

ADMISSIONS FORM



SPRUCE TREE MONTESSORI SCHOOL

APPLICANT

Student Full Name		
Date of Birth		
Age & Grade, Fall (September 1)		
Gender	Male	Female
Primary Language Spoken		

PARENT / LEGAL GUARDIAN

Parent Name		
Email Address		
Phone Number		
Mailing Address		

Parent Name		
Email Address		
Phone Number		
Mailing Address		

Marital Status	Married	Divorced	Separated	Custody:
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ALTERNATE EMERGENCY CONTACT

**Please mark the program options you would like to enroll your child in for the 2019 - 2020 school year.
All programs are offered year round. Reference school calendar for dates.**

Elementary Programs: ELEMENTARY, EXPAND YOUR MIND

Elementary: Monday - Friday, 8:30 am - 3:30 pm Tuition Commitment \$11,535 per year, includes \$895 Enrollment Deposit		Pick-up 3:30 - 3:45 pm
Expand Your Mind Enrichment Club: Monday - Friday, 3:30 - 4:30 pm Tuition \$275 per session		Pick-up 4:30 - 4:45 pm

Children's House Preschool / Kindergarten Programs: HALF-DAY, SCHOOL DAY, TEA TIME

Half Day: Monday - Friday, 8:30 am - 12:45 pm Tuition Commitment \$8,425 per year, includes \$650 Enrollment Deposit		Pick-up 12:45 - 1:00 pm
School Day: Monday - Friday, 8:30 am - 3:30 pm Tuition Commitment \$10,075 per year, includes \$650 Enrollment Deposit		Pick-up 3:30 - 3:45 pm
Tea Time: Monday - Friday, 3:30 - 4:30 pm Tuition \$195 per session For School Day students only.		Pick-up 4:30 - 4:45 pm

All Students: EARLY / LATE-DAY OPTIONS & LUNCH

Sunrise: Monday - Friday, 7:30 - 8:15 am; \$155 per session		Drop off 7:30 - 8:15 am
Sunset: Monday - Thursday, 4:30 pm - 5:30 pm; \$155 per session		Pick-up 5:00 - 5:45 pm No Sunset on Friday.
Hot Lunch Program - served Monday - Friday; \$220 per session		

For more detailed information about each program, please visit SpruceTreeMontessori.com and click on Admissions / Programs.

MATERIALS FEE

Elementary	\$290	Due August 1
Children's House	\$275	Due August 1

ADMISSIONS FORM

PERSONAL INFORMATION	
Why are you applying for enrollment at Spruce Tree Montessori School?	
Tell us about your child: his/her interests, hobbies, extra-curricular activities, etc.	
Please list schools/daycare centers or other programs that your child has attended and when:	
Describe challenges or special needs your child may have, or that other educators or caregivers have recognized, and note any physical needs/conditions/severe allergies that our staff should be aware of.	
Tell us about yourself and spouse/partner, if applicable. Occupation, educational background, interests, hobbies, special skills, etc.	
Please list siblings of applicant (age, gender).	
NON-DISCRIMINATORY POLICY	
Spruce Tree Montessori School affords all rights, privileges, programs and activities to its students without regard to race, color or ethnicity, sex, religion, disability or background. It does not discriminate on the basis of race, color or ethnicity, sex religion, disability or background in administration of its admissions and enrollment policies, educational practices, scholarships or other programs.	
FINANCIAL COMMITMENT POLICY	
Enrollment at Spruce Tree requires that parents and/or legal guardians assume financial responsibility for student tuition and fees as outlined on the school's current Tuition Schedule. Tuition is due on the first Friday of each academic session or every other month, September through July. The Enrollment Deposit is a non-refundable portion of annual tuition, due April 15, or upon acceptance to reserve student placement for fall enrollment. The Materials Fee is due August 1, or as invoiced. A \$25.00 late fee is assessed for payments received more than 5 days after their due date. Tuition payments may not go unpaid for more than 20 days, for a maximum late fee of \$100.	
Support for the Friends of Spruce Tree Montessori SCHOLARSHIP PROGRAM	
The Friends of Spruce Tree Montessori is a 501c3 organization. Its members are parents and businesses who support Montessori education through a tax-deductible donation. The Friends of Spruce Tree Scholarship Program expands the educational opportunities available to families who desire Montessori education at the kindergarten and/or elementary level for their child but have limited financial resources.	
I or my place of work would like to become a Friend of Spruce Tree this year!	
Name of Friend _____	
Donation Amount \$ _____ / month \$ _____ / quarter \$ _____ / year	
Recurring, auto-payment available. Checks payable to Friends of Spruce Tree Montessori.	
Thank you for your dedication to Montessori Education!	
PARENT / GUARDIAN SIGNATURE	
DATE	