

SCHOOL of the WOODS

1321 Wirt Road
Houston, Texas 77055
713-686-8811
www.schoolofthewoods.org

2018 – 2019 APPLICATION FOR ADMISSION

Name of Student _____
(first) (middle) (last)

Date of Birth _____ Female ___ Male ___ Age on Sept. 1, 2018 _____
(month) (day) (year)

Home Address _____ Zip _____ Primary Phone _____

Parent 1 Name _____ Cell# _____ e-mail _____

Parent 1 Home Address _____ Zip _____ Phone _____

Parent 1 Occupation _____ Employer _____

Parent 1 Business Address _____ Zip _____ Phone _____

Parent 2 Name _____ Cell # _____ e-mail _____

Parent 2 Home Address _____ Zip _____ Phone _____

Parent 2 Occupation _____ Employer _____

Parent 2 Business Address _____ Zip _____ Phone _____

Person Responsible for Tuition Payments _____

Address (if not stated above) _____ Zip _____ Phone _____

Child's Physician _____ Phone _____

Physician's Address _____

How did you learn of School of the Woods? _____

Through which level / grade will your child be attending School of the Woods? _____

Schools Previously Attended _____ Address: _____ Dates: _____
_____ Address: _____ Dates: _____

SCHOOL YEAR: ___ 2018-2019 ___ 2019-2020 ___ 2020-2021 ___ 2021-2022

EARLY CHILDHOOD PROGRAM Ages 2 1/2 - 6 years : Indicate first & second class choices.

___ 8:30 a.m. - 11:30 a.m. Monday – Friday Ages 2 1/2 - 6	___ 8:30 a.m. - 2:30 p.m. Mon.-Thu. 8:30 a.m. - 1:00 p.m. Fri. Extended Day Class : Ages 4-6	___ 7 a.m. - 6 p.m. Monday - Friday Full Day Class: Ages 2 1/2 - 6
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ELEMENTARY, UPPER ELEMENTARY, MIDDLE SCHOOL, HIGH SCHOOL: Please submit school records (transcript, report cards, progress reports, test results) for the last two years with applications for elementary- high school.

___ 1 st ___ 2 nd ___ 3 rd grades (ages 6-9)	and	___ 8:15 a.m. - 3:15 p.m. Mon-Thu Friday, 8:15 a.m. - 1:45 p.m.	or	___ 7 a.m. - 6 p.m. Full Day - Monday-Friday
___ 4 th ___ 5 th ___ 6 th grades (ages 9-12)	and	___ 8:15 a.m. - 3:25 p.m. Mon-Thu Friday, 8:15 a.m. - 1:50 p.m.	or	___ 7 a.m. - 6 p.m. Full Day - Monday-Friday
___ 7 th ___ 8 th grades (ages 12-14)	and	___ 8:15 a.m. - 3:30 p.m. Mon-Thu Friday, 8:15 a.m. - 2:00 p.m.	or	___ 7 a.m. - 6 p.m. Full Day-Monday-Friday
___ 9 th ___ 10 th ___ 11 th ___ 12 th grades (ages 14-18)	and	___ 8:45 am – 4:00 pm Mon-Fri	or	___ 7am – 6:00 pm Full Day – Mon-Fri

(Please read and sign page 3; return with application)

FOR OFFICE USE ONLY:

Date App. Recd. _____
Fees Paid _____
Date Paid _____
Check No. _____
Data Entry _____

Founded in 1962

American Montessori Society
Full Member School

Accredited By
AdvancED (Southern Association of
Colleges and Schools),
Texas Education Agency

A Texas Non-profit Corporation
(I.R.C. Section 501 (c)(3)
Organization)

All students regardless of race,
color, creed and national or ethnic
origin are eligible for enrollment
at School of the Woods.

NAME OF STUDENT _____

(please check all that apply)

Student lives with Father ___ Mother ___ Stepfather ___ Stepmother ___ Guardian _____

Release information to: Father ___ Mother ___ Stepfather ___ Stepmother ___ Guardian _____

Siblings: Name Age

General Information

General Health of Student _____

Physical Limitations _____

Has your student ever been double promoted? No ___ Yes ___ What Grade _____

Has your student ever repeated a grade? No ___ Yes ___ What Grade? _____

Has your student been in advanced classes? No ___ Yes ___ What Grades & Curriculum _____

Does your student have any academic challenges? No ___ Yes ___
What areas _____

Has additional special testing or tutoring been indicated at any point in school? No ___ Yes ___ What Grade? _____
What areas? _____

Does your student have any clinically diagnosed learning differences? No ___ Yes ___ If yes, please provide a copy of the latest evaluation.
What diagnosis and when diagnosed? _____

Has your student ever been dismissed from school for any reason? No ___ Yes ___
If yes, please explain, including name of school and principal _____

Has your student ever had any psychological counseling? No ___ Yes ___
If yes, please explain on a separate sheet of paper, which will NOT become part of the student's permanent record.

Please use the space below for any other pertinent information about the student or family situation (optional)

Admission Procedures

New applicants, please follow these steps:

1. Complete and submit application form and \$100 application fee, check payable to School of the Woods.
2. Family/student interview (see page 3)
3. Submit academic records, including standardized test scores, for the last two years. (grades 2 – 11)
4. Attach applicant's photo. (required grades 9 – 11; optional through grade 8)
5. Submit teacher recommendations. (grades 9 – 11)
6. Submit student questionnaire. (required grades 9 - 11)
7. Take the ISEE (Independent School Entrance Examination) and have the results sent to School of the Woods. (grades 9 – 10)

8. High School Applications (grades 9 – 11) – Deadline December 15
Applicable items must be submitted before an application file is complete. Factors for acceptance, when applicable, are family/student interview, academic and extracurricular records, teacher recommendations, and test results. The school seeks students who can meet a strong academic challenge, are personally and socially responsible, and who enjoy learning.

Submit applicable records to: Admissions Committee
School of the Woods
1321 Wirt Road
Houston, TX 77055

Non-Profit Organization
Full Member School, American Montessori Society; Accredited by AdvancED (Southern Association of Colleges and Schools), Texas Education Agency
All Students Regardless of Race, Color, Creed and National or Ethnic Origin are eligible for enrollment in School of the Woods

ENROLLMENT PAYMENT PROCEDURES AND POLICIES

In signing this document, I acknowledge reading the policies and procedures of School of the Woods stated below.

NAME OF STUDENT _____

Signature of Parent or Guardian _____

Date _____

NEW STUDENT ENROLLMENT POLICIES:

Enrollment applications must be accompanied by an **Application Fee of \$100**. This fee is **non-refundable**. The application fee for new students places children's/adolescents' names in the waiting pool. When vacancies occur, the date order of an application is observed within the limits of age and gender balance in the classroom. Priority is given to siblings and students from other Montessori schools. INTERVIEWS will be scheduled for the children/adolescents and their parents prior to initial school entrance. This interview is intended to: (1) determine the child's/adolescent's readiness for school and placement in the curriculum, (2) familiarize the child/adolescent with the school, and (3) establish mutual understanding between the school and the family.

Upon acceptance of enrollment, Payment 1, equal to one month's tuition and non-refundable, is due in the amount indicated below:

Early Childhood-Half Day (ages 2-1/2 - 6)	\$763	<u>Full Day Classes</u>	
Early Childhood-Extended Day (ages 4 - 6)	\$1,122	Early Childhood-Full Day (ages 2-1/2 - 6)	\$1,385
Elementary (ages 6-9)	\$1,408	Elementary-Full Day (ages 6-9)	\$1,705
Upper Elementary (ages 9-12)	\$1,432	Upper Elementary-Full Day (ages 9-12)	\$1,729
Middle School (grades 7 & 8)	\$1,731	Middle School-Full Day (grades 7 & 8)	\$2,028
High School (grade 9, 10, 11, 12)	\$2,054	High School Full Day (grade 9, 10, 11, 12)	\$2,351

Enrollment is to be for the full nine-month school year. **EXCEPT: The Early Childhood Full Day Class is a twelve-month program.**

TUITION PAYMENT SCHEDULE:

Annual tuition paid by July 1, 2018 is discounted four percent (4%). The 2018-2019 tuition may be paid as follows: (1) Payment 1 by April 5, 2018, and the balance of the annual tuition by **July 1, 2018**, OR (2) nine payments--or (12) twelve payments for the Early Childhood Full Day Class--as indicated below:

Payment 1 (new students)	due April 5, 2018 (non-refundable)
Payment 2	due July 1, 2018
Payment 3	due August 1, 2018
Payment 4	due September 1, 2018
Payment 5	due October 1, 2018
Payment 6	due November 1, 2018
Payment 7	due December 1, 2018
Payment 8*	due January 1, 2019
*Re-Enrollment Fee for 2019-2020	due February 1, 2019
Payment 9	due March 1, 2019
(Payment 10)	due April 1, 2019
(Payment 11)	due May 1, 2019
(Payment 12)	due June 1, 2019

Tuition payments are due and payable in advance by the first day of each month according to the payment schedule. After the 10th of each month a late fee of 10% is due. Failure to pay tuition after 30 days may subject the student to exclusion from classes.

TUITION-REFUND POLICY:

If, for any reason, the student withdraws or is required to withdraw, the family shall be entitled to a refund of the unused portion of the annual fee except Payment 1, which is non-refundable.

FACILITIES FEE: An annual Facilities Fee of \$600 is required from each family. This fee is not included in the tuition, is due July 1, 2018, and is **non-refundable**.

FINANCIAL AID:

Financial aid is available to families able to demonstrate financial need. Funds are limited and fluctuate annually. Requests should be filed with the office after a student has been accepted and before May 1 of the year in which the student enters the school.

WITHDRAWAL POLICY:

Written notice of thirty days is required before withdrawing a child from school. **Student records, transcripts, teacher recommendations/evaluations will be released only after financial obligations are paid in full.**

MEDICAL REPORT and IMMUNIZATION RECORD:

Required for each child upon initial enrollment as well as annually.

SAFETY:

When a student is brought to the school, he or she must be left in the presence of a staff member. The student will be released only to the parent or the person designated by the parent.

THE SCHOOL RESERVES THE RIGHT TO TERMINATE THE ATTENDANCE OF ANY STUDENT WHOSE PRESENCE IS CONSIDERED BY THE SCHOOL TO BE DETRIMENTAL TO THE BEST INTEREST OF EITHER THE STUDENT OR THE SCHOOL