprinklers, swimming pools and rivers.

Additional comments concerning these activities:

\_\_\_\_\_

\_\_\_\_\_  
*(Parent or Guardian signature necessary for this to be effective)*

1. What is the position of this child in the family?  Only child  Oldest  Youngest  Other

2. Please list names and ages of other siblings: \_\_\_\_\_  
\_\_\_\_\_

3. Is this child toilet trained  completely  partially?

4. Has the child or other members of the family been tested or diagnosed with any learning disabilities (dyslexia, A.D.D., sensory integration disorder etc.)? \_\_\_\_\_

If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Has the child or family experienced any special problems or circumstances? \_\_\_\_\_

If so, please provide details:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Please describe any physical limitations your child may have: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Please note any food allergies your child has: \_\_\_\_\_  
\_\_\_\_\_

**Optional Questions:**

8. Why have you chosen Wimberley Montessori School for this child?

Location  Size  Philosophy  Curriculum  Other \_\_\_\_\_

9. Have you read any books by or about Maria Montessori? \_\_\_\_\_ If yes, which ones? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate below whether you give permission to post pictures of your child on our school webpage, as well as an occasional post on Facebook, or in our monthly Newsletter. Your child's safety is always a major priority for us so therefore names will not be included in any postings. Today, social media is such a dynamic way of letting others know what magic happens at our school, we would like to take better advantage of this vehicle.

Please check each situation that represents your decision about release of photographs of your child.

\_\_\_\_\_ I give permission for my child to be represented in photo form on our School's Website.

\_\_\_\_\_ I **do not** give permission for my child to be represented in photo form on our School's Website.

\_\_\_\_\_ I give permission for my child to be represented in photo form on our School's Facebook Page.

\_\_\_\_\_ I **do not** give permission for my child to be represented in photo form on our School's Facebook Page.

\_\_\_\_\_ I give permission for my child to be represented in photo form in our School's Newsletter.

\_\_\_\_\_ I **do not** give permission for my child to be represented in photo form in our School's Newsletter.

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Parent's Signature

Date

## GENERAL INFORMATION

Wimberley Montessori School does not discriminate on the basis of race, nation of origin, or religion. We do not screen children based on academic testing. We are interested in serving children whose parents support our goals.

Staff Curriculum Days, vacations, and holidays will generally coincide with the Wimberley ISD calendar. In the event of inclement weather, we will follow the Wimberley school closing procedures. This information is broadcast on local radio and television stations.

Observation of classes and conferences can be scheduled with the classroom teacher during the months of October through April. Conferences are recommended twice a year or as needed.

When a child under the age of six years is brought to school, he or she must be left in the presence of a staff member.

I have read and understand the above information

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Parent Signature

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**Wimberley Montessori School**  
**Child's Health Record 2019-2020**

*This form must be completed in all parts and returned to the office before your child will be admitted to class in August, 2019.*

**Child's Name:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_

**To Be Completed By Physician**

(Immunization record may be attached if **signed by a Doctor**)

DTP1 \_\_\_\_\_

IPV 1 \_\_\_\_\_

DTP2 \_\_\_\_\_

IPV 2 \_\_\_\_\_

DTP3 \_\_\_\_\_

IPV 3 \_\_\_\_\_

DTP/DTaP4 \_\_\_\_\_

IPV 4 \_\_\_\_\_

DTP/DTaP5 \_\_\_\_\_

MMR 1 \_\_\_\_\_

Hib 1 \_\_\_\_\_

MMR 2 \_\_\_\_\_

Hib 2 \_\_\_\_\_

Hep B \_\_\_\_\_

Hib 3 \_\_\_\_\_

Hep B \_\_\_\_\_

Hib 4 \_\_\_\_\_

Hep B \_\_\_\_\_

TB Test \_\_\_\_\_ Date Read \_\_\_\_\_ Results \_\_\_\_\_

TB Test \_\_\_\_\_ Date Read \_\_\_\_\_ Results \_\_\_\_\_

TB Test \_\_\_\_\_ Date Read \_\_\_\_\_ Results \_\_\_\_\_

Varicella Vaccine \_\_\_\_\_ Date Read \_\_\_\_\_ Results \_\_\_\_\_

**Vision and Hearing test results\*:**

Vision Results: \_\_\_\_\_ Date: \_\_\_\_\_

Hearing Results: \_\_\_\_\_ Date: \_\_\_\_\_

\*Children 4 years and older, who are enrolling for the first time, must be screened for Vision and Hearing within 120 days of enrollment.

**Wellness Check: I have examined the above-named child this current school year and find that he/she is physically able to take part in a day-care/school program.**

Date of examination: \_\_\_\_\_

\_\_\_\_\_  
PHYSICIAN'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHYSICIAN'S NAME (Print Legibly)



## **Discipline and Guidance Policy for Wimberley Montessori School**

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
  - (2) Punishment associated with food, naps, or toilet training;
  - (3) Pinching, shaking, or biting a child;
  - (4) Hitting a child with a hand or instrument;
  - (5) Putting anything in or on a child's mouth;
  - (6) Humiliating, ridiculing, rejecting, or yelling at a child;
  - (7) Subjecting a child to harsh, abusive, or profane language;
  - (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed;
- and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

*Texas Administrative, Code, Title40, Chapters 746 and 747, Subchapters L, Discipline and Guidance*

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**My signature verifies I have read and received a copy of this discipline and guidance policy.**

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**Parent or Guardian Signature**

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**Date**





# **Wimberley Montessori School – 2019 - 2020**

## **Parent Handbook Policies & Procedures**

The Parent Handbook is listed on our website under the parent resources page located at <http://www.wimberleymontessori.com/parent-resources.html>

I have read the Parent Handbook for 2019/2020 school year and I accept and agree to follow all the policies and procedures set forth by Wimberley Montessori School.

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**Signature of Parent**

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**Student's Name**

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**Printed Parent Name**

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**Date**

