



# Registration Packet

Welcome to Juneau Montessori School! We are so glad that you are joining us. Please fill out this registration packet and return it to the office on or before your child's first day of school.



**Juneau Montessori School**  
750 St. Ann's Ave., Douglas, AK 99824  
(907) 364-3535 / fax (907) 364-3535  
[jms@juneaumontessori.org](mailto:jms@juneaumontessori.org)

# CHECKLIST: Are we ready for the first day of school?

- Complete Emergency Card** (returned to office)
- Complete Registration Packet** (returned to office)
- Immunization Record** (emailed or faxed)
- Registration Fee and First Month Payment** (invoiced on Brightwheel)
- Brightwheel downloaded** (and you've familiarized yourself with it)

With 50+ young children in our building, we are constantly finding and organizing gear! **Please make sure ALL your child's belongings are clearly labeled with his/her name.** We recommend writing your child's name or initials in Sharpie directly on all their items.

- Lunch.** A healthy lunch in a lunchbox that your child can open by him/herself. Please send fruits, vegetables, whole-grain breads, and foods with protein. Try to avoid sugary foods like soft drinks, juice, candy, or desserts.
- 3-4 full changes of clothing:** t-shirt, pants that can be pulled on and off by your child, underwear, socks. These items are kept in your child's bin at school. You will be notified when your child is running low on clothing items.
- Outdoor gear:** Rain suit, rain boots, gloves, and a warm layer for spring/summer fall. Snow suit, warm jacket, hat, gloves, warm layers, and snow boots for winter.
- Primary children only: Inside shoes** to be kept at school. These shoes should be easy to put on and take off. Velcro or slip-on sneakers are great.
- Toddlers only: Supply of diapers.** (You will be notified when running low.)
- Nap gear.** A blanket, small pillow, and stuffed animal (optional). Sleeping gear is left at school for the week and sent home to be laundered every Friday.

## SECTION 1: Student Information

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

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

1st Parent/Guardian Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

2nd Parent/Guardian Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## SECTION 2: Tuition/Program Agreement

I (We) \_\_\_\_\_, the undersigned,  
being the parent(s) or guardian(s) or legal custodian(s) of the minor child  
\_\_\_\_\_, in consideration of the acceptance of said child into the  
Montessori program of Juneau Montessori School do hereby make the following  
agreements, representations, and promises:

- 1. I (We) will be solely responsible for the payment of tuition and other fees for whatever period of time my child is enrolled.** I (We) further agree that tuition payments will be made as outlined in the schedule below.
- 2. I (We) will be solely responsible for paying the tuition during the first 10 days of every month.** A late fee of \$25 per month may be assessed to payments received after the 10th day of the month unless alternate arrangements have been made with the Executive Director. Additional finance charges calculated at the interest rate of 1.5% per month (18% per annum) will be assessed to the remaining balance. I (We) understand that we will be charged for extra hours of service, late pickup fees or other charges.
- 3. I (We) understand that tuition payments are not for an hourly or daily service, rather they serve to secure a place at Juneau Montessori School for my child.** The monthly tuition is not affected by designated holidays, emergency closures, illness, vacations or other absences. Further, I (we) understand the tuition schedules may change, and that I (we) will be notified of such changes in advance.

#### 4. Payment Details

- **Registration Fee:** \$100
- **Monthly tuition:** The first month's tuition of \$\_\_\_\_\_ will be due on or before the first day of attendance on \_\_\_\_\_.

Thereafter, monthly tuition payments of \$\_\_\_\_\_ will be expected during the first ten days of each month.

5. If, for any reason, I (we) must withdraw my (our) child from the program prior to the completion of his/her kindergarten year, I (we) agree to give Juneau Montessori School written notice of my (our) intent to do so at least 15 days prior to the effective date of withdrawal. I (We) understand that if I (we) withdraw my child in the middle of the month, I (we) forfeit the rest of that month's tuition.
6. I (We) understand that Juneau Montessori School must have correct information at all times on how I (we) can be reached in the event of an emergency. I (We) therefore promise to notify the school office promptly of any changes in the information given on the emergency card.
7. I (We) understand the Juneau Montessori School must have current, up to date, immunization records. Failure to provide this information may result in immediate disenrollment due to failure to comply with State laws.
8. I (We) understand that the school will be closed for the following reasons:
  - a. Vacations, inservice days, and holidays, as noted in the School Calendar.
  - b. Emergency closures: The Juneau Montessori School follows the Juneau School District's decisions regarding weather closures. The school will also close if the building is without heat, water, or electricity for a length of time making a health emergency necessitating closure. Juneau Montessori School will make every effort to notify parents in a timely manner of such closures.
  - c. A lack of sufficient staffing, making it impossible for the school to follow State required ratios of adults to children.
9. I (We) will keep Juneau Montessori School informed about health, medical conditions, developmental delays, injuries and infectious or communicable illness such as chicken pox, strep throat, lice, etc. affecting my child. I (We) understand that a child with a serious illness or with a contagious illness will not be accepted into school. If my (our) child is too ill to remain in school or becomes ill at school, I (we) will pick up my (our) child, or arrange for someone to do so, within 1 hour. I (we) understand that in the event my child becomes ill and I (we) cannot be reached, after 1 hour Juneau Montessori School will begin calling my (our) child's emergency contacts to come pick up my (our) child.
10. I (We) understand Juneau Montessori School reserves the right to disenroll a child when it is deemed by the Lead Guide and Executive Director that to do so would

be in the best interest of the school and/or the child. Dismissal may be for, but is not limited to, such reasons as lack of payment or serious, unresolved behavior problems:

- a. Overdue tuition: Juneau Montessori School is constantly striving to hold its tuition costs down and to provide the best possible education to your child. Since the vast majority of our revenue is from tuition, we need your cooperation in making payments on time. If you are having difficulty in this area, please contact the Executive Director. If payments are overdue and other arrangements have not been made, your child will be disenrolled.
- b. Inability to function in the Montessori classroom: occasionally a child needs more help than we are equipped to provide. Parents will be informed if the Lead Guide feels a problem exists. Problems that remain unresolved or that are of a severe nature will be referred to the Executive Director.

*Juneau Montessori School admits students of any sex, race, color, religion, political beliefs, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.*

**I (We) received a copy of the Family Handbook and I (we) agree to read, understand, and comply with its policies.**

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Parent/Guardian Signature

Date

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Parent/Guardian Signature

Date

## SECTION 3: Waiver of Liability

I (we) am (are) aware that children, due to their normal range of activity, are prone to accidents and at risk of injury. I (we) understand that the Juneau Montessori School strives to maintain clean and safe classroom environments and school premises and that the teachers and support staff give children grace and courtesy lessons to encourage safe and responsible behavior, which are an integral part of the Montessori curriculum.

I (we) hereby waive and release any and all rights and claims for damages I (we) may have against the Juneau Montessori School, staff, or other agents of the school as well

as the owners of any premises leased or rented by the Juneau Montessori School, for any and all losses, injuries or accidents involving my (our) child or myself (ourselves) while participating in school activities in or away from the school premises; including, without limitation, any injury or accident as a result of my (our) child leaving the supervision of any of the school's agents, unless such damages are caused by the negligent acts or omissions or by the willful misconduct of The Juneau Montessori School, staff, or other agents.

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Parent/Guardian Signature

Date

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Parent/Guardian Signature

Date

## SECTION 4: Field Trip Permission

I (We) give permission for my (our) child to go on regular field trips involving:

- Walks in the neighborhood
- Nature walks on nearby beaches, side roads, and trails
- Open or organized gym (Mt. Jumbo Gym)

I (We) understand that for any other field trips away from school involving car or bus transportation and activities of moderate risk (swimming, boating, etc.) I (we) will approve our child's participation separately from this document. I (We) understand that our child will not be involved in any high-risk activities. This approval is for the duration of our child's enrollment at the Juneau Montessori School and may be revoked at any time.

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Parent/Guardian Signature

Date

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Parent/Guardian Signature

Date

## SECTION 5: Photo/Video Release

- I (We) give permission for Juneau Montessori School to take and use photographs/videos of my (our) child for promotional or fundraising materials and events.
- I (We) do **not** give permission for my (our) child's photograph/video to be used by Juneau Montessori School.

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Parent/Guardian Signature

Date

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Parent/Guardian Signature

Date

## SECTION 6: Agreement of Parental Responsibility

1. I (We) agree to remain well informed throughout the year and read all the information published and/or furnished electronically by the Juneau Montessori School (JMS) and inform JMS staff of the best way to provide me (us) with school news and information.
2. I (We) agree to promptly submit required paperwork as requested by the administrative offices or classroom teachers.
3. I (We) agree to provide updated information as needed on emergency cards and immunization records.
4. I (We) agree to read any and all information provided by JMS regarding policies, fees, and financial requirements and agree to request further information or clarification when needed.
5. I (We) agree to read and understand all financial arrangements made to and by JMS and to keep a copy of all arrangements and receipts.
6. I (We) agree to meet financial obligations to JMS promptly.

7. I (We) agree that by enrolling at JMS I agree to participate in the school community on a regular basis by: volunteering on the playground, helping with fundraisers, attending parent/family nights, sharing a skill with my (our) child's class, or contributing needed materials to a classroom.

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Parent/Guardian Signature

Date

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Parent/Guardian Signature

Date