



Manaaki Montessori Education Trust
C/- Tawa School
Oxford Street
Tawa
Wellington

Registration Form

This registration form is formal expressions of interest in having a child attend the Montessori class at Tawa School. The intention of this formal expression is to help manage and administer the number of children attending the Montessori class. This registration form is between Manaaki Montessori Education Trust and the parent/guardian, whose signature appears below. The parties accept the following terms and conditions during the child's attendance at the Montessori class.

As the Montessori unit is an integral part of Tawa School and all its children are on the Tawa School roll, the child will need to be enrolled with Tawa School. Therefore parents will need to contact the Tawa School office and enrol the child there, as well as register with the Montessori class.

1. The Manaaki Montessori Education Trust agrees to provide the best possible Montessori equipment and set up the environment that is conducive to learning and reflects the Montessori principles and philosophy.
2. The legal caregiver agrees to register.....(name) with the Manaaki Montessori Education Trust and enrol.(name) with Tawa School once their child's place in the class has been confirmed by MMET.
3. The legal caregiver agrees to pay all fees/donations for the class in which his/her child is registered, according to the rates set by the Manaaki Montessori Education Trust. Charges are currently \$400 per term, to commence from the second term of the child's commencement with the class. Invoices are issued for each term. Ten percent interest is charged for amounts that are not paid by the due date (end of the first week of term). The money is payable to Manaaki Montessori Education Trust, which is a Charitable Trust and the charges are therefore tax deductible.

4. The legal caregiver agrees to pay \$500 non-refundable bond, by the end of the first week of the first term of the child's commencement in the class.
5. The legal caregiver agrees to give an ENTIRE Term's notice in writing to the Montessori class of the intention to withdraw the child for any reason. This is in addition to notifying the Tawa School office of the withdrawal of the child.
6. The legal caregiver understands and agrees that they are liable for all fees/donations for each term levied during the year. This agreement is separate from the donations and/or other fees charged by Tawa School.
7. The Montessori primary class at Tawa School is a parent run organisation. Parent involvement is vital to ensure the management and to keep fees as low as possible. The legal caregiver agrees to take an active part in the class management via the Parent Committee (it is entirely at the parents' discretion as to what form this involvement takes). As Tawa School is the 'parent school' it is also understood that parents of the Montessori class take part in Tawa School activities.
8. The Manaaki Montessori Education Trust was established to facilitate the teaching of the Montessori Method. It is important that parents have an understanding of how the Montessori Method works within the NZ Curriculum and the Educational Goals and Guidelines as set by the Ministry of Education. To facilitate this it is required of parents and legal caregivers that they attend at least one information session prior to the child starting at the school.

Signature of the legal caregiver:.....

Date:

Signed for Manaaki Montessori Education Trust:

Manaaki Montessori Education Trust

Registration Details

Date of Registration:
Registration Fee \$30

Please note: Enrolment is subject to availability of places. Registration does not automatically guarantee placement.

Student Details:

Student's surname/family name

Student's first name(s):

Date of Birth: Male/Female

Present or previous preschool/school:

Current year level/class:

Country of birth:

Parent/Guardian/Caregiver Details:

1. Family name: First name(s):

Relationship to student..... Occupation:

Home address:

Home phone: Business phone:

Mobile phone: Email address:

2. Family name: First name(s):

Relationship to student..... Occupation:

Home address:

Home phone: Business phone:

Mobile phone: Email address:

Are there any siblings to be placed on the waiting list? **Yes/No**

Please note: A separate registration form will need to be completed for each sibling.

Please either post these pages together with the \$30 registration fee to the above address, or email the forms to rach.dawson@xtra.co.nz They will need to be signed.

If paying by internet banking the account details are:

BNZ
Porirua Branch

MMET
02 0548 0368900 000

Please make sure you place your child's name as a reference, and then let us know via email that you have paid via internet banking. Confirmation will be made once the forms have been received, either by phone, or by email.