



Mountain Phoenix  
community school

## Mountain Phoenix Community School Choice Enrollment Confirmation Form

We are pleased to notify you that your Choice Enrollment Application has been accepted at Mountain Phoenix Community School for the 2018 – 2019 school year. This choice enrollment form must be signed and received within three days of this notice. This form must be signed by a parent/guardian. If this completed confirmation is not received on time, your child's space in this school may be forfeited.

Student Name: _____		
Address: _____		
City: _____	State: _____	Zip: _____
Phone #: _____	Grade in 2018 – 2019: _____	
My child <b>will / will not</b> enroll in Mountain Phoenix for the 2018 – 2019 school year.		
Parent/Guardian Signature: _____		Date: _____

- My child **is / is not** (please circle) receiving special education services. I understand that an Individual Education Plan (IEP) review may take place for any student receiving services before a change in attendance can occur. ***This acceptance is conditional pending review outcomes.***
- My child **is / is not** (please circle) receiving services based on a 504 plan. I understand that a 504 plan review may take place for any student receiving services before a change in attendance can occur. ***This acceptance is conditional pending review outcomes.***

I understand that Jefferson County School District does not provide transportation for students who choice enroll and that we will need to arrange transportation.

I also understand Mountain Phoenix Community School will become his/her school of attendance through that school's highest grade level.

**NOTE: This form must be returned or we will consider "No Response" as "Declined" response. (District Policy JFBA-E-8 – Choice Enrollment)**

According to Colorado State Law (CRS 22-32-117) these fees are not mandatory. However, without collection of these fees we would not be able to provide adequate materials to supplement our curriculum at MPCS. Waivers of certain fees are granted for students eligible for free or reduced-priced lunch under the National Income Poverty Guidelines. If other hardship conditions exist the Business Manager should be contacted. Purchases of non-instructional dues and services, such as yearbooks, field trips, and photos, are not included in this waiver. This information is kept strictly confidential.



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February 2018

Dear Families of New Students in Grades 1-8,

Welcome to Mountain Phoenix Community School (MPCS), a Jeffco public charter school and member of the Alliance for Public Waldorf Education. In choosing our school, you are joining hundreds of parents who are dedicated to our mission of cultivating every student's capacity for creative thinking, effective communication, and interest in others that inspires thoughtful and responsible action in the 21st century world.

To familiarize yourself with our school, please read the Parent/Student Handbook and attend the Back-to-School Nights in August and September. You will be invited to a class picnic before the beginning of the school year, which is a wonderful opportunity to meet the teacher, parents, and children in your class. Additionally, there will be parent evenings throughout the year that are essential for you to attend. At these parent evenings, teachers share class events, curriculum topics, and updates from the classroom.

A rewarding part of Mountain Phoenix experience is our rich community life, including festivals and parent enrichment opportunities. We host Back-to-School Nights, Stewardship Days, Harvest Festival, Lantern Walk, Winter Market, Spiral of Light, Auction, Grandparents' Day, May Faire, concerts, and much more! We ask each family to contribute 40 hours per year of volunteer time, and helping with festivals and special events is a wonderful way to support the school.

Communications are sent to the parent community via ParentSquare, a teacher-parent portal that you will be invited to join in August. In the meantime, we have added you to our monthly email newsletter. You can find a wealth of information on our school website, including details about our educational philosophy. We strive for healthy two-way communication, and we need your help to ensure mutual understanding and a shared vision of your child's education at MPCS.

A warm welcome from the Mountain Phoenix community!

With best regards,

Michael Heffernan  
*Director of Education*

Mountain Phoenix Community School  
A Jefferson County Public Charter School  
A member of the Alliance for Public Waldorf Education

**mountainphoenix.org**

4725 Miller Street, Wheat Ridge, CO 80033 • 303.728.9100 school • 303.728.9801 fax



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## **MATERIALS FEES 2018-2019** (Due at Registration on August 2<sup>nd</sup> & 3<sup>rd</sup>, 2018)

### **Grades 1-5 \$260.00**

- \$75 Specials: Materials for music scores, paint, paper, Spanish books and manipulatives, clay, yarn, needles, thread
- \$185 Consumables: Items retained by students such as art work, crafts made at school, pictures, drawings, main lesson books, paper, beeswax, clay, chalk, erasers, colored pencils, paint, rulers

### **Grades 6-8 \$285.00**

- \$85 Specials: Materials for music scores, paint, paper, Spanish books and manipulatives, clay, yarn, needles, thread
- \$200 Consumables: Items retained by students such as workbooks, planners, art work, drawings, paintings, main lesson books, paper, clay, calligraphy pens, chalk, erasers, colored pencils, paint, rulers, protractors

**MATERIALS FEES** – Mountain Phoenix’s Materials Fees allow the school to purchase high-quality Waldorf supplies and materials.

**INSTRUMENTS** – Purchase of recorders and instrument rentals are not included in the Materials Fees.

**FIELD TRIPS** – Parents are expected, in addition to Materials Fees, to pay for their student’s field trips that occur throughout the school year. Most classes 3<sup>rd</sup> Grade through 8<sup>th</sup> Grade also plan at least one (1) overnight trip per year, including ‘Outdoor Education’ in 6<sup>th</sup> Grade. Additional fees may apply based on the cost of the trip.

According to Colorado State Law (CRS 22-32-117) these fees are mandatory. Without collection of these fees we would not be able to provide adequate materials to supplement our curriculum at MPCS. Waivers of these fees are granted for students eligible for Free or Reduced Lunch under the National Income Poverty Guidelines. If other hardship conditions exist, the Business Office should be contacted. Purchases of non-instructional dues and services, such as yearbooks, field trips, and photos, are not included in this waiver. This information is kept strictly confidential.



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**Materials Fee Payment Form**  
**2018 – 2019**

Please submit this form with payment to the Main Office. One form per child.

**PARENT INFORMATION**

Full Name(s) \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

**STUDENT INFORMATION**

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

Grade 2018-19 \_\_\_\_\_ Today's Date \_\_\_\_\_

Teacher's Name \_\_\_\_\_

**MATERIALS FEE TOTAL AMOUNT DUE \$ \_\_\_\_\_**

**CHECK # \_\_\_\_\_ (payable to "MPCS")**

\_\_\_\_\_ Request Payment Plan at \$50.00/month. First payment due August 3<sup>rd</sup>, 2018

\_\_\_\_\_ I qualify for Free and Reduced Lunch and have provided proof of eligibility (form attached).

**CREDIT CARDS MAY BE PROCESSED IN THE BUSINESS OFFICE.**

Questions? Please don't hesitate to call the business office.

(303) 728-9100, ext. 6

Payment Plans available upon request.

*\* No student will be denied participation in the educational program at Mountain Phoenix Community School for failure to pay mandatory fees. In accordance with CO State law, waivers of mandatory fees are granted for students eligible for free or reduced-price lunch under the national income poverty guidelines. Contact the office for completion of such forms. If other financial hardship conditions exist, contact the Business Office. Payment plans for fees can also be arranged by contacting the Business office.*

# Jeffco Connect Instructions

Jeffco Connect is an online system that helps parents connect with their child's school and pay fees online. Jeffco Connect is very important for the following reasons:

- **Emergency contact information is acquired through Jeffco Connect.** Therefore, it is imperative that your child's information is accurate and updated throughout the year as changes occur.
- **School communications** are sent to you using the contact information you provide. Don't miss out on important mail, email, phone messages, and texts from MPCS and Jeffco!

## How to Log On

To log on to Jeffco Connect, go to [http://www.jeffcopublicschools.org/jeffco\\_connect/index.html](http://www.jeffcopublicschools.org/jeffco_connect/index.html).

- **Already have an account?** Use your username and password to log in.
- **Forgot your username or password?** Please do not create a new account! For assistance, email [smerkel@jeffco.k12.co.us](mailto:smerkel@jeffco.k12.co.us) or call 303.728.9100.
- **New to Jefferson County Public Schools?** Click "New Parent/Guardian to Jeffco Schools?" to create a new account. You will need to create a profile for each new student.

## Enter/Update ALL Information for **EACH** of your students



Please review/complete every page by clicking each item on the left (Student, Residence, Contacts, etc.). Watch the progress bar and click on "What's Missing?" to see what items may be incomplete. Make any necessary changes on each page and then be sure to click SAVE at the bottom of the page.

**You're not done yet! See other side.**



# Contact Information for Receiving Emergency and General Messages

**Save** **Contact Details -**

**Parent/Guardians and Emergency Contacts**

Contact Priority	Name	Phone	Email	Relationship	Pickup	Edit	Delete	Send Invitation
1	Sandra	(720)	Email	Mother	✓			
2	Matt	(720)	Email	Father	✓			

[Add New Contact](#)

On the Contacts page, click on the Edit icon for each of your child's contacts and update. Complete for every child!

**Save Contact** **Cancel** **Edit Contact -** \* indicates a required field

Parent/Guardian  
 Emergency Contact

Relationship to Student: \*  
 Mother  
 Contact Priority:  
 1

First Name: \* Middle Name: Last Name: \* Suffix: Gender: \*  
 Female  Male

**Access Preferences** Notification Preferences Contact Residence Information

This contact is/has...

Allowed to pick up Student  
 Allowed to make decisions for Student  
 Court order restricting access to Student

Allowed to view student's data on student information sites  
 Allowed to update student's data on student information sites

For each contact, be sure to complete Relationship, Contact Priority, and Access Preferences.

**Save Contact** **Cancel** **Edit Contact -** \* indicates a required field

Parent/Guardian  
 Emergency Contact

Relationship to Student: \*  
 Mother  
 Contact Priority:  
 1

First Name: \* Middle Name: Last Name: \* Suffix: Gender: \*  
 Female  Male

**Access Preferences** **Notification Preferences** **Contact Residence Information**

The preferences selected below are for automated messages only. Automated messages are not supported for phone numbers with extension.

Phone: *	Primary Text	Emergency	Non-School Hours Emergency	Attendance	Events /Activities	General
720 - x Mobile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- x Home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- x Home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Email:

In what language does this contact prefer to receive communication?  
 (Written translation and/or oral interpretation for meetings/conferences.): \*  
 English

**Very important:** Under the Notification Preferences tab, enter an email address and home/cell/work numbers, then check the boxes next to each number and email for which you would like to receive messages. If you do not check these boxes, you will not receive general or emergency messages from the school or the district. Then check Contact Residence Information for mailing address accuracy.

**ALWAYS SAVE AND SUBMIT!**