



North Star Montessori

Visit us at www.NorthStarMontessoriJackson.com

Dear Prospective North Star Parent,

Thank you for your inquiry to North Star Montessori Preschool & Kindergarten! Here is our enrollment packet to get you started. We hope this information will help to answer your initial questions.

Our School is for children 2 years 9 months to 6 years of age. We offer Preschool, Kindergarten, and Day Care as well as Spanish during the business hours of 7:00 am – 5:30 PM

Montessori is an educational method based on the work of Italian educator and physician Maria Montessori. The philosophy centers on a deep respect for children and their innate desire to learn. Dr. Montessori believed that children learn best through interacting with the environment. Her method is essentially “an education for life.” It is a process in which children “learn how to learn.”

We are now accepting applications for the current school year. Enclosed are an enrollment application and an explanation of the school’s fees and charges.

Please contact us so we can set up a time for you and your family to visit. During this time, we can complete any additional paperwork and answer your questions regarding our program. When you complete the enclosed application and we receive the \$40.00 application fee, your child’s spot will be reserved.

We are eager to meet you. Please call us at 517-787-3026 or email us at NorthStarMontessori@yahoo.com for more information and to set up your appointment today. We appreciate your interest in North Star Montessori!

Sincerely,
Barbara A. Barnes
Directress



North Star Montessori

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School Year Student Application

North Star Montessori LLC admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in this program.

Child's Last Name	First Name	Nickname	Gender	Birth Date
Child's Address	City	State	Zip Code	Social Security Number
Mother's First Name	Last Name	Father's First Name	Last Name	
Home Phone	Home Phone			
Work Phone	Work Phone			
Social Security Number	Social Security Number			
Occupation	Occupation			
Place of Work	Place of Work			
Parents Marital Status: Married () Divorced () Separated () Other ()				
Sibling(s) Name and Birth Date:				
Will your child be staying for before or after school care: before () after ()				
Email Address(es):				

Please circle which classes you are applying for:

Full Day	3 day	5 day
School Day	3 day	5 day
Morning Preschool	3 day	5 day
Morning Kindergarten	3 day	5 day

Please check if you are interested in

Fundraising Activities	<input type="checkbox"/>
Gardening	<input type="checkbox"/>
Helping in classroom	<input type="checkbox"/>

Office use only

Enrollment fee: Yes No Date of Acceptance: _____

Typical Daily Schedule & Activity Guide

7:00-8:15

Before School Care - Bring in your breakfast, play with recess toys, and color a picture.

8:20-8:30

Drop off Time - Sign in your child and greet your teacher good morning. Kids can practice their independence by hanging their jackets, taking off their shoes, putting on their slippers, & putting away their lunch. Give your family hugs and wave goodbye.

8:30-9:00

Welcoming Circle - Sing songs, hear stories & watch new work presentations.

9:00-10:25

Individual Choice &

Small Group Lessons - Get out your work rug or mat and choose your work.

Teachers will invite you to do small group lessons in:

Monday	Tuesday	Wednesday	Thursday	Friday
Language	Math/Sensorial	Art/Writing	Language/Spanish	Math

10:30-10:45

Closing circle - Hear a story, dance with scarves, do yoga, play a game and then head outside for recess!

11:00-11:30 - Recess - Outdoor fun on the play yard or inside recess toys.

11:30 - Pick-Up Time for Morning Preschool & Kindergarten

11:00-12:00 - Recess & Lunch Time - Time to put away our recess toys, get a drink, & get ready for nap or class work

12:15-12:30 - Bathroom Break

12:30-2:30

Nap Time or Classroom Work Time - Listen to quiet music, rest and relax, or do Montessori Classwork.

2:15-2:30 - Clean Up Time

2:30-2:45 - Wake Up Time - Fold your nap mat & bedding. Have a bathroom break & head out to play!

3:00-5:30 - After School Care - Eat a snack and enjoy playing until your family picks you up!



Fees and Tuition

Enrollment: The enrollment fee at North Star Montessori is **\$40.00 per child** and is non-refundable.

Sibling Discount: *There is a 10% tuition discount for 2nd child attending.*

NSM Tuition Rates		Monthly Fee	
Program	Hours	3-day Program	5-day Program
Full Day	7:00 - 5:30	\$440	\$590
School Day	8:30 – 3:00	\$390	\$490
Morning Preschool or Kindergarten	8:30 - 11:30	\$275	\$360
Additional hours Based on availability, reserve in advance.	\$5 /hour	\$30 /day	
Before & After School Care Based on availability, reserve in advance.	\$5 / hour		

Tuition Schedule

Payment is due at the 1st of the month. We accept Cash, Check, and DHS payments. Payments are considered late on the 3rd of the month and will incur a \$10 late fee

Your Child's Monthly Tuition

\$ _____

There is a \$5 fee for every 10 minutes a child is picked up after their pick-up time unless otherwise agreed upon in advance by parents and directress. In addition, there will be a \$35.00 fee for returned checks. **There is no tuition credit or deductions for absences due to illness, vacation, school holidays or inclement weather.**





North Star Montessori

Preschool & Kindergarten

4100 Clinton Road Jackson, MI. 49201

(517) 787-3026

E-mail: NorthStarMontessori@yahoo.com

Facebook <https://www.facebook.com/NorthStarMontessoriJackson>

Parent Release Form for Media Recording

Media Recording Release

I, the undersigned, do hereby grant or deny permission to North Star Montessori, LLC to use the image of my child(ren), _____, as marked by my selections below. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child(ren) for use in materials that include, but may not be limited to: printed materials, such as brochures and newsletters, videos, and digital images such as those on the North Star Montessori website without further notifying me. The child's last name will not be used in conjunction with any video or digital images.

- Grant permission to use my child's image.
- Deny permission to use my child's image at all.

Parent/Guardian Signature

Date

Please make a copy of this form for your records and return the original to the school office.

If you have any questions concerning this release, please call the school.



Enrollment Contract

2019 – 2020 Academic Year

North Star Montessori, LLC agrees to enroll/re-enroll _____ (the student) for the entire 2019-2020 academic school year. In consideration of acceptance of this Enrollment Contract by North Star Montessori, the undersigned agrees to abide by the listed conditions and pay the required fees as specified below:

I am agreeing to accept the policies and regulations of the school as outlined in the Parent Handbook.

I have received a copy of the NSM Parent Handbook and Enrollment Packet which contains but is not limited to:

- Program philosophy, Criteria for admission and withdrawal, Discipline policy, Parent notification plan for accidents, injuries, incidents, illnesses, Exclusion policy for child illnesses
- Typical daily routine, Fee Policy, Schedule of operation, denoting hours, days, and holidays during which NSM is open and Food Services and services provided.

NSM maintains a licensing notebook of all licensing inspections reports, special investigation reports and all related corrective action plans and it's available to parents for review during regular business hours. Licensing inspections and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michilvice care.

The annual Registration fee is separate from the annual tuition fees. The registration fee must be paid at the time of submission of application or re-enrollment in order to reserve a space for the student. **The registration fee is refundable only if the student is not accepted by North Star Montessori.**

I must notify North Star Montessori in writing **30 days in advance** on the intended withdrawal date, stating the reason for withdrawal. Tuition for the remaining school year will be due and payable until such written notice is received. Tuition is due for 30 days after the written notice is received. North Star Montessori will calculate any refunds or balances due based on date of receipt of the written notice to withdraw plus the 30-day period.

I understand that the contract is for the entire 2019-2020 academic school year and that the tuition is an annual fee and I will be responsible for meeting all of the financial obligations. After January 5th the 30-day withdrawal notice will no longer be available to me and if I decide to withdraw my child/children I will be responsible for the remaining school year tuition unless special arrangements have been made and approved in writing by North Star Montessori, LLC

The student whose fees are 30 days past due may not attend school until the fees are up to date without special permission of the Director. All tuition payments must be up to date on May 1, 2020, or the student may not attend school or participate in school functions. All other charges must be paid by June 5, 2020. North Star Montessori will not allow attendance of the student for the following school year until all past due fees are paid in full. Accounts that are 90 days past due will be referred to a collection agency.

There is no tuition credit or deductions for absences (due to illness or vacation) inclement weather or school holidays.

North Star Montessori requires the cooperation, support and full faith of the parents and guardians of the student to successfully provide the Montessori education experience. I pledge my loyalty to the aims and ideals of the school and will bring any and all questions, in confidence, first to the appropriate teacher, and, if necessary, to the Director. The absence of cooperation, support, and full faith by the parents or guardians, at the discretion of North Star Montessori, is cause for termination of this enrollment contract. In the event of such termination by the school, pro-rated refunds of unused tuition payments will be made.

This contract shall be interpreted in accordance with the State of Michigan.

I understand the conditions of this Contract and acknowledge receiving a copy of it. I understand the above conditions. No other commitments by North Star Montessori verbal or otherwise, is implied. My signature below affirms that I have read, understand and accept the terms and conditions of this contract.

Signature of parent(s) or guardian(s) financially responsible for student:

Parent/guardian signature

Date

Parent/guardian signature

Date

Please sign both copies: return one to the main office and keep one for your records

North Star Montessori, LLC admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, physical or other disabilities, national or ethnic origin in administration or its educational policies, admission policies and athletic and other school-administered programs.

