



## Parent Admissions Checklist - SUMMER CAMP

*Please refer to the following checklist when completing and submitting your BMS Application Contract.*

- Summer Admissions Contract with all needed signatures.
  - Electronic Debt/Draft Authorization Form or Credit Card Form
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## Prior to First Day of School Checklist

*Please provide the following items 30 days, prior to the first day of school.*

- The first full Tuition Payment for each child is due on or before **July 1st, 2018**.
- 2 Copies** - Bristow Montessori Emergency Card filled out (both sides) (*We need one copy for the Classroom and one for the Front Desk. Thank you!*)
- Proof of Identity Verification: One (1) of the following forms of Identification
  - Certified Copy of Birth Certificate, Birth Registration Card, Notification of Birth, Passport, Adoption Records
- Virginia School Health Form, signed and dated by a physician if BMS does not already have on file (Page 1, 2, and 4)
- Any additional Add-On Program Payments your child will be signing up for:
  - Pizza Friday \$3.25 per camp week per student. \*Tax Deductible



*curiosity care confidence*  
*bristow montessori school*

Student Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

## **ADMISSIONS CONTRACT**

### **Summer Camp 2018**

# BRISTOW MONTESSORI SCHOOL

## 2018 Summer Camp (ages 3 – 12)

*It's that time again! Each summer, BMS holds four exciting, two week camps allowing the children to immerse themselves in an incredibly fun and interactive learning experience. Each summer camp features a theme, and this year the focus is Music, Engineering, Culinary, and Sports activities. Enrollment is available to children ages 6 wks – 12 yrs and open to our local Bristow community along with our currently enrolled BMS students.*

### **Camp #1 : Animal Kingdoms Camp**

**Week one - July 2-6, Week Two - July 9-13**

The students will get a full immersion into the world of 5 animal kingdoms, (mammal, reptile, amphibian, bird, fish). Every aspect of the 5 kingdoms will come to life through hands on discovery, sculpture and installation of animal habitats and biomes. A presentation from a visiting “Critter” expert, puts wildlife directly into the classroom and into the hands of students!

### **Camp #2: Hands for Building Camp!**

**Week one – July 16-20, Week two – July 23-27**

Elementary and Primary age students will have lots of fun and challenges with “hands on” adventures creating flying machines, rockets, robots and all manner of unique sculptures from everyday objects and recycling. Students will learn the importance of recycling and the evolution of household materials as they learn about property changes and repurposing for the good of the environment.

*\* A field trip to the Children’s Science Center, Fair Oaks.*

### **Camp #3 : Culinary Camp**

**Week one – July 30- August 3, Week two – August 6-10**

The Great American Bake off! Two weeks of fun packed culinary adventures! Campers will enjoy everything from scavenger hunts to cooking up delicious, nutritious recipes everyday! Students will design menus and recipe books whilst they reinforce their learning of food groups, nutrition and a healthy diet. Pre-Primary students will discover new and exciting fruits and vegetables to sort, match, cut and taste! Primary and Elementary students compete for the best baker award and the most original recipe. *Field trip included!*

### **Camp #4 - Camp Olympics!**

**Week one – August 13-17, Week two – August 20-24**

Our most popular Athletic Camp! Students will take part in a wide variety of sporting events, learn team building games and prepare for the grand Tournament of Games Finale! Students will have a blast learning relay, shot put, javelin, and many more of the traditional events as they learn about the Greek origins of the Olympic games.

## TUITION - 2018 Summer Camp

**New Summer Camp Attendees** and **10-month Contract Students** : Please see Tuition Chart. Each field trip is optional and will incur an additional \$20 cost per field trip (children ages 4-9). Money will be collected at the time of the field trip.

**12-month contract students** - Camp cost is *included*. Each field trip is optional and will incur an additional \$20 cost per field trip (children ages 4-9). Money will be collected at the time of the field trip.

### TUITION CHART

Prices below reflect one full (2 week) Camp Session. \* Camp #1 is a shortened program (8 days). Please see the pro-rated pricing below for that particular week.

	Pre-Primary (2-year olds)	Primary (ages 3-6) & Elementary (ages 6-9)
<b>3 day Half Day</b> (T/W/Th 8:30-11:30 am)	\$400 *\$360 (Camp 1)	N/A
<b>5 day Half Day</b> (Mon-Fri 8:30-11:30)	\$475 *\$430 (Camp 1)	\$410 *\$370 (Camp 1)
<b>5 day School Day</b> (Mon-Fri 8:30 – 3:00)	\$560 *\$500 (Camp 1)	\$510 *\$460 (Camp 1)
<b>5 day School Day w/ Before School Care</b> (Mon-Fri 6:30 – 3:00)	\$615 *\$550 (Camp 1)	\$580 *\$520 (Camp 1)
<b>5 day School Day w/ After School 1</b> (Mon-Fri 8:30 – 4:00)	\$655 *\$590 (Camp 1)	\$605 *\$540 (Camp 1)
<b>5 day School Day w/ After School 2</b> (Mon-Fri 8:30 – 6:30)	\$680 *\$610 (Camp 1)	\$630 *\$565 (Camp 1)
<b>5 day School Day w/ Before &amp; After School</b> (Mon-Fri 6:30 – 6:30)	\$720 *\$640 (Camp 1)	\$690 *\$620 (Camp 1)

\* Children who are enrolled in 3 Day / 5 Day Half Day Programs are invited to attend our Field Trip (Ages 4-12), and will be brought back to the school at 1:00 pm.

# BRISTOW MONTESSORI SCHOOL

## Family Information (please write legibly)

I hereby apply for admission to BMS for my \_\_\_\_ son \_\_\_\_ daughter

whose full name is \_\_\_\_\_ "Student" Nickname \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## GUARDIAN INFORMATION - Please write legibly

### Guardian - 1

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone # (Call First): \_\_\_\_\_ Home #: \_\_\_\_\_

Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Preferred Email(s): \_\_\_\_\_

Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

### Guardian - 2

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone # (Call First): \_\_\_\_\_ Home #: \_\_\_\_\_

Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Preferred Email(s): \_\_\_\_\_

Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

1.

**VIRGINIA SCHOOL HEALTH ENTRANCE FORM :**

I certify that I have/will submit a completed Virginia School Health Form signed and dated by a physician and submitted to BMS prior to their first day of school, as required by law. \_\_\_\_\_ (Initial)

DETAILED INFORMATION for the VA Health Form. For parents who are re-enrolling their child, please see the office to determine what updates we need from you for our files.

- Page 1: Must be filled out by you and signed by your child's doctor.
- Page 2: IMMUNIZATIONS are Required to be on file at  6 months  12 months  18 months  24 months  36 months, and  once between ages 4-6
- Page 3: BMS does not allow exemptions. BMS requires all vaccinations be up to date.
- Page 4: WELLNESS/PHYSICAL - One must be on file at BMS. If your doctor hasn't filled out this page, please ask them to send BMS the most recent Wellness/Physical they have on file via fax 703-890-3040, or you can hand-deliver to the school.

**PROOF OF IDENTITY VERIFICATION** In order to identify missing children, the Virginia Department of Social Services requires us to ask for proof of identification and age. Forms of appropriate identification include: a certified copy of the child's birth certificate, birth registration card, notification of the child's birth (from a hospital, physician or medical professional), a passport or certificate of adoption. Proof of identity is required prior to the first day of attendance.

**OFFICE USE ONLY:**

<input type="checkbox"/> Certified Copy of Birth Certificate	<input type="checkbox"/> Passport
<input type="checkbox"/> Birth Registration Card	<input type="checkbox"/> Adoption Records
<input type="checkbox"/> Notification of Birth	<input type="checkbox"/> Hospital:

\_\_\_\_\_  
Director (PRINT)

\_\_\_\_\_  
Director (Signature)

\_\_\_\_\_  
Date

## STUDENT PHOTO USE POLICY AND AGREEMENT 2018/19

During the year, the Bristow Montessori School often has the opportunity to photograph and/or videotape our students in a variety of school-related activities. Student academic programs, sports, events and fine arts programs are a few examples of these activities. As such, these photographs and/or videotape footage may be used in communication tools such as the BMS Buzz newsletter, local newspapers, web site and other mediums of communication.

Highlighting the achievements and celebrating the successes in our school is an integral part of our community as well as a way of sharing in the success of our school and students. However, it is our goal to respect your privacy as well. Therefore, parents/guardians are requested to indicate their wishes regarding Bristow Montessori School's use of student photographs, videotapes or images at the beginning of each school year.

### PLEASE SIGN ONLY ONE RELEASE BELOW!

#### CONSENT TO STUDENT PHOTO USE POLICY FOR PARENTAL RELEASE

**Yes** I, the parent/guardian of (student name, please print) \_\_\_\_\_ have read and therefore understand the Student Photo Use Policy and Agreement, and DO PERMIT Bristow Montessori School to use photographs, videotapes and/or images of my child under these terms and conditions. NOTE: *Our BMS teachers and staff will continue to take photos/videos to share with parents via email for the daily/weekly newsletters.*

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

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#### REFUSAL OF STUDENT PHOTO USE POLICY FOR PARENTAL RELEASE

**No** I, the parent/guardian of (student name, please print) \_\_\_\_\_ have read and therefore understand the Student Photo Use Policy and Agreement. I DO NOT PERMIT Bristow Montessori School to use photographs, videotapes and/or images of my child under these terms and conditions. NOTE: *Our BMS teachers and staff will continue to take photos/videos to share with parents via email for the daily/weekly newsletters. **Photographs, videotapes or images including four or more students in a picture or video are exempt from this policy, (i.e. group or team photos). Permission can only be revoked by parental written request.***

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

**TERMS AND CONDITIONS OF ENROLLMENT**

1. Parent/Guardian hereby enrolls the student for 2018 Summer Camp Session, or a portion thereof.
2. Withdrawal – Should a parent choose to withdraw a student for any reason – a 2 week (14 day) day written notice is required, which commences the 14-day “Withdrawal Period”. Tuition payments for the duration of this two week (14 day) withdrawal period are required per contractual obligation.
3. Students/guardians agree to abide by the rules and regulations established by BMS for the health and well-being of all students.
4. All class placements are at the sole discretion of BMS, and based upon the development of the child. Changes may be made at any time subject to student development needs and BMS program availability.
5. **Tuition Payment:** Enrollment in Automatic Payment via Electronic Debit or Credit Card is the BMS standard form of payment and has no additional charge. Check payments are accepted, but we suggest using one of the methods listed above.
6. ALL payments are due on the 1<sup>st</sup> of each month, beginning on July, 1 2018 and then August 1, 2018. A late fee of \$50 will be assessed to any declined or missing tuition at 5 pm on the 5<sup>th</sup> of each month.
7. After Hours Charges: A late charge of \$10/hour is assessed for each hour student is left at school past the contracted program hrs.
8. Dismissal – BMS reserves the right to dismiss a student/family for repeated or serious violation of school rules, serious cognitive or emotional problems, or behavior/influence that is deemed disruptive or harmful. Dismissal decisions are made by the BMS administration.
9. No refunds/credits will be issued for any missed school days, regardless of cause.
10. **Tuition Discounts:** (One discount per student where applicable. Discounts cannot be combined.) 10% sibling discount, 10% PWC teacher discount, 10% military discount, 10% Preferred Employer Discount Program: Micron, Lockheed Martin, and Novant.

*This hereby constitutes the entire agreement between the parties signed below and changes may only be made in writing and signed by all parties.  
My signature below certifies that I have read and agreed to the terms and conditions of enrollment as stated above.*

STUDENT'S NAME _____		
Guardian Name (Printed) _____	Guardian Signature _____	Date _____
Guardian Name (Printed) _____	Guardian Signature _____	Date _____



**1. PROGRAM** (please check one)

\_\_\_\_\_ Pre-Primary (2-3+ Years)

\_\_\_\_\_ Primary/Kindergarten (3+ to 6 years)

\_\_\_\_\_ Elementary (6 - 12 years)

**2. PROGRAM OPTION** (please check one):

- 3 Day Half Day                      3 Consecutive Days: \_\_\_\_\_                      8:30 am – 11:30 am\*
- 5 Day Half Day    Monday – Friday                      8:30 am – 11:30 am\*\*
- 5 Day School Day    Monday – Friday                      8:30 am – 3:00 pm
- 5 Day School Day + Before School                      Monday – Friday                      8:30 am – 4:00 pm
- 5 Day School EXT + After School 1                      Monday – Friday                      6:30 am – 3:00 pm
- 5 Day School EXT + Afterschool 2                      Monday – Friday                      8:30 am – 6:30 pm
- 5 Day School EXT + All DAY                      Monday – Friday                      6:30 am – 6:30 pm
- Other (pre-approved by BMS Admin) \_\_\_\_\_

\*Toddler and Pre-primary classes only

\*\*Toddler, Pre-primary & Primary 3 & 4 year old students only

**3. CAMPS SELECTED** (please check any/all programs)

- A. Camp #1 - Animal Kingdom Camp:                      Week one - July 2, 3, 5, 6 \_\_\_\_\_                      Week two - July 9-13 \_\_\_\_\_
- B. Camp #2 - Hands for Building Camp:                      Week one – July 16-20 \_\_\_\_\_                      Week two – July 23-27 \_\_\_\_\_
- C. Camp #3 - Culinary Camp:                      Week one - July 30-August 3 \_\_\_\_\_                      Week two – August 6-10 \_\_\_\_\_
- D. Camp #4 - Camp Olympics:                      Week one – August 13-17 \_\_\_\_\_                      Week two – August 20-24 \_\_\_\_\_

The tuition for my selected program(s) is/are \$ \_\_\_\_\_.

Total tuition for Summer 2018 is \$ \_\_\_\_\_.

Tuition payments will be made in two (2) installments in July and August 2018. This agreement will expire fourteen (14) days after written withdrawal notice is received by Bristow Montessori School, or on the 25<sup>st</sup> of August 2018, whichever is first.

\_\_\_\_\_  
Guardian Name (Print)

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian Name (Print)

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Name (Print)

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date



## Electronic Debit / Draft Authorization Form

I authorize Bristow Montessori School to initiate either an electronic debit or to create and process a demand draft against my bank account according to the terms outlined below.

I acknowledge that the origination of ACH transactions to my account must comply with the provisioning of United States law.

### Terms of Billing

\$\_\_\_\_\_ monthly, starting on \_\_\_\_\_ and on the 1st of each month following through \_\_\_\_\_.

### Bank Information

Bank ABA/Routing Number \_\_\_\_\_

Bank Account Number \_\_\_\_\_

This payment authorization is to remain in full force and effect until I, \_\_\_\_\_ notify Bristow Montessori School of its cancellation by sending written notice in such time and in such manner to allow both Bristow Montessori School and receiving financial institution a reasonable opportunity to act on it.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_

# PIZZA!



## PIZZA FRIDAYS!

**Pizza Fridays:** Available to all BMS Students & Summer Campers!

**When:** Fridays at Lunch throughout the entire school year on days BMS is in session.

**Cost:** \$3.25 per Summer Camp Friday Scheduled, per child. Tax deductible donation to Bristow Montessori Foundation.

**Payment:** Please make a separate check payable to BMS Foundation and provide payment to the front desk.

Bristow Montessori School invites our students to participate in Pizza Friday, a BMS Foundation fundraiser. Proceeds from this fundraiser help fund long range development projects, teacher training, development projects and assistance to families in need. We are once again serving delicious Pizza from Vocelli's. Every Friday, participants will enjoy a 1-2 warm slices of fresh pizza and side of fruit or vegetable while supporting the BMS Foundation!

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