

# WIMBERLEY MONTESSORI SCHOOL

## ELEMENTARY ENROLLMENT CONTRACT 2023 - 2024

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 terms and conditions governing the child's enrollment at Wimberley Montessori School.

1. The parent agrees to enroll (Student) \_\_\_\_\_ in the Elementary Class for the 2023-2024 school year, first class date: Monday, August 28, 2023

### **Basic Tuition**

Elementary Full Day, 5 Days a week (8:00am – 3:00pm)

Tuition total for the period Aug 2023 to May 2024 is \$8,500.00. Installment tuition will be \$850.00

**Important Notice about Potential School Closings due to COVID-19** - Basic Tuition will be paid when the school is in session and we are allowed to teach in person, on school grounds. In the event that a governmental agency orders schools to be closed due to COVID-19 concerns, or closure is deemed necessary by the Wimberley Montessori School Administration Team, the school will be closed. The school will remain open for families that are required to work as essential workers if allowed by the government and deemed financially feasible and safe for the staff. If the school is closed, and parents are not essential workers, the students will have the option to transition to online learning or opt out of online learning. Online learning tuition will be decreased to 75% of the Basic Tuition on the first day that online learning begins. For students that opt out of online learning, tuition will decrease to 25% of the Basic Tuition. When the school is allowed to reopen onsite tuition will be reset to the full amount. Families are asked to choose only one of the options so that the transition is seamless. Credit will be given to accounts to pro-rate partial months or for those families who have paid annual tuition in advance.

**Special Circumstances Regarding Confirmed Instances of COVID-19 in the Building:** All recommendations by the State of Texas licensing board for COVID-19 precautions will be met in efforts to create a safer environment for all students; however, carriers of COVID-19 can remain asymptomatic for several days. Due to the nature of the COVID-19 virus and since we cannot control environments outside the school, we cannot guarantee a COVID-19 free environment. In the event that a child or staff member is diagnosed with COVID-19 in one of our classes, the following procedures will be followed:

- a. The local health official and State Licensing Agency will be contacted and together they will help us decide whether or not the school can remain open.
- b. If these agencies decide that the school is safe to stay open, Basic Tuition will be charged regardless of whether a family may decide that they want to remove their child from the premises. Individual circumstances will be taken into account if/when this situation arises.

2. 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 the last day of school for returning students and five business days before the first day of school for new students. **Class attendance will not be allowed until all required paperwork is received by the school administration – No Exceptions Will Be Made.**

3. 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.

**Tuition stipulations:** Invoices will be sent out by Email as a reminder that payment is due (See Payment Acceptance Procedures); however, failure to receive an invoice does not relieve the Payor of the amount due. Annual tuition is due in full on August 29, 2023, or it can be divided into 10 equal installments that begin in August and end in May. **Please be aware that this means payments are due both in August and September even though classes start late in August.** The Fall Supply fee in the amount of **\$200.00** is due August 29, 2023. The Spring Supply fee in the amount of **\$200.00** is due January 8, 2024. 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.

**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.

4. 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.

5. The Parent is responsible for paying the annual tuition in its entirety for the term of this contract (2023-2024 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. ***If a student is withdrawn in the last 3 months of the school year, the school will not be able to find a replacement and any remaining tuition shall be due.*** 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 a Student's prolonged absences or withdrawals (except as stated above).

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 (See Parent Handbook, revised April 2023, Sections Entitled *Expulsion* and *Discipline*).

7. The Parent and Student agree to follow and adhere to the policies set forth in the current Parent Handbook, revised April 2023.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Signature of Parent 1/ Guardian  
**(Both parents in 2-parent family must sign.)**

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

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

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

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

## COVID-19 REQUIREMENTS:

Parents,

Please carefully review this document with the new COVID-19 recommendations from our licensing agency that Wimberley Montessori School will strictly adhere to during the 2022-23 school year, until such time as the licensing agency revises their protocol. Written notice will be provided to all families if the protocol is changed. The following are direct excerpts from our licensing agency with their recommendations.

“COVID-19 is spread from person to person through contact that is close enough to share droplets generated by coughing, sneezing, speaking, and even just breathing. COVID-19 can also be spread by touching objects where contaminated droplets have landed. Because of this easy manner of transmission, an infant, child or young person who is infected with COVID-19 can spread the infection to others they come in close contact with, such as members of their household, teachers, or other caregivers. We have learned that infected persons with mild or even no symptoms can spread COVID-19.

Parents or guardians should monitor the health of their child and not send them to school if they are displaying any symptom of COVID. Parents or guardians should seek COVID testing promptly and report results to the school given the implications for other children, families, and staff.

We will send home any employee or child who has any of the following new or worsening signs or symptoms of possible COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab-confirmed to have COVID-19

We will not allow employees or children with the new or worsening signs or symptoms listed above to return to school until:

In order to return to school following a positive COVID test, the school follows the same guidance as the Center for Disease Criteria (CDC); or

-in the case of an employee [or a child] who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and they may not return to school until they have completed the same CDC criteria mentioned in the previous paragraph; or

If a parent believes that they or their child has had close contact to someone with COVID-19 but are not currently sick, they should monitor their health for the above symptoms during the 14 days after the last day they were in close contact with the individual with COVID-19.

Wimberley Montessori School asks that you NOT give your child fever reducing medication before attending school. PLEASE keep your child home if they have a fever.

Wimberley Montessori School asks that you get a doctor's note confirming seasonal allergies especially if your child is exhibiting a runny nose, cough, headache, difficult breathing, or appears generally unwell. We reserve the right to ask you not to bring your child to school if they are exhibiting these symptoms without a proper diagnosis to ensure greater health and safety of the school environment.

Thank you for your cooperation with and commitment to making the Wimberley Montessori School as healthy as possible during the COVID-19 pandemic.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Wimberley Montessori School**  
**45 La Buena Vista Dr. – 512-847-6055**  
**2023 – 2024 Tuition and Fees**

**TUITION**

Caterpillar Full Day (8:30 to 2:30) \$8,500 annually or \$850 per installment

Caterpillar 4 Consecutive Days (8:30 to 2:30) - \$8,000 annually or \$800 per installment

Caterpillar 3 Consecutive Days (8:30 to 2:30) or Caterpillar 5 day - ½ days (8:30 – 11:30) - \$7,500 annually or \$750 per installment

Primary Full Day (8:00 to 2:45) \$8,500 annually or \$850 per installment

Primary 4 Consecutive Days (8:00 to 2:45) - \$8,000 annually or \$800 per installment (The Primary part-time programs are only available to children 4 years old or younger)

Primary 3 Consecutive Days (8:00 to 2:45) or Primary 5 day - ½ days (8:00 – 11:30) - \$7,500 annually or \$750 per installment (The Primary part-time programs are only available to children 4 years old or younger)

Elementary (8:00 to 3:00) - \$8,500 annually or \$850 per installment

**SUPPLY FEE**

**Caterpillar & Primary: \$350** – Fall Supply Fee of \$175 due August 29 and Spring Supply Fee of \$175 due January 8

**Lower & Upper Elementary: \$400** – Fall Supply Fee of \$200 due August 29 and Spring Supply Fee of \$200 due January 8.

**AFTERSCHOOL PROGRAM** – (2:30 – 4:30 for Caterpillar and 3:00 – 5:00 for all other classes) Monday – Friday - \$15.00 daily fee – *Late pickup fee of \$1.00 per minute payable in cash on the day of late pickup (after 4:30 pm for Caterpillar and 5:00 pm for other classes).*

**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** - \$75.00

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

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

**TUITION INSTALLMENTS** – *Please note that if you elect to pay tuition using the installment plan the annual tuition due is divided into 10 equal installment payments due in each of the months of August through May. Please make sure that you understand that installment payments are due in both August and September each year even though school starts late in the month of August.*

**2023 – 2024 Tuition Installment Schedule**

August 29, 2023 1 <sup>st</sup> tuition & supply fee due	January 8, 2024 6 <sup>th</sup> tuition & supply fee due
September 1, 2023 2 <sup>nd</sup> tuition due	February 1, 2024 7 <sup>th</sup> tuition due
October 1, 2023 3 <sup>rd</sup> tuition due	March 1, 2024 8 <sup>th</sup> tuition due
November 1, 2023 4 <sup>th</sup> tuition due	April 1, 2024 9 <sup>th</sup> tuition due
December 1, 2023 5 <sup>th</sup> tuition due	May 1, 2024 10 <sup>th</sup> tuition due



## **Wimberley Montessori School Payment Acceptance Policy**

The Wimberley Montessori School accepts payments for tuition and fees by check, money order, cash, bank transfer, or credit card. The school allows online payments via invoicing thru QuickBooks.

Tuition and afternoon enrichment payments are due on the 1<sup>st</sup> of each month. Payments received after the 20<sup>th</sup> of the month will be assessed a \$20 late fee.

Checks or Money Orders: A drop box or deposit slot will be located outside the school to drop off payments. Please place checks or money orders in the slot on the top of the box. Please be sure the student's name is noted on them – ***an envelope is not necessary for payment by check or money order but must be used for cash.*** Checks and Money Orders may also be mailed to the school.

Cash: Place cash in a sealed envelope with the student's name on it and drop it in the slot on top of the drop box described above. ***When paying with cash WMS requests the exact amount to be paid.*** We do not have petty cash on hand and documenting over and under payments increases our operating costs. Thank you for your understanding.

Online Credit Card and Bank Transfer Payments: Wimberley Montessori School allows online payments through QuickBooks invoicing using a credit card or bank transfer. Beginning June 1, 2023, processing fees will be added to the cost of tuition and fees to recover the fees that the school is required to pay our merchant service provider. Processing fees are listed below. All families must indicate which payment method they will use so that invoices can be set up correctly.

Recurring Payments: The Montessori School can set up recurring payments using credit cards through QuickBooks (processing fees would apply). To be able to setup a recurring payment we would need a signed authorization form with all credit card information. This information would then be stored in QuickBooks and backed up using a cloud service. Paper copies of credit card information will be shredded once the information is entered into QuickBooks.

Tuition and Fee Payment Using Your Own Bank: Most banks offer a free bill payment option for their customers. In this instance you would simply set up the Wimberley Montessori School at 45 La Buena Vista Dr, Wimberley, TX 78676 as the Payee and a check will be mailed to the school on your behalf. This option normally does not involve any fees by the bank.

**Please indicate your preference for payment and sign and return the form on the next page.**

<b>Additional Costs for Use of Credit Cards - QuickBooks Invoices: 3.5% + \$0.30</b>					
<b>Fee Type:</b>	<b>School Fees</b>	<b>Processing Fee</b>	<b>Total Paid on Invoice</b>	<b>Fee Paid to Merchant Service</b>	<b>Amt Deposited to School</b>
Enrollment Fees	\$175.00	\$6.66	\$181.66	\$6.66	\$175.00
Annual Tuition - Elementary & FT Caterpillar & Primary	\$8,500.00	\$308.60	\$8,808.60	\$308.60	\$8,500.00
Monthly Installment Full Time	\$850.00	\$31.14	\$881.14	\$31.14	\$850.00
Annual Tuition - 4 Day - Caterpillar & Primary	\$8,000.00	\$290.47	\$8,290.47	\$290.47	\$8,000.00
Monthly Installment 4 Day Caterpillar & Primary	\$800.00	\$29.33	\$829.33	\$29.33	\$800.00
Annual Tuition - 3 Day/half day - Caterpillar & Primary	\$7,500.00	\$272.33	\$7,772.33	\$272.33	\$7,500.00
Monthly Installment 3 Day/half day Caterpillar & Primary	\$750.00	\$27.51	\$777.51	\$27.51	\$750.00
Monthly Tuition	\$880.00	\$32.23	\$912.23	\$32.23	\$880.00
Caterpillar Supply Fees	\$350.00	\$13.01	\$363.01	\$13.01	\$350.00
Primary & Elementary Supply Fees	\$400.00	\$14.82	\$414.82	\$14.82	\$400.00
Afternoon Enrichment	\$15.00	\$0.86	\$15.86	\$0.86	\$15.00
Summer School Deposit	\$100.00	\$3.94	\$103.94	\$3.94	\$100.00
June Summer School plus Supply Fee	\$600.00	\$22.07	\$622.07	\$22.07	\$600.00
July Summer School plus Supply Fee	\$700.00	\$25.70	\$725.70	\$25.70	\$700.00
Wait List Fee	\$75.00	\$3.03	\$78.03	\$3.03	\$75.00

**Additional Costs for Families to Pay by Invoice Using Their Bank Account Routing Number and Account Number:  
\$3.00 Flat Fee Per Invoice**

**No additional costs for Families to Pay by Cash or Check**

Please indicate below which payment option you will be using. Changes can be made throughout the year by contacting the Office Manager.

I will be paying by check or cash so there will be no processing fees involved.

I will be paying by invoice using my bank account number and routing number and understand that a \$3.00 flat fee will be included on the invoice.

I will be paying by invoice using my credit or debit card and understand that the processing fee(s) in the chart above will be applied to the invoice.

Student Legal Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent or Legal Guardian

# Wimberley Montessori School Calendar

2023-2024

2023

<i>Wednesday, May 25</i>	<b><i>All Signed Contracts and Paperwork Due for Returning Students</i></b>
<i>Monday, August 28</i>	<b><i>First Day of School - Elementary &amp; New Caterpillar, New Primary Students</i></b>
<i>Tuesday, August 29</i>	<b><i>First Day of School - Returning Caterpillar &amp; Primary Students</i></b>
<i>Tuesday, August 29</i>	<b><i>Fall Supply Fees &amp; Tuition Due</i></b>
<i>Monday, September 4</i>	Labor Day (Student & Staff Holiday)
<i>Monday, October 9</i>	Indigenous People's Day (Student Holiday - Staff Development Day)
<i>Friday, November 3</i>	Parent Conference Day (Student Holiday)
<i>Friday, November 17</i>	10:30 am Thanksgiving Potluck & Autumn Celebration <b><i>(12:00 pm Early Release - no Afternoon Enrichment)</i></b>
<i>Mon.-Fri., November 20-24</i>	Thanksgiving Break
<i>Wednesday, December 20</i>	11:00 am Holiday Celebration/Last Day of Semester <b><i>(12:00 pm Early Release - no Afternoon Enrichment)</i></b>

2024

<i>Friday, January 5</i>	Student Holiday (Staff Development Day)
<i>Monday, January 8</i>	<b><i>School Resumes &amp; Spring Supply Fees Are Due</i></b>
<i>Monday, January 15</i>	Martin Luther King Day (Student & Staff Holiday)
<i>Friday, February 16</i>	Student & Staff Holiday
<i>Monday, February 19</i>	President's Day (Student & Staff Holiday)
<i>Mon-Fri, March 11-15</i>	Spring Break
<i>Friday, March 22</i>	Parent Conference Day (Student Holiday)
<i>Mon &amp; Fri, March 29 &amp; April 1</i>	Easter Break (Student & Staff Holiday)
<i>Mon-Thurs, April TBD</i>	Upper Elementary - IOWA Testing
<i>Friday, April 26</i>	Student and Staff Holiday
<i>Thursday, May 23</i>	<b><i>Last Day of Class - 11:00 am Celebration of Life Ceremony (12:00 pm Early Release - no Afternoon Enrichment)</i></b>



Wimberley Montessori School Calendar  
2023-2024

**Summer School for Caterpillar and Primary Students:**

June 3 - June 27 (Mon-Thurs)

July 1 - July 25 (Mon-Thurs) - School WILL be held on July 4

**Wimberley Montessori School – Student Admission Form – 2023-2024**  
**45 La Buena Vista Dr, Wimberley, TX 78676 (512) 847-6055**

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

Student Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Sex:      Male      Female      Other      Child Lives With:      Both Parents      Mother      Father

Mother's (or Guardian's ) Name: \_\_\_\_\_

Mother's Street Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mother's City/State/Zip Code: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

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

Father's (or Guardian's ) Name: \_\_\_\_\_

Father's Street Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Father's City/State/Zip Code: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

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

Mother's Email: \_\_\_\_\_ Father's Email: \_\_\_\_\_

Who may care for the child in the parent's 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?      Yes      No

Contact another doctor or dentist if yours is unavailable?      Yes      No

Provide emergency care through a clinic, hospital, or private doctor if necessary?      Yes      No

## STUDENT ADMISSION FORM EMERGENCY CONTACTS

Emergency Contact 1: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact 1 Address: \_\_\_\_\_

Emergency Contact 2: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact 2 Address: \_\_\_\_\_

Emergency Contact 3: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact 3 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. will be requested if the person is unknown to the School Staff.

Release Contact 1: \_\_\_\_\_ Phone: \_\_\_\_\_

Release Contact 1 Address: \_\_\_\_\_

Release Contact 2: \_\_\_\_\_ Phone: \_\_\_\_\_

Release Contact 2 Address: \_\_\_\_\_

Release Contact 2: \_\_\_\_\_ Phone: \_\_\_\_\_

Release Contact 2 Address: \_\_\_\_\_

## 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:

**STUDENT ADMISSION FORM – PARENTAL QUESTIONNAIRE**

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 (Primary & Caterpillar Only):  
Yes              No

4. Has the child or other members of the family been tested or diagnosed with any learning disabilities (dyslexia, ADD, sensory integration disorder, etc.)?  
Yes              No

If Yes, please provide details:

5. Has the child or family experienced any special problems or circumstances?  
Yes              No

If Yes, please provide details:

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

7. Please note any allergies your child has (food or other):

**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?              Yes              No  
If Yes, which ones?

## PERMISSION FOR PUBLICATION OF PHOTOGRAPHS

Please indicate below whether you give permission to post pictures of your child on our school website, as well as an occasional post on the school's private social media forum, or in our 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 the 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 in our School's Newsletter.

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

I give permission for my child to be represented on the School's private social media forum.

I do not give permission for my child to be represented on the School's private social media forum.

## 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 even 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 old is brought to the school, he or she must be left in the presence of a staff member.**

I have read and understand the information in each of the four pages of this document and have provided accurate information so that the school may enroll my child. By my signature below, I represent that all information has been entered as requested and I am providing the indicated authorizations and permissions contained within the four pages of this document.

\_\_\_\_\_  
Signature of Parent or Guardian

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

# Wimberley Montessori School 2023-2024 Child's Immunizations, Vision/Hearing Screening, and Health Statement

**This form must be completed and returned to the office before your child will be admitted to class in August, 2023.**

Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

## Immunizations:

Texas Administrative Code (TAC) §97.63(2)(A) states "Children enrolled in child-care facilities, pre-kindergarten, or early childhood programs shall be immunized against: diphtheria, pertussis, tetanus, poliomyelitis, Haemophilus influenzae type b (Hib), measles, mumps, rubella, hepatitis B, hepatitis A, invasive pneumococcal, and varicella diseases."

Please provide a copy of your child's immunization records

or  
an Affidavit of Exemption from Immunizations for Reasons of Conscience. This affidavit may be requested at the following website: <https://co-request.dshs.texas.gov/>

## Health Statement from a Health-Care Professional:

TAC §746.611 requires the school to maintain records of a written statement, from a health-care professional who has examined the child within the past year, indicating the child is able to take part in the child-care program.

Please have a health-care professional who has examined the child sign the statement below:

**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: \_\_\_\_\_

\_\_\_\_\_  
HEALTH-CARE PROFESSIONAL'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HEALTH-CARE PROFESSIONAL'S NAME

\_\_\_\_\_  
HEALTH-CARE PROFESSIONAL'S ADDRESS

or provide a separate written statement from the health-care professional stating that the child is able to participate in the school program

or provide a notarized affidavit stating that a health statement conflicts with the tenets and practices of a recognized religious organization (see Affidavit on the following page)

**AFFIDAVIT REGARDING THE SIGNED HEALTH STATEMENT AND  
CONFLICTS OF INTEREST**

I, \_\_\_\_\_, sign this Affidavit to document that medical  
(printed name)

diagnosis and treatment conflict with the tenets and practices of a recognized religious organization of which I am an adherent or a member.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ in Hays County, Texas.

\_\_\_\_\_  
(signature of parent/guardian)

STATE OF TEXAS        §

COUNTY OF HAYS       §

This document was acknowledged before me on \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(signature of notarial officer)

Printed Name:

\_\_\_\_\_

My commission expires: \_\_\_\_\_

# 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*

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

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

\_\_\_\_\_  
**Parent or Guardian Signature**

\_\_\_\_\_  
**Date**



## **Wimberley Montessori School – 2023 – 2024 Parent Handbook Policies & Procedures**

I have read the Parent Handbook for the 2023/2024 school year (revised April 2023) and I accept and agree to follow all the policies and procedures set forth by Wimberley Montessori School.

The Parent Handbook is located on our website at:

<https://wimberleymontessori.com/enrollment>

By scrolling to the bottom of the page to the Enrollment Forms you will see an option to download the Parent Handbook.

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**Student's Name**

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**Signature of Parent/Guardian**

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**Printed Parent/Guardian Name**

**Date**