



The Sammamish Montessori School

RE-ENROLLMENT FOR THE 2018-2019 SCHOOL YEAR (SEPT. – MID-JUNE)

The re-enrollment deadline is fast approaching. Here are answers to the questions we are asked most frequently. Please call us if there is anything else you wish to know about re-enrolling your child. This information also is available on our website: www.sammamishmontessori.com.

- 1. Question:** I would like my child to continue to attend Sammamish Montessori School next year. Do I need to re-enroll?
Answer: YES, ALL RETURNING STUDENTS MUST RE-ENROLL. We need you to let us know your plans for next year and have your commitment if you would like us to reserve a space for your child for the 2018-2019 school year.
- 2. Question:** When can I enroll my child?
Answer: The enrollment deadline for returning students and their siblings is February 2, 2018. You may submit your paperwork anytime up until that day to be part of the re-enrollment process. If your application is received after February 2, 2018 your registration will be processed in the order it is received.
- 3. Question:** When can my neighbor enroll?
Answer: The enrollment process begins in January, however placements of new families will begin after the deadline for returning families has passed and will continue until all available spots are filled. New student enrollment paperwork may be turned in anytime but will not be processed until we have completed re-enrollments for returning families after the February 2, 2018 deadline.
- 4. Question:** What is the amount of the deposit due to secure a space for the 2018-2019 school year?
Answer: Tuition is a school year program fee that may be paid in a lump sum or divided into ten (paid monthly) installments for your convenience. It is calculated on the total number of actual school days in the school year and does not include holidays, vacations, in-service, and conference days so that you are paying only for actual school days. For ease of administration and to make it easier for you to plan, monthly tuition payments are always 1/10 of the school year tuition and do not fluctuate based on the specific number of school days in any given month. When you enroll your child for the school year, you are making a commitment for the entire school year from the first day of school in September through the last day of school in June (or if you enroll mid-year from your start date through the last day of the school year in June).

To secure a space for the 2018-2019 school year 10% of the annual tuition must be paid upon registration as a nonrefundable deposit, along with the \$190 re-registration fee. Tuition payments for the balance of the school year are outlined in the following table:

Tuition Payment Schedule

Monthly Payment	Amount Due	When Due
Nonrefundable deposit	10% of annual tuition	upon registration
September	10% of annual tuition	Sep. 1st
October	10% of annual tuition	Oct. 1st
November	10% of annual tuition	Nov. 1st
December	10% of annual tuition	Dec. 1st
January	10% of annual tuition	Jan. 1st
February	10% of annual tuition	Feb. 1st
March	10% of annual tuition	Mar. 1st
April	10% of annual tuition	Apr. 1st
May	10% of annual tuition	May 1st

5. Question: How do I enroll?

Answer: Complete the re-enrollment contract and attach either a check, or give your credit card number and authorization to charge registration fees and tuition deposits (registration fee (\$190) plus your tuition deposit of 10% of annual tuition.) Forms must be filled out completely, signed and accompanied by payment in order to be eligible to process. You may choose to mail in your registration and payment so that it is received on or before Friday, February 2, 2018 or deliver it by hand. (Please do not send in your child's school bag.)

All registrations received by February 2, 2018 will be collected and on the following day applications will be processed in priority order. Priority is given to full day students and then to half day students. Applications received after February 2, 2018 will be processed in the order they are received.

6. Question: Can I get another registration form for a sibling, friend or neighbor?

Answer: Yes. Just come in to the office, or call and we can put a form in your child's bag, mail or email one as needed. You may also download a registration form from our website www.sammamishmontessori.com. Children enrolled in the school (and siblings or alumni) pay a registration/enrollment fee of \$190 and are given priority (assuming forms are turned in by the deadline). The registration fee for new families is \$250; processing for new students occurs after returning students have been registered.

7. Question: Can I enroll if I complete the form and send in payment later?

Answer: No. We cannot process an enrollment request until payment is received, even if paperwork is submitted. You may provide a credit card number and authorization instead of a check if you prefer. If you are registering more than one child and need to make payment arrangements, please contact our Director or Business Manager.

8. Question: Do I need a separate registration form if I am enrolling more than one child?

Answer: Yes. By law each child enrolled in school must have a separate enrollment contract.

9. Question: What are the benefits of staying at SMS for the kindergarten year?

Answer: The third year, or kindergarten year, is when all the learning that has taken place in the previous two years reaches fruition. Children build upon what they have learned, experience rapid academic and social growth, and their skill level dramatically increases. Third year/kindergarten students are ready to explore more complex learning and discovery and they need a wealth of new and interesting materials to keep them stimulated. They are guided to take on more and more complex work, begin to learn time management skills and have an increased set of expectations and privileges in the classroom. In addition, these older children can reinforce their academic skills by helping another child, a well-documented way to consolidate knowledge and gain mastery of a concept.

Your child has been unconsciously looking forward to being one of the "big kids" in the classroom. If he/she is put into a school where the kindergartners are looked down upon as being in the "baby class" his/her cycle of maturing is interrupted. It is especially unfortunate for a child who is a younger sibling at home to miss this opportunity to shine. This year of leadership gives a child immeasurable self-esteem and intellectual confidence.

Another advantage of staying at this school for kindergarten is that his/her teacher already knows your child very well so no time is lost at the beginning of the year trying to assess him/her. Be sure to speak to your child's teacher about kindergarten during conferences. The gift of this third year can never be taken away and it sets up a child for future academic and social success. Please also attend one of our parent meetings regarding kindergarten and talk with parents of current kindergarten students or those who have now graduated into higher grades about their experience. We are happy to put you in touch with other parents.

10. Question: Can I register my child for kindergarten even if he/she is not 5 years old by August 31, 2018?

Answer: No. However, your child will have the opportunity to do kindergarten level work and beyond in any of the Montessori classrooms even if registered as a preschool student. Parents of children with early September birthdays who have attended a Montessori school for two years and wish to petition for their child's third Montessori year to be their kindergarten year may submit a request in writing to the Director prior to registration. Your child will be evaluated by your child's teacher during the first month of school and a determination will be made at the first conference in October. Early acceptance into kindergarten at SMS is not a guarantee of early acceptance into a public school the following year.

11. Question: If I decide to withdraw my child, can I receive a refund? What if I move during the year?

Answer: Registration fees and tuition deposits are nonrefundable. Enrollment is a commitment for the entire school year and the commitment you make when you enroll your child in turn allows the school to make commitments to teachers and fulfill the many financial obligations the school must take on to provide your child's space in school.

Once your child has been enrolled, we honor our commitment to you by ensuring your child's space for the school year. This often means turning away other students who would have enrolled for your child's space had it been available. For this reason, please make sure you have made your decision to attend Sammamish Montessori School prior to submitting an enrollment contract for your child. Please notify the school in writing as soon as possible (before August 1, 2018) if you plan to withdraw your child from the 2018-2019 school year to release yourself from **future** tuition obligations (September onwards).

If you have to withdraw during the school year, you must provide written notice at least one month in advance of the first day of the month of your withdrawal (for instance, if leaving March 12, you would need to provide notice by February 1). If you are unable to provide one-month written notice of withdrawal, you must pay one tuition installment in lieu of notice.

If you have to withdraw prior to the school year, you must inform the school **in writing** by August 1, 2018, otherwise September tuition will be charged on September 1, 2018. If no written notice of withdrawal is received, responsibility for tuition for the entire school year remains regardless of attendance.

12. Question: Is there a discount if I have more than one child in school?

Answer: Yes. If more than one child from the same family attends concurrently, there is a 5% tuition reduction for *each* child.

13. Question: Do I receive a discount if I prepay the tuition for the full year?

Answer: A 3% discount is provided for annual tuition paid in full by September 10, 2018 if paid in cash or by check.

14. Question: Will all of this year's teachers be here next year?

Answer: Our staff turnover has historically been very low and we do our best to provide consistency for students within each classroom. However, at this stage we cannot guarantee who will be here next year as we are in the process of completing our agreements and staffing plans. We will certainly try our best to keep you informed of any changes.

15. Question: Will my child automatically have the same teacher as this year?

Answer: Your child's social and academic development is part of a three-year Montessori cycle with the same teacher and many of the same classmates, so ideally your child will continue in the same class with the same teacher. However, there is a small possibility that unforeseen circumstances may dictate a change. If your child is enrolled in the Prep Class, he/she will move into a Montessori preschool/kindergarten classroom when he/she is ready, either during the school year or the following new school year in the fall.

16. Question: How many days per week can preschool students attend?

Answer: Montessori preschool/kindergarten classes are five days per week. Our Enrichment program can accommodate students who are enrolled five half days in a Montessori class to add one, two, three, four or five half days in addition to their five half day schedule. There may be a limited number of four-day afternoon spaces for preschool aged children available in our Montessori preschool program unless all spaces have been taken by students attending five days per week. Kindergarten students must attend five days per week. Students who are not yet 3 years old or are 3 years old but not ready for a preschool program may enroll two, three or five half days per week in our Prep Class.

17. Question: If I am enrolling a sibling, may I request a particular teacher?

Answer: As a returning family, you may request a teacher and we will try to honor your request, however, if one class becomes overloaded with either boys or girls, we reserve the right to equal out the numbers and we try our best to keep an optimal balance of ages. Keep in mind that there is always a small chance that a teacher's plans to stay may change due to unforeseen circumstances.

18. Question: When will I know if I get what I requested?

Answer: If we cannot meet your request, we will contact you within two weeks to discuss any available options you may have. If you do not hear from us initially, you may assume your child is enrolled. Confirmations will be sent out along with Summer School registrations in late March, or sooner if possible. We will work on processing enrollments as quickly as we can, but it does take time. Thank you for your patience.

19. Question: At what age can my child enroll?

Answer: Our Prep Class is designed for our youngest students starting at age 2-1/2. (See class description below.)

20. Question: Am I required to volunteer or fundraise for the school? I hear many schools require a lot of fundraising and volunteer help.

Answer: No. We do not fundraise to benefit our own school. When you enroll in our school you pay only your registration fee, tuition, nominal field trip expenses, and any daycare charges you incur for any actual time used.

Furthermore, volunteering at our school is exactly that: voluntary. We appreciate and encourage parent involvement in a number of ways (reading parent, special projects, field-trip chaperone, celebrations, and lunch helper volunteers). Be sure to inquire about our volunteer discount available to parents who sign up for our volunteer lunch helper program.

21. Question: What classes are available?

Answer:

PROGRAMS OFFERED

Prep Program (Ages 2-1/2 to 3)

Our Prep program is for new students ages 2-1/2 to 3 years old. It is a half-day program offered as a two, three or five morning per week program (2 days on Th/F, 3 days on M/T/W only). The goal of the Prep Program is to help younger students learn social and emotional skills to prepare themselves to join a Montessori preschool/kindergarten class. Students enrolled in the Prep program may enroll in the Montessori preschool program the following school year or may be ready to join a preschool program during the course of the school year (if a space is available) as determined by the Prep Teacher and School Director in conjunction with the child's parents.

Preschool-Kindergarten (age 3-6) Montessori Class:

Students may attend morning and/or afternoon five days per week. In each group, children learn at the pace most comfortable for them without the pressure of competition. (A limited number of four-day afternoon spaces for preschool aged children may be available unless all spaces have been taken by students attending five days/week.) The advantage of a mixed age-group is that children can work with those younger or older than themselves, according to their skills, yet still mix socially with children of their own age. This works well for children who function academically at one age-level and socially at another. It enables kindergarten-age children to experience a year of leadership in a class with a familiar teacher.

Morning and Afternoon Enrichment Classes (ages 3-6):

These are specialized classes for intellectually curious children who are enrolled in a half-day Montessori program and would like to attend Enrichment classes *in addition* to regular morning or afternoon classes. Preschool or kindergarten students may be enrolled in Enrichment class for 1, 2, 3, 4 or 5 days a week in addition to Montessori class. The Enrichment program is a perfect complement to our Montessori classes. Our Enrichment teachers give our students opportunities to increase their academic skills through hands-on activities and experiments in a setting that allows for greater in-depth exploration of art, music, science and hands-on exploration and experimentation than may be possible in a Montessori classroom. Enrichment classes are structured as a theme for each day of the week.

Early Birds/After School Club (Minimum age 3 and potty trained)

Extended care is available to all SMS students enrolled in preschool or kindergarten. Early Birds hours are from 7:30 a.m. until morning class and After School Club is available from the end of afternoon class until 6:15 p.m. Monday through Friday. This flexible option allows you to drop off and pick up your child at a time that is most convenient for you. (Maximum time at school: 10 hours.)

In Early Birds/After School Club children are free to choose from a wide range of individual or group work under the supervision of our own familiar, experienced, teaching staff (not vendors brought in to provide a separate after care service as may be done elsewhere). Children may work on arts and crafts projects, read books, play with toys, play games, listen to stories, participate in special projects, engage in group or individual activities, sing songs and listen to various types of music, or play on the playground and in the indoor gym areas.

Lunchbunch is held from 11:30AM-12:45PM for full day children. Children bring a lunch (perishables with a cold pack; hot items in a thermos).