

## Application for Enrollment 2016-2017

### Student Enrollment Procedures

- **Age:** 3 – 5 years (and toilet trained). Children enrolling at age 5 must have had previous Montessori experience.
- **Application fee:** A one time \$50 non-refundable fee must accompany submission of this application.
- **Acceptance:** Following receipt of the application, a teacher/parent/child interview will be scheduled at the school, at a mutually convenient time.
- **Deposit:** A NON-REFUNDABLE deposit is due at the time of acceptance and reserves a place for your child in the classroom. This deposit may be deducted from the annual or the second semester tuition payment; or if the tuition is paid by the 10 month installment plan, it can be deducted from the May 1 tuition payment only. For returning students, the deposit will be rolled over to the following school year.

<u>Tuition and Payment Plan</u>	<b>Deposit</b> (due upon acceptance & is applicable to the last month's tuition)	<b>Annual</b> (due Aug 1)	<b>Semester</b> (due Aug 1 & Dec 1)	<b>Installment Plan</b> (10 installments due on the 1st of each month August 1 - May 1)
Montessori School (9:00-12:00)	\$425	\$8,350	\$4,185	\$844
Montessori Full Day Program (7:30-6:00)	\$550	\$15,500	\$7,760	\$1,561

*Note: A sibling discount of 10% will apply to the second child when children are enrolled within the same year. For children enrolled in the Half Day Kindergarten program (9:00-2:30) there is an additional fee.*

### Payments

Payments are based on a **nine-month school year** from September to June and can be made in **Annual** (1 payment), **Semester** (2 payments), or **Installment Plan** (10 equal installments due on the first of each month beginning August 1 through May 1).

### Refunds and Adjustments

All children are enrolled for the full nine-month school year. No tuition refund will be made due to illness, vacation or withdrawal. If the school is given a 30 day written notice of a child leaving school, then tuition is payable through the 30 days. **The deposit is non-refundable.**

### Dismissal Policy

A child may be dismissed at the school's discretion upon a written notice to the parent for consistent aggressive or disruptive behavior, either physical or verbal by the parent or child. A child may also be asked to leave if the staff believes the child is not benefiting from our Montessori program. In this instance, the deposit will be refunded and the tuition prorated according to the time a child was actually enrolled.

### Trial Period

The first six weeks are considered a trial period for the parents, student and staff. During that time, the contract may be terminated without any further obligation on the part of either the school or the parent. The tuition during this period is prorated for the time the child is actually in attendance. The deposit is not refundable unless the school dismisses the child.

**(Please complete other side)**

## APPLICATION FOR ENROLLMENT

**Please check the program desired:**

- Montessori School  
(9:00 - 12:00)
- Montessori Full Day Program  
(7:30am-6:00pm)

**Please check the payment plan desired:**

- Annual (1 payment) - due August 1
- Semester (2 payments) - due Aug 1 & Dec 1
- Installment Plan (10 installments) - due the  
1st of each month - August 1 - May 1

Desired Start Date: \_\_\_\_\_ 20 \_\_\_\_\_

We agree that our name, address and home phone will be listed in the Student Directory \_\_\_\_\_

Name: \_\_\_\_\_ Nickname: \_\_\_\_\_ Sex: \_\_\_\_\_

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

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

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Toilet Trained? Y N

Child lives with: \_\_\_\_\_

Languages spoken at home: \_\_\_\_\_

Name and ages of siblings: \_\_\_\_\_

Previous school experience (where and how long): \_\_\_\_\_

Child's Present School: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

School's Phone No: \_\_\_\_\_ Address: \_\_\_\_\_

General statement of the child's physical health (include allergies, etc): \_\_\_\_\_

Father's Full Name: \_\_\_\_\_ Age: \_\_\_\_\_

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

Business \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mother's Full Name: \_\_\_\_\_ Age: \_\_\_\_\_

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

Business \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

If parents are divorced or separated, to whom should all school correspondence be sent? \_\_\_\_\_

Is there a Custody Court Order agreement? \_\_\_\_\_ (A copy is required at enrollment)

From what source did you hear of the Montessori School of Cedar Lane? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY

Application fee received: \$ \_\_\_\_\_ Date \_\_\_\_\_

Deposit received: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Date of Entrance: \_\_\_\_\_ Ck # \_\_\_\_\_

Final School Date: \_\_\_\_\_ Ck # \_\_\_\_\_

Identity Verification: DOB: \_\_\_\_\_

By: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Birth Certif.#: \_\_\_\_\_ Date: \_\_\_\_\_