

**ADMISSIONS INFORMATION**

|  |
| --- |
| **Drop-off Time:** All students must be at school no later than 9:00 am, with the exception of prior notice to administration for doctor’s appointments, emergencies, etc. I acknowledge the drop-off policy: \_\_\_\_\_\_\_\_\_\_\_\_\_(Initials)  **Late Policy:** $10 during the first 5 minutes, and $1 each additional minute after. Charges will automatically be applied to my account. Please note, this policy applies to all program times. I acknowledge PRINCETON Montessori’s late policy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Initials) |

|  |
| --- |
| My child’s weekly schedule will be as follows (Please write days/program times):  Days of the week:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| Please initial all that apply:   1. **Water Activities**: I give my permission to participate in the following:   Water table play:\_\_\_\_\_\_\_\_\_ (Initial) Splash pad play:\_\_\_\_\_\_\_\_\_\_ (Initial)   1. **Photography:**   I **DO** give consent for PRINCETON Montessori to photograph/film, then reproduce said images of myself/my child(ren). \_\_\_\_\_\_\_\_\_\_(initial)  I **DO NOT** give consent for PRINCETON Montessori to photograph/film, then reproduce said images of myself/child(ren).\_\_\_\_\_\_\_\_\_\_(initial) |

|  |
| --- |
| **MEDICAL INFORMATION:**   1. Please provide PRINCETON Montessori with a signed Physician Certification within the past year stating that your child is physically able to participate in daily activities. I acknowledge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) 2. Please provide PRINCETON Montessori with a current immunization record signed by their physician. An updated copy MUST be provided EACH time your child’s immunizations are updated. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Initial) 3. Medication information: Over the counter medications will not be administered without a doctor’s note or prescription, as they may mask symptoms of an illness. All medications/creams/ointments must be signed in at the front desk. All medication MUST be in its original packaging and age specific. Guardians must fill out a Medication Authorization form. \_\_\_\_\_\_\_\_\_\_\_\_\_(Initial) |

|  |
| --- |
| **POLICY INFORMATION:**   1. **Weather Policy:** In the event of inclement weather, PRINCETON Montessori will notify families via email or phone regarding closures/late starts/etc.   PRINCETON Montessori will follow the Prosper ISD for all weather-related closures, delays or early releases. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Initial)   1. **Enrollment Policy:** $100 Registration Fee (per child/per year) will be paid at the time of enrollment. This fee is non-refundable and will be paid every year on August 1st. Supply fees are once per semester, and will be charged accordingly. These amounts will not be prorated or discounted. **All paperwork must be completed prior to your child’s enrollment.**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Initial) 2. **Tuition Policy:** Per the Tuition Fee Agreement, all tuition will be charged each Friday for the following week. There will be a $25 return fee for any ACH or Credit Card returns. If full payment is not made within one week, we may ask that your child be withdrawn from the school. Upon re-enrollment, there would be a Registration fee charged, as well.   There will be no credits or discounts for scheduled closures for holidays, inclement weather or illnesses. The school must have 30 days written notice for all withdrawals from our program. All billing questions or issues must be addressed with administration within one week of the charge. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Initial) |