



**2014-2015
School Year**

Growing in Peace

Welcome, and thank you for selecting Montessori Children's House of Lenawee!

To secure a spot for your child at Montessori Children's House of Lenawee, return this form and a \$75.00 application fee to MCHL at 1008 W. Maple Ave. Adrian, MI 49221.

Tuition payments are made through the FACTS online tuition system. Information regarding the FACTS program will be provided to parents and is also available on our school website: www.mch-lenawee.org

ENROLLMENT CHECKLIST

Enrollment Form (required) Complete the attached Enrollment Form and sign the Financial Commitment section. A copy will be made available to you.

Copy of Official Birth Certificate (required for new enrollment)

Emergency Card (required)

Health Appraisal/Physical (with vision/hearing screening for school-aged students) signed by a licensed medical doctor and performed within 12 months (for toddlers: 6 months) prior to the first day of school **(required by Michigan law for each child new or returning)**

Physical evaluations should be updated as follows: a.) Yearly for toddler's b.) Every 2 years for preschoolers

Application Fee (required for new enrollment) the application fee of \$75.00 **(non-refundable)** checks can be made payable to: Montessori Children's House of Lenawee.

Re-Enrollment Fee (required per family) a \$50.00 annual re-enrollment fee is due with completed enrollment form. If enrolled by June 1st, 2014, the fee will be applied to first month's tuition.

Enrollment in FACTS tuition program (required) information will be provided for you to sign up online.

Signed Parent Handbook (required) the director or office staff will provide you with a copy.

Signed Volunteer Hours (required) if you choose to not volunteer or do not complete your hours, a total of \$150.00 will be due and a check should be made payable to: Montessori Children's House of Lenawee.

All students will have a school visit scheduled prior to the start of the school year. Teachers will be assigned according to class size. While requests for specific teachers will be given consideration, classes are determined by student/teacher ratio.

Parent Signature(s)

Director Signature



SCHOOL POLICIES *Please read thoroughly.*

MONTESSORI CHILDRENS HOUSE is a peanut free facility!

NEW APPLICANTS must pay a one-time, non-refundable application fee of \$75.00 at the time of submitting application.

RETURNING FAMILIES must pay an annual re-enrollment fee per family. The 2014-15 fee is \$50.00. If re-enrollment is completed by June 1st, MCHL will apply the \$50.00 to first month's tuition payment. First months tuition will be pulled in August.

A SIBLING DISCOUNT of 10% will be applied to the youngest sibling's tuition.

REFER A FAMILY DISCOUNT: Each returning family that refers a newly enrolled family will receive a \$50.00 credit to their overall tuition.

TUITION PAID IN FULL DISCOUNT: If yearly tuition is paid in full in the month of August, there will be a 3% discount applied.

EVEN THOUGH some new students do not begin school until the second or third week of school, the tuition is based on a place being held for that student and no refund or credit will be given for that time.

A STUDENT may not attend class if his/her account is more than 60 days past due.

ONCE YOUR FIRST TUITION PAYMENT has been submitted, you are financially responsible for the entire academic year. **NO REFUNDS WILL BE MADE IF A STUDENT LEAVES DURING THE SCHOOL YEAR.**

If A FAMILY HAS A CHRONIC DELINQUENCY (defined to be the occurrence of late payments more than 60 days past due in the previous 12 months), the Board of Directors, in its sole discretion, may decline to enroll a student, or require payment in full prior to the start of school.

ALL STUDENTS: No medication can be given to any child without a signed medication form that is available in the main office or with your lead teacher. The medication needs to be picked up at the end of each day unless otherwise noted by parent.

Montessori Children's House of Lenawee Mission Statement

We are a peace-oriented Montessori Community dedicated to providing an encompassing education which nurtures the mind, body and spirit of every child.





STUDENT INFORMATION

Student: *(Please Print)*

NAME: First _____ Middle _____ Last _____

DATE OF BIRTH: _____

PROGRAM:

Toddler: _____ Full Day or _____ Half Day (A.M.) _____ Before School Care
Preprimary: _____ Full Day or _____ Half Day (A.M.) _____ After School Care

SEX: M / F ETHNICITY: _____

Montessori Children's House of Lenawee does not discriminate on the basis of race, color, religion, nationality or ethnic origin in the administration of its educational policies, scholarship and discount programs, or any other school administered programs.

Student Address: _____

City: _____ Zip: _____

Home phone: _____ Cell phone: _____

Primary family email address*: _____

**Important communication from MCHL is done largely via email. Please provide a current email address and make sure to update us if this email address ever changes. Thank you!*

We intend to publish this contact information in a yearly school family directory. It is a great way to get to know other families and prepare for play dates or birthday parties. All enrolled families will receive a copy of this directory.

Please indicate your preference:

Publish my address, phone number and email address listed above in the school directory for MCH families.
Only publish the following: Family address Family phone number Family email address

Referral:

If you were referred to our school by a friend please list their name below:

TUITION: School Year Tuition Monthly Payment (10-month)

**As a courtesy, tuition is allowed to be paid monthly through the FACTS Tuition Management System. The tuition amount is a set fee, and is not determined hourly, daily, weekly or monthly. You are signing a binding contract for a set tuition amount. MCHL does not reimburse for vacation days, illness of child, Acts of God requiring school closure, or voluntary withdrawal of enrollment.*

Toddler Full Day	\$6,319.30	\$631.90
Toddler Half Day A.M.	\$4511.40	\$451.14
Preprimary Full-Day	\$6159.40	\$615.94
Preprimary Half-Day A.M.	\$3,986.10	\$398.61

I agree to pay Montessori Children’s House the tuition amount of \$_____ for the 2014-2015 school year.

___ One full year tuition payment to MCHL paid by check or through FACTS.
 Annual = \$_____ [Office Use:_____]

___ Ten monthly payments (plus ancillary charges if applicable) through the FACTS Tuition Management System.
 Monthly = \$_____ [Office Use:_____]

All families are required to make payments through the online FACTS Tuition Management System unless making a one-time full year payment. There will be no exceptions.

Before School Care, Delayed pick-up, After School Care

BSC is available on school days from 7:00 a.m. – 8:00 a.m

ASC is available on school days from 3:15 p.m. – 6:15 p.m.

Late charge: If you are late picking up your child from ASC, there will be a charge of \$10.00 every 15 minutes.

MCHL charges \$5.00 per hour in the extended day programs. If your child is here for 10 minutes or more they are charged the full hourly rate. There are no exceptions to this policy.

Family Volunteer Requirement

Parents are valued as active partners in their child’s education. Your gifts of time, talent, and treasure are crucial to the overall success and long-term viability of our school. At the start of each year, families will choose from a variety of volunteer opportunities. Our committed parents will help make learning at MCHL an exceptional experience. Thank you for your commitment to our school’s success.

I agree to volunteer a minimum of 10 hours during the school year OR I have included my tax-deductible check for \$150.00 (made out to MCHL). Please check one:

___ I will volunteer 10 hours ___ I cannot volunteer, attached is my check for \$150.00

If you elected to volunteer and do not complete your volunteer fulfillment of 10 hours, \$150.00 will be charged to your final FACTS payment.

ACCEPTED AND AGREED (Financially responsible party/parties must sign):

Father/Guardian Signature _____

Name Printed _____ Date _____

Mother/Guardian Signature _____

Name Printed _____ Date _____