



Montessori  
Children's  
House *of Lenawee*

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

To ensure your child's placement at Montessori Children's House of Lenawee, return this form and a \$75.00 enrollment fee to MCHL at 1099 US-223 Suite 8 Adrian, MI 49221.

Tuition will be billed on a bi-monthly basis. 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](http://www.mch-lenawee.org).

**Enrollment Checklist for:** \_\_\_\_\_

**\_\_ Enrollment Form (required)** Complete the attached enrollment form and sign the financial commitment section. A copy will be made available to you upon request.

**\_\_ Copy of Official Birth Certificate (required for new enrollment)** this is a raised seal document.

**\_\_ Emergency Card (required)** Complete and return to main office.

**\_\_ Health Appraisal/Physical** 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 must be updated as follows: 1.) Yearly for toddlers 2.) Every 2 years for preschoolers and school aged children. All evaluations are reviewed yearly at time of enrollment.

**\_\_ Enrollment Deposit of \$75.00 (required per family)** Non-refundable deposit to hold your child's spot in a classroom. Date paid: \_\_\_\_\_ check #: \_\_\_\_\_ cash or PayPal

**\_\_ Annual Re-Enrollment Fee of \$50.00 (required per family)** Non-refundable \$50.00 re-enrollment fee due with completed enrollment form to hold your child's spot in a classroom. If enrolled by May 31, 2021, the fee will be applied to first month's tuition. Date paid: \_\_\_\_\_ check #: \_\_\_\_\_ cash or PayPal

**\_\_ Enrollment in FACTS tuition program (required)** each family will be required to sign up online prior to the start of school. **Child may not start school until this is complete.** To start this program, there is a \$45.00 (annual) fee that must be paid before the first monthly payment pulls.

**\_\_ Signed Parent Handbook (required)** Administrative staff will provide a copy at first parent meeting. There will be an online version available on our website.

**\_\_ Signed Volunteer Hours (required)** if you choose to not volunteer a total of \$225.00 is due upon enrollment. A check should be made payable to Montessori Children's House of Lenawee. A balance of incomplete hours will be deducted at the end of the school year via FACTS.

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

## School Policies

**Montessori Children's House of Lenawee** is a nut free facility. Please omit nuts from all packed lunches and snacks.

**Newly enrolled families** must pay a non-refundable enrollment fee of \$75.00. Please make check payable to MCHL.

**Returning families** must pay an annual re-enrollment deposit per child. The 2021-22 deposit is \$50.00. The deposit will be applied to the first tuition payment if paid by May 31, 2021.

**Sibling discount:** 15% will be applied to the lowest tuition rate.

**Students** that enroll after the September 8th start date will be charged a prorated tuition.

**Once your first tuition payment** has been submitted, you are financially responsible for the entire academic year. *MCHL does not reimburse for vacation days, illness of child, Acts of God requiring school closure, exclusion due to non-vaccination, or voluntary withdrawal of enrollment.*

**A student** may not attend class if the financial account is more than 14 days past due, individual file is not complete or immunizations waiver has not been submitted.

**If a family has a chronic delinquency** (defined to be the occurrence of late payments more than 14 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. This form is available in the main office. **All medication must be in its original container. Medication must be stored in the main office, not in backpacks or lockers.**

### Parent Information

Please advise the school of any custodial issues. If divorce/separation/joint custody allows duplicate mailing information to be given to other parent, please include name, address, phone number & email. *MCHL will require a copy of any Court Decree involving custody arrangements.*

| <i>Please print</i>          | Parent/Guardian | Parent/Guardian |
|------------------------------|-----------------|-----------------|
| Full Name                    |                 |                 |
| Address<br>City<br>State/Zip |                 |                 |
| Home phone                   |                 |                 |
| Cell phone                   |                 |                 |
| Work phone                   |                 |                 |
| Email address                |                 |                 |
| Place of Employment          |                 |                 |
| Occupation                   |                 |                 |
| Relationship Status          |                 |                 |

*\*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!*

## Extended Day Programs

**Before School Care** is available on school days from 7:00 a.m. – 8:00 a.m.

**After School Care** is available on school days from 3:15 p.m. – 6:00 p.m.

Late fee: If you are late picking up your child from ASC, there will be a charge of \$25.00 every 5 minutes after 6:00 p.m. After 3 late pick-ups there will be a dismissal from extended day programs. MCHL charges \$75.00 per month for unlimited use or \$15.00 drop-in daily fee. If your child is in BSC or ASC for more than 5 minutes charges will begin. There are no exceptions to this policy.

(Check one)

- I am registering my child for unlimited use in BSC/Extended Day/ASC for 9 months. I will be charged \$75.00 per month through my FACTS account regardless of attendance.
- I will not use this program. If I need a drop-in day, I will be charged \$15.00. I must give a 24-hour notice to the main office.

## Application of Sunscreen

I give permission for MCHL staff to apply the sunscreen I provide onto my child during the 2021-22 school year as needed for outdoor activity/recess times.

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Parent Signature and Date

## 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. Thank you for your commitment to our school's success. We will send home opportunities as they become available.

I agree to volunteer a minimum of 15 hours during the school year OR I have included my tax-deductible check for \$225.00 (made out to MCHL).

Please check one:

- I will volunteer 15 hours
- I cannot volunteer, attached is my check for \$225.00

*If you elected to volunteer and do not complete your volunteer fulfillment of 15 hours, a charge of \$15.00 per hour not completed will be charged to your FACTS account.*

## 2021-2022 School Year Tuition

The tuition amount is a set fee. As a courtesy, tuition can be paid monthly through the FACTS Tuition Management System. All families are required to make bi-monthly payments through the online FACTS Tuition Management System. If you are planning on paying the tuition in full, contact Carey or Karah in the main office to receive the discount.

**Please select your program choice:**

**Toddler (ages 13 months to 2.5 years) Full day 8:15 a.m. - 3:15 p.m. NO HALF DAY OPTION**

- 3 full days (T, W, TH ONLY) \$5,370
- 5 full days- \$7,084

**Toddler Transition (ages 2.5 to 3.5 years) Full day 8:15 a.m.- 3:15 p.m. NO HALF DAY OPTION**

- 3 full days (T, W, TH ONLY) \$5,056
- 5 full days- \$6,742

**Preschool (ages 3 to 5 years) Full day 8:15 a.m. – 3:15 p.m. Half day 8:15 – 11:15 a.m.**

- 3 full days (T, W, TH ONLY) \$4,912
- 5 half days- \$4,385
- 5 full days- \$6,611

**Before/After School Care (see page 3 for more information)**

- Monthly unlimited usage charge of \$75.00

**Child Care Days- School is closed. Childcare rooms will be open from 7:30 a.m. to 5:30 p.m. for those to pre-register ONLY.**

- November 5, 2021 Conferences \$40.00**
- March 4, 2022 Conferences \$40.00**
- April 4-8, 2022 Spring Break \$200.00**

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Parent/Guardian Signature & Date

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Administration Signature & Date

I agree to pay MCHL the tuition amount of \$\_\_\_\_\_ which reflects my choice of \_\_\_\_\_ for the 2021-2022 school year.

*MCHL does not reimburse for vacation days, illness of child, Acts of God requiring school closure, exclusion due to non-vaccination, or voluntary withdrawal of enrollment.  
There will be no substitution for 3-day students if a day is missed.*

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.