

2017-2018 PARENT HANDBOOK AND SCHOOL FORMS CHECKLIST

Check when submitted	ALL FORMS must be returned to our school office by July 15, 2017. Children <u>may not attend</u> class until all forms have been received.	
Keep at home	Parent Handbook	<i>Everything</i> you need to know about Montview! Your parent contract requires you to read and sign off on the policies and procedures detailed in this Handbook.
Keep at home	School Calendar	Important school dates, mark your calendars NOW!
<input type="checkbox"/>	Name and Address Information Sheet	Please confirm the information we have in our database for your family, and check what you want included in our Parent Directory.
<input type="checkbox"/>	Parent Cooperative Contract	Please read this carefully. At least one parent needs to initial/sign/date it. Both parents must sign/date if they live in separate households.
<input type="checkbox"/>	Emergency Contact Form	Both sides must be completely filled out and <u>updated</u> throughout the school year if your information changes. Teachers keep a copy in the classroom to contact you during the school day.
<input type="checkbox"/>	Smart Tuition Enrollment	Returning families will be automatically re-enrolled with the same payment method and plan as the previous year (please log on to make any changes). New families must fill out and return the enclosed form to enroll in Smart Tuition.
<input type="checkbox"/>	Grocery Card/Annual Giving Choice Form	Participate in Grocery Cards OR write an Annual Giving check OR have us add fundraising to your monthly tuition. Please contact the Director if any of this presents a financial hardship for your family.
<input type="checkbox"/>	Social History	Important information for teachers to get to know your child and to better individualize curriculum for him/her.
<input type="checkbox"/>	Parent Job Sign Up	Refer to the Parent Job Descriptions section in the Parent Handbook before filling out this form.
<input type="checkbox"/>	Sunscreen Permission	Authorize or opt-out of this new licensing requirement. Form must be signed and dated by a parent.
<input type="checkbox"/>	Physical Exam Form	Must be signed and dated by a physician who has seen the child within the past 12 months.
<input type="checkbox"/>	Certificate of Immunization	Must be filled out and signed by your medical provider's office. For religious or personal exemptions, an additional form from the office must be completed.

Questions? Call 303-322-7296 or email info@montviewpreschool.org

ALL FORMS DUE JULY 15, 2017.
**Please complete forms and return to the
 school office in the order listed above.**

Read the back of this page for what happens next...

What happens next?

June	You will receive a welcome email from the school office via our eblast platform. Please add info@montviewpreschool.org to your email contacts to ensure proper delivery. Eblasts will be sent to the email address(es) listed on your Name & Address sheet.
Mid-July	You will receive an introductory letter from your child's teacher in the mail, also known as the Summer Letter.
July 15, 2017	ALL forms are due. Please sign and return forms to the office in the order listed above.
Late-July	You will receive your statement from Smart Tuition with September's tuition charge on it.
August 15, 2017	September tuition is <u>due to Smart Tuition</u> . We do not process tuition payments in our office.
Mid- to Late-August	Your child's teacher will contact you to set up a home visit with your child.
Late August	Each class will have a Lemonade (a social event to meet other parents and children in your class) and a Parent Orientation (introduction to the classroom and your role as Helping Parents). Your teacher's Summer Letter will give specific dates and details.
September 5-8, 2017	First week of classes. Please refer to "Start of the School Year" in the Parent Handbook.