



“Where children learn to make a difference”

Welcome

Dear Parents,

It is with great pleasure that we welcome you to Riverchase Montessori.

Our school offers full time and part time programs from 6:30 am. to 6:30 pm. In addition to our Montessori Education we offer extra curricular activities that complement our program such as Yoga, Spanish, Music, P.E and Sports, Computer Lab for children 3 and older, Karate and outdoor activities.

As a procedure for enrollment, your child is welcome to visit our school for one half day (8:30am to 12 p.m.) at no cost to you in order for your child to be evaluated and to determine his/her class placement. This is also an opportunity for you to confirm if this is the school of your choice.

It is our mission to provide to each and every child the opportunity to excel and become above-average students applying the philosophy and method of Dr. Maria Montessori. It is in this way that Riverchase Montessori contributes to forming individuals confident in character, academically successful, and socially adjusted. At Riverchase, we instill a high regard for moral values, integrity and respect for others, providing positive contributors to our society and to the world.

Thank you very much for your interest in Riverchase Montessori and I look forward to welcoming you and your child and assisting you in the process of enrollment.

School Director



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Application for Registration

Child's full name: _____ Date of Birth _____ Boy ____ Girl ____

Address _____ City _____ State _____ Zip Code _____

Name of Mother : _____ Cell Phone Number _____

Address _____ Home Phone Number _____

Name of Father: _____ Cell Phone Number _____

Address _____ Home Phone Number _____

E-mail Address available for the school to communicate to you at all times: Please print _____

- Riverchase Montessori accepts students with the expectation of promoting above-average learning. All new students are evaluated before acceptance to determine whether his/her academic and emotional needs will be met.
- The minimum expectations for admission and continuing attendance are:
 1. Placements must suit the academic curriculum level of the class;
 2. Placement must suit the emotional maturity of the class;
 3. Student must be able to work with an appropriate measure of independence;
 4. Student meets the respectful behavioral expectations towards teachers and other students;
 5. Student must not be frequently or unusually disruptive;
 6. Is your child ADD _____ Autistic _____ Sensory Disorder _____ if yes to either of these choices,

please explain: _____

- No child shall be denied admission to Riverchase Montessori on the basis of race, color, national origin or religion.
- Riverchase Montessori prepares above average students. In addition to the basic admission procedures, the School accepts a few students with manageable learning differences. Children with any such differences are expected to meet the standards of classroom behavior, not be disruptive and not require substantially more than their fair share of the teacher's attention. Riverchase Montessori believes that all children in the classroom benefit from the daily exposure of children with such differences. Behaving with considerations towards others with sensitivity, respect, and kindness is part of our standards.
- How did you hear about Riverchase Montessori? _____

Please choose the program you are applying for:

Starting Date: _____

☐ Three Full Days 6:30 to 6:30 pm

☐ Three School Days 8:00 to 3:00 pm

☐ Three Half Days 8:00 to 12:30 pm

☐ Infant Program I (under 12 months)

☐ Five Half Days 8:00 to 12:00 pm

☐ Five School Days 8:00 to 3:00 pm

☐ Five Full Days 6:30 am to 6:30 pm

☐ Infant Program II ☐ After School Care ☐ Summer School Only

I have read and acknowledge the terms of this agreement. _____yes _____no.

Signature of Parent or Guardian: _____ Date: _____

1555 E. Sandy Lake

Coppell, Texas

Phone # 972-745-1500

www.riverchasemontessori.com



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Health Statement

Child's full name: _____ Date of Birth _____

Address _____ City _____ State _____ Zip Code _____

Height _____ Weight _____

Health History and Doctor's Examination:

Special Needs YES _____ NO _____

Does your child needs glasses? YES _____ NO _____

☐
☐

Current Immunization Record Enclosed

Hearing and Vision Screening Enclosed

Results for Hearing _____ Results for Vision _____
Test Date _____

Does this child have allergies to any of the following?

1) Food _____ 2) Medication _____

3) Insect Bites _____ 4) Other _____

5) Is the child on any long term medication? _____

Licensed Health Care Statement: I have examined this child in the past calendar year and find that he/she is able to take part in the school program.

Physician's Signature _____ Date: _____

Behavior and Conduct Statement

Is your child considered a special needs child? Yes _____ No _____

Do you believe your child may have any attention difficulties or learning differences? _____

If so, please explain: _____

Do you believe your child may have behavioral differences: If yes, please explain: _____

Some times the amount of children in a class contributes to an alteration of behavior and the pressure of a class with more than 10 children is a main factor. If this is the case and in the event the school is unable to meet the developmental needs of your child (emotional, and academic) Riverchase Montessori reserves the right to terminate the acceptance of your child at any time. In this case a 30 day notice is given as well as the recommendations of other suitable schools that can be more suitable for the needs of your child.

Parent of Guardian Signature _____ Date: _____



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Parent Agreement 2021 - 2022

- I hereby request acceptance for my child / children, _____ into Riverchase Montessori for the entire academic school year. Summer Program (June and July) is optional.

FOR STUDENTS ALREADY ENROLLED: Riverchase prorates tuition only in periods of 2 weeks to students returning to school or leaving at the end of the year. These two weeks periods are: From the 1st to the 15th and from the 15th to the 31st.

SECURITY DEPOSIT: A \$300 Security Deposit and first month's tuition are due at the time of my child's enrollment.

- WITHDRAWAL:** The obligation for full payment of tuition continues until the day indicated by the parent or guardian as the date of withdrawal. The parent / guardian agrees to furnish Riverchase Montessori with at least 30 (thirty) days written notice of such a date of withdrawal. Failure to do so will result in forfeiture of the Security Deposit and tuition for the month of withdrawal. The Security Deposit will be refunded with a thirty day written notice of intended withdrawal. I understand that the month in which my child departs and gives notice of withdrawal is paid in full regardless if departure date is in the middle of the month.
- ABSENCES:** Tuition must be paid in full without deduction for absences of any duration or for any cause, and without substitution of other days of attendance as “make up” days. This is necessary due to staffing and operational costs that are incurred on the basis of fixed levels of enrollment. Furthermore, in the event my child takes more than one month of absence, the Registration Fee changes into Initial Registration Fee of \$200. My child is considered a new student from this point on.
- TUITION:** Tuition is invoiced monthly and is due by the 1st of each month. A late fee of \$35 will be assessed to your account for the unpaid balance after the 5th of the month.

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- NO PRORATION OR TUITION DEDUCTIONS:** Monthly tuition is not prorated for any reason and with no deductions. Riverchase Montessori reserves my child's placement in the school every day for the entire year. Therefore, I agree to pay the full amount each month, even though my child may not attend some days during the month due to sickness, vacation or inclement weather. The only time in which tuition is prorated is the first month of initial enrollment or re-enrollment after withdrawal.
 - TERMINATION OF REGISTRATION:** Riverchase Montessori reserves the right to disenroll any child if payment of tuition or other costs is not made by the 15th of the applicable month. Furthermore, Riverchase reserves the right to disenroll when consider necessary for the well-being of my child and /of other children in the class..
 - YEARLY RE-REGISTRATION:** A Yearly Re-enrollment fee of \$50.00 per family is due each year in order to guarantee the acceptance of my child in the following school year. This fee secures placement and confirms acceptance and it is non-refundable.
 - SIBLING DISCOUNT:** A 10% off of the monthly tuition for each additional child enrolled from the same family. This discount is not applicable towards Before and After school program.

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- A \$10.00 a minute late pick up fee will be added to your invoice after 5 minutes of regular closing/pick-up time .
 - I give permission for my address and phone number to be published in the school directory (if any). Yes__ No__
 - I give permission for my child to be photographed during school hours and functions. Also, for his/her artwork to be used in the school website. Yes _____ No _____.
 - I give permission for the school staff to send information via email to the email address provided in application Yes ____ No ____

I have read all terms and acknowledge this agreement.

Signature of Parent or Guardian _____ Date: _____



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Tuition Schedule

2021- 2022 School Year

5 Full Day Program	6:30 a.m. to 6:30 p.m.		Monthly Tuition
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- Montessori Education Monday through Friday 8:00 a.m. to 3:00 p.m.
- Included in your tuition: Music, Yoga, PE and Sports, Computer Lab, Spanish & outdoor activities.
- Warm Lunch prepared at school with three snacks during the day
- Option to enroll in the Extra Curricular Activities at an extra cost: Ballet, Piano, Sports and Karate.
- Days of Daycare Only are included. Riverchase Montessori follows the C. I.S. D calendar.
- Summer Program is Optional TUITION IS NOT PRORATED DURING THE MONTHS OF AUGUST TO MAY.

5 Full Day = \$1055

3 Full Days = \$955

School Day Program	8:00 a.m. to 3:00 p.m.		Monthly Tuition
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- Montessori Education Monday through Friday 8:00 a.m. to 3:00 p.m.
- Included in your tuition: Music, Yoga, PE and Sports, Computer Lab, Spanish & outdoor activities.
- Two snacks and a Warm Lunch during the day included in the tuition
- Extracurricular activities optional at an extra cost: Ballet, Piano, Sports and Karate.
- Days of Daycare Only are included. Riverchase Montessori follows the C. I.S. D calendar.
- Summer Program is Optional TUITION IS NOT PRORATED DURING THE MONTHS OF AUGUST TO MAY.

5 School Days = \$945

3 School Days = \$845

Half Day Program	8:00 a.m. to 12:00 p.m.		Monthly Tuition
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- Montessori Education Monday through Friday 8:00 a.m. to 12:00 p.m.
- Included in your tuition: Music, Yoga, PE and Sports, Computer Lab, Spanish & outdoor activities.
- Warm Lunch and one snack during the day included in the tuition
- Extracurricular activities optional at an extra cost: Ballet, Piano, Sports and Karate.
- Days of Daycare Only are included. Riverchase Montessori follows the C. I.S. D calendar.
- Summer Program is Optional TUITION IS NOT PRORATED DURING THE MONTHS OF AUGUST TO MAY.

5 Half Days = \$825

3 Half Days = \$775

INFANT PROGRAM I = \$1,275 PER MONTH

INFANT PROGRAM II = \$1,175 PER MONTH

AFTER SCHOOL : \$400 PER MONTH

SUMMER SCHOOL ENROLLMENT = \$ 50.00

Other Fees

1. Registration Fee	\$200 per family
2. Supply Fee (August 1st. and January 1st.)	\$150 per semester per child
3. Yearly Re-Registration Fee	\$ 50 per family per year
4. Summer Program Activity & Entertainment Fee	\$50 per month per child in June & July

5. Security Deposit\$ 300
6. Late fee when tuition if not paid by the 5th of each month.....\$ 35.00
7. NSF fee will be added to your invoice when a return check takes place.....\$ 35.00

I acknowledge the terms of this fee schedule.

Signature of Parent /Guardian

Date



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Emergency Authorization

Child's Name _____ Date of Birth _____

Parent or Guardian Name _____

Address _____ City _____ Zip _____

Mother's Cell: _____ Father's Cell: _____

Work Phone: Mother _____ Father _____

If a parent cannot be contacted in case of any emergency, Riverchase Montessori has my permission to contact the following persons in the order listed. The individuals listed are reliable persons who have time and transportation available during the child's school hours. These individuals are persons that this child knows well, and who can be called upon in an emergency to pick up this child from school and care for him or her.

Name _____ Daytime Telephone _____

Address _____ Driver's License _____

Name _____ Daytime Telephone _____

Address _____ Driver's License _____

In the event that medical attention is required before either a parent, or guardian, or one of the Emergency contacts can be reached, the following physician may provide or authorize any emergency medical treatment.

Physician's Name _____ Phone _____

Address _____

In case of emergency, when neither a parent, an emergency contact, nor the above physician can be reached, Riverchase Montessori has my permission to take my child by car or ambulance to the nearest hospital. The hospital personnel have my permission to perform treatment as necessary.

Signature of Parent or Guardian

Date

Subscribed and sworn to before me, this _____ day of _____, _____ (year) _____

Notary Public _____ County of Texas.

Notary Seal



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Release Authorization

Please list the name, address, relationship, phone number and driver's license of individuals, **other than parents**, to whom Riverchase Montessori is authorized to release your child.

Name: _____	Phone Number: _____
Address: _____	
Relationship _____	Driver's License No. _____
Name: _____	Phone Number: _____
Address: _____	
Relationship _____	Driver's License No. _____
Name: _____	Phone Number: _____
Address: _____	
Relationship _____	Driver's License No. _____

Parent's Signature

Date

I understand that the person bringing or picking up my child is to be sure that a staff member is aware of the child's (children) arrival or departure. A copy of the Driver's License will remain in my child's file for each person listed above.

My child will not be released if all the information above does not match with the individual asking for him / her.



Automated Payment processing Safe - Convenient - Easy

We are excited to offer the safety, convenience and ease of Tuition Express™ – an automatic payment processing system that allows on-time tuition and fee payments to be made from your bank account.

AUTHORIZATION FOR **BANK ACCOUNT** ELECTRONIC FUNDS TRANSFER

I (we) hereby authorize Riverchase Montessori (business name) to initiate debit entries to my (our) Checking or Savings Account indicated below. To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice.

Credit Union Members: Please contact your Credit Union to verify account and routing numbers for automatic payments.

Your Name

Phone #

Address

City

State

Zip

Bank or Credit Union Name

Bank or Credit Union Address

City

State

Zip

☐ Checking

☐ Savings

Routing Transit Number (see sample below)

Account Number (see sample below)

Signature

Date

☐ Check if you wish to make online payments

For Official Use Only...

Date Received

Employee Signature

John Sample Mary Sample 123 Nice Street Anytown, USA		BANK OF THE WEST 555-555-5555		00226
Pay to the order of:		Attach Voided Check Here \$		
		Deposit slips not accepted Dollars		
123456789	1000338	0226		
Routing Number	Account Number	Check Number		

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Parent Checklist

UPDATED YEARS:

2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
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I have received and completed all agreements and release forms needed.

Please check and initial:

	APPLICATION FOR ADMISSION - SIGNED
	RELEASE AUTHORIZATION - SIGNED
	HEALTH STATEMENT - SIGNED BY PHYSICIAN
	PARENT TUITION AGREEMENT - SIGNED
	EMERGENCY MEDICAL AUTHORIZATION - NOTARIZED
	CURRENT IMMUNIZATION RECORD - SIGNED BY PHYSICIAN
	Acknowledgement receipt of Parent's Handbook & Discipline Policy
	Acknowledgement of Tuition Express Authorization

AS SOON AS ALL THE PAPER WORK NEEDED FOR YOUR CHILD'S FILE IS SUBMITTED AND COMPLETE, A SECURITY PIN FOR SIGNING IN AND OUT IS GIVEN TO EACH PARENT INDIVIDUALLY.

Please Sign Below:

Signature of Parent or Guardian

Date

I understand that my child is considered accepted at Riverchase Montessori until all forms are fully completed, included a current record of Immunizations signed by a physician and initial financial responsibilities are paid.