

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:
ALTERNATE EMERGENCY CONTACT	

**Please mark the program options you would like to enroll your child in for the 2020 - 2021 school year.
All programs are offered year round. Reference school calendar for dates.**

Elementary Program		
Elementary: Monday - Friday, 8:30 am - 3:30 pm Tuition Commitment \$11,350 per year, includes \$675 Enrollment Deposit		Pick-up 3:30 - 3:45 pm

Children's House Preschool / Kindergarten Programs: HALF-DAY, SCHOOL DAY		
Half Day: Monday - Friday, 8:30 am - 12:45 pm Tuition Commitment \$8,760 per year, includes \$675 Enrollment Deposit		Pick-up 12:45 - 1:00 pm
School Day: Monday - Friday, 8:30 am - 3:30 pm Tuition Commitment \$10,710 per year, includes \$675 Enrollment Deposit		Pick-up 3:30 - 3:45 pm

All Students: EXTENDED DAY OPTIONS & LUNCH		
Sunrise: Monday - Friday, 7:30 - 8:15 am; \$200 per session		Drop off 7:30 - 8:15 am
Sunset: Monday - Friday, 3:30 - 5:00 pm; \$385 per session		Pick-up by 5:15 pm
Hot Lunch Program: Served Monday - Friday; \$230 per session		

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

MATERIALS FEE		
Elementary	\$325	Due July 1
Children's House	\$285	Due July 1

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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	