



School Year Enrollment Form

We're glad you're interested in Montessori education for your child!

Laramie Montessori Charter School is dedicated to providing a certified preschool education for your child that builds self-reliance, confidence and a love of learning for their rest of their lives! Our teacher is fully certified as a Montessori Primary Instructor as well as being a State of Wyoming certified Kindergarten – 6th grade teacher. Return this completed registration form to by email to Bronwyn at bthompson@acsd1.org or in person to Laramie Montessori Charter School, 608 South 4th Street, Laramie, WY 82070.

ENROLLMENT REQUIREMENTS

- Your child must be age three (3) to five (5) years old
- Children must be fully potty trained
- Required paperwork

The Montessori Primary consists of three years: **Pre-K 1** (3-4 years old), **Pre-K 2** (4-5 years old), and **Kindergarten** (5-6 years old). Because the state requires that Kindergarteners be 5 on or before August 1st we are aligning our preschool program along similar lines to allow students to be prepared for Kindergarten while remaining flexible to parent's needs. Preference is given to siblings of current students and employee children. LMCS will have a wait list for alternate schedules and will have lotteries to fill spaces if there are more applicants for a preschool year than spaces.

LMCS applied for a variance from DFS teacher:student ratio requirements based on our unique curriculum. We are allowed to have a maximum of 30 students in our Primary classrooms with one Montessori Head Teacher and two trained assistant teachers, but 3 year-olds can only be half day schedule.

Pre-K 1: This is the first year children are eligible for preschool, usually at 3 years old. Preference is given to students who were with us during the previous school year, summer program and who start the school year on August 26th. Because of the variance that we have with DFS, 3 year olds are limited to half days only. We have a limited number of half day spaces both in the morning and afternoon.

Pre-K 2: This is the second year children are eligible for preschool, usually at 4 years old. Preference is given to students who were with us during the previous school year, summer program, and who start the school year on August 26th. Because the variance we have with DFS, school day slots will be reserved for this age group to prepare them for their Capstone year (Kindergarten). We have a limited number of school day spaces available.

On August 13th we will evaluate what our enrollment is and adjust full and half day openings. Depending on the number of openings available and interest we may offer half days to 4year-olds or open more half days. If there are openings available in the year, then children who turn four will be allowed to move to school day and children who turn 3 will be able to enroll in half day openings.

We require a copy of the following paperwork to enroll:

- _____ Registration Form
- _____ Birth Certificate (new students)
- _____ Current proof of Immunization, Exemption, or Immunization Release form

PRESCHOOL STUDENT(S) ENROLLING

Child Name: _____ Gender: _____ Date of Birth: _____

Child Name: _____ Gender: _____ Date of Birth: _____

Expected School Year Attending: _____

Parent Completing Enrollment Form: _____

CONSENT TO RELEASE

It is the policy of Laramie Montessori Charter School to release children only to their parents. If someone else is to pick up your child then we need to have your permission. If there are other individuals or organizations to whom you wish to give permission to Laramie Montessori to release your child, please indicate their names below. Please tell the office if there are transportation changes.

Name: _____ Phone: _____ Relationship to Child: _____

Name: _____ Phone: _____ Relationship to Child: _____

Name: _____ Phone: _____ Relationship to Child: _____

PERMISSIONS

_____ DO _____ DO NOT give permission to Laramie Montessori Charter School and its employees or agents, to photograph and/or video my children and to use such photographs and/or videos in all brochures, websites, newsletters, teaching examples, advertisements, displays, and any other means of communication deemed appropriate by the school. Names of the children will not be included in LMCS advertisements but might be included in newspaper publications.

_____ DO _____ DO NOT give permission for my child to view TV programs and videos as deemed appropriate by the school in accordance with the approved curriculum.

_____ DO _____ DO NOT give permission for my child to visit Undine Park and to walk in the neighborhood with adult supervision.

HEALTH

Doctor: _____ Dentist: _____

Allergies (e.g. medications, foods, bites/stings, latex, etc.): _____ No _____ Yes

If yes please specify cause and symptoms: _____

Emergency Medicines required for reaction: ___ Epi-Pen _____ Benadryl _____ Other _____ None

If your student has an allergy or medical need then an action plan may need to be developed.

Medications

Does your child take any over-the-counter or prescription medications regularly? ___ No ___ Yes

Will medication(s) need to be taken during school hours? ___ No ___ Yes

If yes, a medication form MUST be filed with the school for each medication taken at school. All medications (even over-the-counter medications such as cough drops and ibuprofen) MUST be brought to school in their original containers and MUST be kept in the office unless they are a form of emergency medication that is exempted by law.

EMERGENCY

IN AN EMERGENCY, IF PARENT(S) / GURADIAN(S) CANNOT BE CONTACTED, PLEASE CALL:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Emergency Treatment Release

I give my permission for emergency treatment: _____ YES _____ NO

TUITION & SCHEDULE

Pre-K 1 (3-4 year olds)

<u>Half Day</u>	8:00 AM – 12:00 PM	\$680_____
	12:00 PM – 3:00 PM	\$680_____

Pre-K 2 (4-5 year olds)

<u>School Day</u>	7:30 AM – 3:00 PM	\$950 _____
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I would like to be on the waitlist if my child does not receive a place: _____YES _____NO

I would like to be on the waitlist for an alternate schedule:

Half Day for 4 year-old:	8:00 AM – 12:00 PM	\$680_____
	12:00 PM – 3:00 PM	\$680 _____

On August 13th we will evaluate enrollment and interest and decide if we will open half days to 4 years old students. During the year if there is space 3 year old students who turn 4 will be able to move to full day and 3 year old students will be able to apply.

After School Program

3:00 PM – 5:30 PM \$250 _____

LMCS is working on a free after school program. Are you interested? YES NO

Discounts

Up to 20% in discounts are available to all families that qualify:

____ ACSD#1 and UW Employee Discount 10%: If one or both parents are an employee of ACSD#1 or UW then your accounts can receive 10% off.

____ Multi-Child Discount 10%: If you have more than one child enrolled in our preschool or K-6th school then your accounts can receive 10% off.

The Montessori Preschool Scholarship Program

Scholarships are available for the school year based on financial need and are administered by Friends of Laramie Montessori. www.laramiemontessori.info

Scholarship criteria include: a complete application, Albany County residence, completed enrollment registration for your child who must be eligible to attend the LMCS preschool program in the application year, financial need, commitment to Montessori principles, ineligibility for Department of Family Services funding, and ability to pay the remainder of the tuition for one school year.

Use this link to access the online form to apply. <https://forms.gle/oDXs7W246aZ8DCeSA>

Laramie Montessori Charter School has no choice, influence or knowledge of the application or selection process of these scholarships. Please contact the Friends of Laramie Montessori will all questions and concerns.

DFS Childcare Assistance Program

LMCS will be licensed and certified by the Department of Family Services and will be able to accept financial aid for families receiving assistance from the Childcare Assistance Program. This program is not a part of TANF or the Food Stamps program so you must apply for it separately even if you qualify for other assistance. For more information about this program or to apply please follow the links found below.

Overview: <https://dfs.wyo.gov/services/family-services/child-care/>

Application: https://drive.google.com/file/d/1zGhI03NWgl2TQMSz_Fo-NiWulj_Q81bT/view

A copy of the financial criteria is included with this paperwork. If you have any questions or need assistance filling out the application, please contact Laramie Montessori School at (307) 742-9964 or DFS Child Care Resource/Referral number at (307) 777-7290 or the Albany County DFS main office at (307) 745-7324.

Employer Childcare Reimbursement

Several Laramie employers offer childcare reimbursement plans. At your request we will complete the paperwork they require for your participation in the program.

CALENDAR

The school year will follow the Laramie Montessori Charter School calendar which primarily follows Albany County School District #1's calendar. There will not be preschool or Afterschool Care on the days that Laramie Montessori Charter School does not have school. Laramie Montessori Charter School will not prorate vacation periods, Professional Development days, half days, early pickup, snow days, or government-required childcare center closures (with possible exceptions).

On scheduled half days Laramie Montessori Charter School will dismiss School Day and Morning Half Day preschool students at 11:45am. There will not be Afternoon Half Day preschool or Afterschool Care on scheduled half days.

A school year calendar & Parent Handbook will be emailed to enrolled families.

(Initial) _____

LUNCH & SNACK

Lunch will be available from Albany County School District 1 or can be brought from home. Details about the ACSD#1 lunch program will be available in August before school begins. Menus are available through the Parent e-Newsletter and on our website.

We ask that parents donate a healthy snack for their classroom twice a month. A list of classroom allergies will be given to parents at the beginning of the year.

(Initial) _____

TUITION AGREEMENT

Parents enrolling their new student to begin preschool for the school year are required pay tuition on or before September 15th. Parents enrolling their new student to begin preschool with a partial month will have the first month's tuition calculated based on how many school days their child will be present for then continuing with the regular monthly payment schedule moving forward. Contact Norman Frost, our Business Manager, to make payment arrangements regarding your tuition if needed, or to arrange payment through the WY Department of Family Services.

Tuition Agreement: *I understand tuition is a lump sum amount, payable at the specified rate in monthly installments. I remain obligated to pay the monthly installments regardless of vacation periods, sick days, conference days, early withdrawal, government-required childcare center closures (with possible exceptions) or a decision to withdraw my child prior to the last scheduled day. I must give Laramie Montessori Charter School 14 days written notice of my intent to remove my child from the school or to lower my tuition package, or I will be financially responsible for any tuition due. Tuition is due by the 15th day of each month unless payment arrangements have been made with LMCS prior to the due date. Any checks returned for insufficient funds will be charged a returned check fee. LMCS may charge 20% interest for any tuition that remains unpaid after the end of the month for which it was due and for each month thereafter. If I fail to pay in accordance with the Tuition Policy, I am obligated to pay all reasonable costs of collection and/or enforcement of the tuition policy, including costs and reasonable attorney's fees. Any student whose tuition is not paid by the end of the month may not be allowed to continue at LMCS until the account is paid in full or payment arrangements have been made with Laramie Montessori Charter School. By signing this document, I signify that I have read, and agree to abide by, the terms and conditions of the Laramie Montessori Charter School Tuition Policy as specified herein.*

Parent's Signature _____ **Date** _____

Laramie Montessori School does not discriminate on the basis of age, race, color, creed, religion, ancestry, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its educational programs or activities.

This form must be updated each year. If tuition prices or schedules change then a new form will need to be filled out at the beginning of the next year.

OFFICE USE ONLY

Received Paperwork: _____

CAP: YES NO

Expected Start Date: _____

FLMS: YES NO



Laramie Montessori Charter School Preschool Immunization Release

Please fill out, sign and date to allow your doctor and/or Wyoming Immunization Registry (WyIR) permission to release your child's immunization records. This release is good for a maximum of three years from date or until enrollment in our school ends.

I give _____ permission to release the following
Doctor's Office / Clinic
student(s) immunization records to Laramie Montessori Charter School.

Full Name

Birthdate

_____	_____
_____	_____
_____	_____
_____	_____

- I give Laramie Montessori Charter School's Nurse or Authorized Staff Member permission to access my student(s) immunization records online at the Wyoming Immunization Registry (WyIR).

Parent Signature

Date