



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 brightwheel online billing application. Information regarding brightwheel will be provided to parents and is also available on our school website: 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)** This is a raised seal document.
- ☐ **Emergency Card (required)** Complete and return to the 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 the first month's tuition. Date paid: _____ check #: _____ cash or PayPal
- ☐ **Enrollment in the online brightwheel billing application (required)** Each family will be required to sign up online prior to the start of school. **Children 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 the 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 brightwheel.

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 checks payable to MCHL.

Returning families must pay an annual re-enrollment deposit per child. The 2023-2024 deposit is \$50.00. The deposit will be applied to the first tuition payment if paid by May 31, 2023.

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.

Students may not attend class if the financial account is more than 14 days past due, their individual file is not complete or the 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 the 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 (City, State, Zip)		
Home phone		
Cellphone		
Work phone		
Email address		
Place of Employment		
Occupation		
Relationship Status		

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.

Please check one of the following:

- ☐ 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 brightwheel 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 2023/2024 academic year as needed for outdoor activity/recess times.

Parent/Guardian Signature

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 of the following:

- ☐ 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 brightwheel account

2023-2024 School Year Tuition

The tuition amount is a set fee. As a courtesy, tuition can be paid monthly through the online brightwheel billing application. All families are required to make bi-monthly payments through the online brightwheel billing application. 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

Parent/Guardian Signature

Date

Administration Signature

Date

I agree to pay MCHL the tuition amount of \$_____ which reflects my choice of _____ for the 2023-2024 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.