



**Enrollment for the 2023-24 School Year (Sep 06, 2023 – June 12, 2024)**

The enrollment deadline is fast approaching for our 2023-2024 school year. Here are answers to the questions we are asked most frequently. Please contact our Admissions Director – **Iskra Moutafov** – email: [iskra@sammamishmontessori.com](mailto:iskra@sammamishmontessori.com) or phone: 425-883-3271, if there is anything else you wish to know about enrolling your child. This information also is available on our website: [www.sammamishmontessori.com](http://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 2023-2024 school year.
  
2. **Question: I'm a returning family, when can I enroll my child?**  
**Answer:** The enrollment deadline for returning students and their siblings is January 31, 2023. You may submit your paperwork anytime up until that day to be part of the priority re-enrollment process. If your application is received after January 31, 2023, your registration will be processed in the order it is received.
  
3. **Question: I'm a new family, when can I enroll my child?**  
**Answer:** The enrollment process begins in January. 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 January 31, 2023 deadline.
  
4. **Question: Is there a discount if I have more than one child in school?**  
**Answer:** Yes. If siblings are both enrolled at SMS, there is a 5% tuition discount for each child. This discount cannot be combined with other promotional offers.
  
5. **Question: Is there a discount for new student enrollments?**  
**Answer:** Yes. If new students enroll for a full-day program by February 28, 2023, a 3% tuition discount is offered. This discount cannot be combined with other discounts.
  
6. **Question: Do I receive a discount if I prepay the tuition for the full year (all ten installments)?**  
**Answer:** A 3% discount is provided for school year tuition paid in full (all ten installments are paid by cash or check) at the time of registration. All students are eligible for this full-year tuition payment discount.
  
7. **Question: What is the amount of the deposit due to secure a space for the 2023-2024 school year?**  
**Answer:** Tuition is a school year program fee that may be paid in a lump sum or divided into ten (paid monthly) equal 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).

Our 2023-2024 school year runs from Wednesday, September 6, 2023 to Wednesday, June 12, 2024. To secure a space for the 2023-2024 school year, 10% of the school year tuition must be paid upon registration as a nonrefundable deposit, along with the \$200 re-registration fee. Tuition payments for the balance of the school year are outlined in the following table:

Monthly Payment	Amount Due	When Due
Non-refundable deposit	10% of school year tuition	Upon Registration and credited towards June 2024 tuition
September 2023	10% of school year tuition	By June 1 <sup>st</sup> if registered by May 31 <sup>st</sup> or due upon registration
October 2023	10% of school year tuition	October 1 <sup>st</sup> 2023
November 2023	10% of school year tuition	November 1 <sup>st</sup> 2023
December 2023	10% of school year tuition	December 1 <sup>st</sup> 2023
January 2024	10% of school year tuition	January 1 <sup>st</sup> 2024
February 2024	10% of school year tuition	February 1 <sup>st</sup> 2024
March 2024	10% of school year tuition	March 1 <sup>st</sup> 2024
April 2024	10% of school year tuition	April 1 <sup>st</sup> 2024
May 2024	10% of school year tuition	May 1 <sup>st</sup> 2024



**8. Question: How do I enroll?**

**Answer:** For convenience, Enrollment contracts for 2023-24 uses DocuSign (<https://tinyurl.com/SMS-2023-24-Enrollment>) to provide a secure and friendly signing experience. Please fill out the DocuSign forms completely, e-sign and give your credit card number and authorization to charge registration fees and tuition deposits (registration fee \$260 for new students and \$200 for returning students & siblings, plus your tuition deposit of 10% of school year tuition)

We will process all signed contracts and provide an enrollment decision within 5 business days. If you choose to sign the contract in person, you are welcome to stop by our offices. Re-enrollments will be given priority over new students, and full-day students will be prioritized over half-day students. All new registrations received by January 31<sup>st</sup> 2023, will be collected and processed on the following day in priority order. Applications received after January 31<sup>st</sup> 2023 will be processed in the order they are received.

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

**Answer:** Yes. Since all enrollment forms use DocuSign, please feel free to share the Enrollment link (<https://tinyurl.com/SMS-2023-24-Enrollment>) as needed. The enrollment link will be available at our website [www.sammamishmontessori.com](http://www.sammamishmontessori.com)

**10. 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. If you are registering more than one child and need to make payment arrangements, please contact our Director or Business Manager.

**11. 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.

**12. 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” and “leader” 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.

**13. Question: Can I register my child for kindergarten even if he/she is not 5 years old by August 31, 2023?**

**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.

**14. 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 and nontransferable. 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. These costs remain for the school even when a child withdraws.

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 SMS prior to submitting an enrollment contract for your child. Please notify the school

in writing as soon as possible (before July 1, 2023) if you plan to withdraw your child from the 2023-2024 school year to release yourself from **future** tuition obligations (September onwards).

If you withdraw during the school year, you must provide written notice at least 60-days 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 January 1<sup>st</sup>). If you are unable to provide 60-days written notice of withdrawal, you must pay two tuition installments in lieu of notice. If you have to withdraw prior to the school year, you must inform the school in writing by July 1, 2023. If no written notice of withdrawal is received, responsibility for tuition for the entire school year remains regardless of attendance.

**15. 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.

**16. 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 Prep, he/she will move into a Montessori preschool/kindergarten classroom when ready, either during the school year or the following new school year in the fall.

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

**Answer:** Kindergarten students must attend a minimum five half days per week in order to meet Washington State instructional hours. Our Montessori Preschool/Kindergarten is for children ages 3 to 6 years old. Students may attend morning and/or afternoon five days per week. Our Montessori STEAM Preschool/Kindergarten class is for children ages 3 to 6 years old and is offered as a full-day program.

**18. 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 for classroom placement to ensure an optimal balance. Keep in mind that unforeseen circumstances can sometimes dictate a change.

**19. Question: When will I know if my child is enrolled?**

**Answer:** We will reach out to you within 5 business days of fully signing the DocuSign contract to provide a status of your child's enrollment. The final confirmation will be emailed once the payment processing is complete. If we cannot meet your request due to room availability, we will place your child on the waitlist and a periodic status update will be provided.

For any questions on your child enrollment status, please contact our Admissions Director – **Iskra Moutafov** – email: [iskra@sammamishmontessori.com](mailto:iskra@sammamishmontessori.com) or phone: 425-883-3271.

**20. Question: At what age can my child enroll?**

**Answer:**

- Our Prep program is for new students ages 24 to 36 months old. We are pleased to offer this as a full-day program starting 2023-24 school year for limited availability, and a half-day program offered as a four (M-TH) or five morning per week program.
- Our Montessori Preschool/Kindergarten are for children ages 3 to 6 years old. Students may attend morning and/or afternoon five days per week.
- Our Montessori STEAM Preschool/Kindergarten classes are for children ages 3 to 6 years old and is offered as a full-day program.

**21. Question: Am I required to volunteer or fundraise for the school?**

**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 hourly 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, snack, and lunch helper volunteers). Be sure to inquire about our volunteer discount available to parents who sign up for our volunteer lunch helper program.



## **PROGRAMS OFFERED**

### **Preparatory (Prep) Program (ages 24 to 36 months)**

Our Prep program is for new students ages 24 to 36 months old. We are pleased to offer this as a full-day program starting 2023-24 school year for limited availability, and a half-day program offered as a four (M-TH) or five morning per week program. 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 Prep 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 (ages 3-6) Montessori Class:**

Students may attend morning and/or afternoon five days per week. In each class, children learn at the pace most comfortable for them without the pressure of competition. 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.

### **STEAM Preschool-Kindergarten (ages 3-6) Montessori Class:**

Preschool or kindergarten students may choose the full day Montessori/ STEAM Enrichment class. The Montessori/ STEAM program is a perfect complement to our Montessori program and gives 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 science, technology, engineering, arts and music/movement (STEAM). Students who enroll in this option spend half of their day attending the Montessori program, and the second half of their time in the STEAM program.

### **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 8:00 a.m. until morning class and After School Club is available from the end of afternoon class until 6:00 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.

**Lunch bunch** is held from 11:30 a.m.-12:45 p.m. for full day children. Children bring lunch (perishables with a cold pack; hot items in a thermos).