

Dear Parent,

Welcome to the Great Work Montessori School 2019-2020 School Year! We are excited that you have chosen GWMS and we look forward to working with you to build an amazing community together.

Please read through the entirety of this process.

### **Registration Steps**

These steps can also be found on our website here.

	<b><u>Registration Step</u></b>	<b><u>Program</u></b>	<b><u>Link</u></b>	<b><u>How to Submit</u></b>
1.	Fill out <b>Registration Form</b>	ALL	<ul style="list-style-type: none"><li>• <a href="#">YCC Registration Form</a></li><li>• <a href="#">Primary Registration Form</a></li><li>• <a href="#">Elementary Registration Form</a></li></ul>	Online
2.	Print " <b>GWMS Registration Form, PRINT ME!</b> " Email received after submitting the registration form	ALL	In email	Print & Sign
3.	Update <b>Jeffco Connect</b> Information, print summary form when complete	ALL	<a href="#">Jeffco Connect</a>	Print & Sign
4.	Read the Tuition Policy and complete the tuition contract	YCC & Primary	<ul style="list-style-type: none"><li>• <a href="#">Tuition Policy</a></li><li>• <a href="#">Tuition Contract</a></li></ul> Upon receipt of contract GWMS will send you a registration code to activate your online payment account within Tuition Express	Print & Sign
5.	Fill out " <b>Family Economic Data Survey</b> "	ALL	<a href="#">English</a> , <a href="#">Spanish</a>	Print & Sign
6.	Pay fees before August 14th	ALL	<ul style="list-style-type: none"><li>•Elementary: <a href="#">Jeffco Connect</a></li><li>•YCC &amp; Primary: Tuition Express</li></ul>	Online, in-person, or phone

7.	Download Flyer App & choose to add our school	ALL	<a href="#">Flyer App Instructions</a>	n/a
8.	<b>Hand in all required documents* (see below)</b>	<b>ALL</b>	n/a	<b>In-person on 8/2 or 8/13</b>

### **\*Required Documents**

All documents listed below **must be submitted in-person on August 2nd or August 13th** or via email to [caseyv@greatworkmontessori.org](mailto:caseyv@greatworkmontessori.org) with the subject line stating your child/children's name and Registration Paperwork 2019/2020 (ex: John Smith Registration Paperwork 2019/2020). **Your child will not be able to start school until all documents are collected.**

- Signed "GWMS Registration. PRINT ME!" email
- Signed Jeffco Connect Summary Page
- Immunization Records or [Exemption Form](#) **\*\*Signed by doctor**
- [Health Appraisal](#) **\*\*Signed by doctor**
- Birth Certificate
- Proof of address (i.e. utility bill) - New Families only
- Family Economic Data Survey (FRL) [English](#), [Spanish](#)
- Tuition Contract (Primary and YCC only), link [here](#). Read the policy, fill out the tuition calculator and print and sign the contract with your tuition amount listed.

### **Tuition Information**

GWMS Tuition is based on an annual amount and split into 10 month payments; the first payment is due on or before August 14th. There will then be an additional 9 payments due the first of each month starting in September and the last payment in May. **Your child will not be able to start school until the first payment is made.**

### **Extended Care Information**

Extended care for Primary and Elementary children will be provided by the YMCA. The YMCA has several options to meet the needs of every family.

- Information on child care options, [here](#)
- Information about the online registration process, [here](#)
- Scholarship information, [English](#), [Spanish](#)

### **CCAP Families**

Families should all fill out a tuition contract and submit with registration paperwork. Current [CCAP](#) approved families should be in touch with their caseworkers to ensure status of their child's case. Any family applying to [CCAP](#) who has not received approval by August 30th, will need to pay the amount per their tuition contract until CCAP approval.

---

**Assistance and computers will be available on August 2nd, 8am-3pm and August 13th, 9am-3pm.**

If you have any questions or concerns, please come in or call us at 303-953-8900.

Please contact Stephanie Woodward for financial questions at [stephaniew@greatworkmontessori.org](mailto:stephaniew@greatworkmontessori.org) and Casey Voigtlaender for enrollment and documentation questions at [caseyv@greatworkmontessori.org](mailto:caseyv@greatworkmontessori.org).

Thank you for your support of GWMS and we look forward to working with your family this year.

The GWMS Admin Team