



North Star Montessori

Visit us at www.NorthStarMontessoriJackson.com

Dear Prospective North Star Parent,

Thank you for your inquiry of our school! We received many requests for information, and we hope this information will help to answer your initial questions.

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

When you complete the enclosed application and we receive the \$40.00 application fee, we will call you to make an appointment to complete the paperwork that finalizes your child's enrollment.

We are eager to meet you. We will do a follow up call to make sure you have received our information and to schedule a time for you and your family to visit.

Please mail your application to the following address:

North Star Montessori
4100 Clinton Road
Jackson MI 49201
Attention: Barbara Barnes

Please call us at 517-787-3026 or email us at NorthStarMontessori@yahoo.com if you have any questions regarding this information. We appreciate your interest in North Star Montessori!

Sincerely,

Barbara A. Barnes
Directress





North Star Montessori

4100 Clinton Rd.
Jackson, MI. 49201
(517) 787-3026

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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 Last Name	First Name	Home Phone	Work Phone	
Mother's Occupation	Place of Work		Social Security Number	
Father's Last Name	First Name	Home Phone	Work Phone	
Father's Occupation	Place of Work		Social Security Number	
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 indicate which classes you are applying for:

Morning Preschool () 3 day () 5day
 Full Day Preschool () 3 day () 5day Daycare ()
 Morning Kindergarten () 5 day () full day Daycare ()

Please indicate your interest in:

Helping in classroom ()
 Driving on field trips ()
 Fundraising Activities ()

Office use only

Enrollment fee: Yes () No ()

Date of Acceptance: _____



Daily Schedule & Activity Guide

Individual/small group lessons 9:00-10:30 am

MondayLanguage
TuesdayMath/Sensorial
WednesdayArt/Writing
ThursdayLanguage/Spanish
FridayMath

Before school care/recess.....7:00-8:15
Morning Welcoming Circle.....8:30-9:00
Sm. Group/Individual Lessons.....9:00-10:25
Closing Circle.....10:30-11:00
Recess.....11:00-11:30
Lunch.....11:30-12:30
Bathroom Break.....12:45-1:00
Rest Time.....1:00-2:30
Wake up/clean up time.....2:30-2:45
After school care/snack/recess.....3:00-5:30

Fees and Tuition

Enrollment

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

Tuition* *There is a 10% tuition discount for 2nd child attending.*

		Academic Year Tuition	
Program	Hours	Monthly	Yearly
3 Days (Tue-Wed-Thu)	8:30 – 11:30	\$275 (9 payments) \$68.75 (last payment)	\$2,543.75
3 Days (Tue-Wed-Thu)	8:30 – 3:00	\$390 (9 payments) \$97.50 (last payment)	\$3,607.50
3 Days (Tue-Wed-Thu)	7:00 – 5:30	\$440 (9 payments) \$110 (last payment)	\$4,070.00
5 Days Preschool/Kindergarten	8:30 - 11:30	\$360 (9 payments) \$90.00 (last payment)	\$3,330.00
5 Days Full Day School	8:30 - 3:00	\$490 (9 payments) \$122.50 (last payment)	\$4,532.50
5 Days Daycare & School	7:00 – 5:30	\$590 (9 payments) \$147.50 (last payment)	\$5,457.50

Tuition Schedule

1st Payment.....September 1
 2nd Payment.....October 1
 3rd PaymentNovember 1
 4th PaymentDecember 1
 5th Payment.....January 2

6th PaymentFebruary 1
 7th PaymentMarch 1
 8th PaymentApril 1
 9th Payment.....May 1
 10thPaymentJune 1

Payment is due at the 1st of the month and is considered late on the 3rd of the month and will incur a \$10 late fee. Additional occasional hours are \$5/hr. and need to be arranged with directress. 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

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."

For children 2 years 9 months to 6 years of age.

The Center offers:

- Preschool
- Kindergarten
- Day Care
- Spanish (all ages)
- Open 7 A.M. To 5:30

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

2018 – 2019 Academic Year

North Star Montessori, LLC agrees to enroll/re-enroll _____ (the student) for the entire 2018-2019 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 tat 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 2018-2019 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, 2019, or the student may not attend school or participate in school functions. All other charges must be paid by June 5, 2019. 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 educations policies, admission policies and athletic and other school-administered programs.