Montessori Way
Application for Admission

Child's Name: _____
Last First Middle Girl [ ] or Boy [ ]

Date of Birth: _____
Month Day Year

Home Address: _____
Number Street City Zip

Special Considerations: _____
(Allergies, Diet, Physical, Health, Custody, etc.)

Please select a Program/Time/Days:

Preschool / Pre-K Program:

Time: ( ) Full Time 7:30-6:00, ( ) School Day 9:00-3:00, ( ) AM 9:00-12:00, ( ) PM 2:30-5:30

Days: ( ) 5 days/week, ( ) Monday/Wednesday/Friday, ( ) Tuesday/Thursday

Afternoon Program:

Time: ( ) 2:30-5:30

Days: ( ) 5 days/week, ( ) Monday/Wednesday/Friday, ( ) Tuesday/Thursday, ( ) Other _____

	Parent/Guardian #1	Parent/Guardian #2
Name:		
Home Phone:		
Cell Phone:		
Work Phone:		
Employer Name:		
Email		
Driver's License #		

All enrollment applications are subject to approval and placement is not guaranteed until a $200.00 (non-refundable) registration fee and the admission agreement has been signed.

I/We, the parent(s) or legal guardian(s) of the child named above am/are hereby making application for this child to participate in the programs of Montessori Way.

I/We grant authority to Montessori Way to verify the information provided above.

Parent/Guardian Signature: _____ **Date**: _____

For Office Use ONLY:

Starting Date: _____ Enrollment Received Date: _____ Received by: _____

Registration $ _____ Check# _____ Check Date _____ Enrollment $_____ Check# _____ Check Date _____

Montessori Way
Admission and Tuition Policies

1. Parent(s)/Guardians(s) that register children who do not attend will be billed 30 days tuition unless a signed Withdrawal Notice (on our Change of Schedule form) has been completed and left with the school office at least 30 days prior to the start date.

2. All new and returning accounts will be prorated from the start date to the last billing day of the current billing month. Withdrawing accounts will be prorated from the first billing day of the current month through the last day of attendance providing the appropriate notice has been given. No prorated billing will be made for any other reason. In the event of a program change, the new tuition rate will take effect the first of the next month.

3. Parent(s)/Guardian(s) who pay the full tuition rates are eligible for the following tuition credits (based on attendance for a full month): 10% discount for a second child from the same family, if enrolled simultaneously.

4. All changes, including withdrawal, require 30 days written notice via a Change of Schedule form. No other form of notice will be accepted. One month's billing will be charged if the appropriate notice is not given. All changes are to go through the school office using the appropriate form. Verbal changes and changes made with teachers are not acceptable. All changes will be effective at the beginning of a future month.

5. If a child has not withdrawn, scheduled payments are due and payable whether the child attends or not. There are no provisions for sick leave, holidays or vacation. In the case of a temporary withdrawal, re-application acceptance will be dependent on a space available basis. If the re-application is not accepted the application fee will be refunded.

6. Payments are due on the first day of each month and become delinquent if not paid by the 10th of the month. Payments are due whether an invoice or statement is received or not.

7. Delinquent accounts will be assessed a Late Charge based on 10% of the current monthly rate. A delinquent account may be required to pay a tuition deposit equal to the scheduled tuition for one month.

8. Accounts more than 15 days delinquent can be terminated. Terminated accounts can be reinstated providing all outstanding fees are paid, a new Enrollment Application is accepted, a registration fee is paid and a one-month tuition deposit is paid.

9. The responsible party/parties will be held liable for all collection charges, legal expenses and attorney fees Montessori Way incurs to collect delinquent fees.

10. All tuition rates are subject to change following a 30-day written notice.

11. Services are provided without discrimination in regards to race, sex, color, religion, national origin or ancestry.

12. State licensing has the right to interview your child without parental, teacher, or director's approval or presence.

Agreement

I/We the undersigned:

- **A)** Agree to enroll our child(ren) as noted in this application to Montessori Way
- **B)** Have received, read, and accept a copy of the Tuition Schedule and Admission & Tuition Policies
- **C)** Understand that the individual/s who sign the Enrollment Application will/are be the responsible party(ies) for the payment of all the tuition and other applicable charges
- **D)** Agree that this agreement is binding and any disputes concerning services will be resolved by Binding Arbitration. Costs of Arbitration will be shared by both parties.

Signature of Parent/Guardian _____ Date _____

_____ _____ _____ _____

Director's Signature | Date | Accounting Office | Date