



ENROLLMENT PACKET

TODDLER – MIDDLE SCHOOL 2019-2020

Our Mission is educating and inspiring life-long learners.

Montessori Academy is one of the leading Montessori schools in the nation. Accreditation is an important assurance of a quality education and an authentic Montessori environment. Accreditation with the American Montessori Society (AMS) and AdvancEd (formerly known as SACS CASI) is a high priority. With 1,300 member schools, the American Montessori Society includes 163 schools that are fully accredited with AMS, approximately 29 of these schools are also accredited by AdvancEd. Montessori Academy is the only Montessori school in Middle Tennessee that is accredited by the AMS and AdvancEd; it is one of two Montessori schools in Tennessee accredited by both the AMS and AdvancEd. Montessori Academy is the academic leader in the Middle Tennessee region in Montessori education and is a not-for-profit family-operated school.

Montessori Academy's historical roots began at the first Montessori school in Nashville, when the founder, Mrs. Eileen Bernstorff, assisted a neighbor in starting Montessori Centre in 1967. In 1985, she began Montessori Academy on the current 24-acre wooded campus. The first of five buildings was completed in 1986 and now with over 50,000 square feet under roof, Montessori Academy offers an excellent educational experience for Toddler (18 months - 36 months), Primary (ages 3-6), Lower Elementary (ages 6-9), and Upper Elementary/Middle School (ages 9-15) students. In fall 2019 MA will include 9th and 10th high school curricular offerings.

“It is true that we cannot make a genius. We can only give to each child the chance to fulfill his potential possibilities.” - Maria Montessori

Montessori Academy's faculty and administration are committed to uncompromising standards of academic excellence, and to preparing students to be future leaders. The focus on executive functions are a natural outcome of Dr. Montessori's philosophy and passion for precision, love of order, pride in accomplishment, and respect. Teachers strive to incorporate these critical skills into each child's daily activities to become the foundation for successful living. Additionally, Montessori Academy provides students with a strong sense of belonging in a safe and protected community. Maintaining the dual accreditation demonstrates our commitment to academic excellence and our commitment to your child.

Montessori Academy is recognized by AdvancED and the AMS as an authentic Montessori school where academic excellence is a high priority and students excel in the exceptional educational environment.

Thank you for your interest in Montessori Academy. To apply, please follow the instructions listed on the following pages.

Application & Enrollment Procedures

A [Campus Tour by parents](#) is the first step of the Admission Process. Application may then be made by submitting a completed application form and the application fee. Each age level has the following specific requirements before a student may enroll:

[Toddler \(18 months - 36 months\)](#) - Parents must complete an application and questionnaire. Your child will then be placed in our wait pool. Because we seek balanced classrooms in both age and gender, we have a "wait pool" rather than a conventional wait list. When a possible space opens for your child, an interview and classroom visit will be scheduled, and the parents will be interviewed by the Director. If the classroom interview goes well and the Director decides that the family is a good fit for Montessori Academy, parents will be notified by email of acceptance. Payment of the registration fee at that time will reserve your child's space. Parents must submit the Tennessee School Immunization Certificate, which may be obtained from your pediatrician.

[Primary \(3 - 6 years of age\)](#) - Parents must complete an application and questionnaire. Your child will then be placed in our wait pool. Because we seek balanced classrooms in both age and gender, we have a "wait pool" rather than a conventional wait list. When a possible space opens for your child, an interview and classroom visit will be scheduled, and the parents will be interviewed by the Director. If the classroom interview goes well and the Director decides that the family is a good fit for Montessori Academy, parents will be notified by email of acceptance. Payment of the registration fee at that time will reserve your child's space. Parents must submit the Tennessee School Immunization Certificate, which may be obtained from your pediatrician.

[Lower Elementary / Upper Elementary / Middle School \(6 - 15 years, 1st - 8th levels\)](#) - A two-day interview/visit for your child in the classroom will be scheduled. On the close of the second day of your child's visit, an administrator will speak with the parents at 3:15 p.m. in the office. Final acceptance is contingent upon evaluations of: (1) a successful interview and visit, (2) the candidate's transcripts, and (3) the assessment forms completed by former teachers. Parents must submit the Tennessee School Immunization Certificate, which may be obtained from your pediatrician.

Fees & Commitments

[Application Fee -- \\$100](#)

Non-refundable fee must accompany application prior to additional admission procedures. It is paid once during the time the child attends Montessori Academy (MA). If the child leaves and returns to MA the fee may be waived upon re-enrollment.

[Registration of New Students -- \\$300](#)

This non-refundable fee is due at the time the student is accepted.

[Supply Fee -- \\$100](#)

Each student has a yearly \$100 Supply Fee, due with August 1 tuition. Supply Fee is billed at the time of enrollment for students who enroll after the August start date.

[Re-Registration of Current Students -- \\$150](#)

This non-refundable annual fee is due on or before February 14, 2020 with the current student re-registrations. Fee is \$300 after February 14, 2020. Fee is pro-rated (\$75.00) for those families who initially enrolled between January and May 2020.

[Parent Leadership Program](#)

Volunteering at MA models volunteer leadership to our children and affords parents the opportunity to be involved in the MA Community. Parents are encouraged to work with Parent Coordinators to enhance the Montessori experience.

[Tuition Payments](#)

Tuition is due the first of the month beginning August 1, 2019.

Tuition

Toddler: (18 months – 36 months)

Morning Arrival is 7:30-8:15 a.m.

Full Time: Monday – Friday

Schedule	10 Monthly Payments:	Annual Tuition:
8:15 – 12:00	\$1,205	\$12,050
8:15 – 3:00	\$1,455	\$14,550
8:15 – 4:30	\$1,550	\$15,500
8:15 – 6:00	\$1,690	\$16,900

4 Days: Parents' Choice of 4 Consecutive Days

Schedule	10 Monthly Payments:	Annual Tuition:
8:15 – 12:00	\$995	\$9,950
8:15 – 3:00	\$1,170	\$11,700
8:15 – 4:30	\$1,270	\$12,700
8:15 – 6:00	\$1,330	\$13,300

Primary: (3 – 6 years)

Morning Arrival is 7:30-8:15 a.m.

Schedule	10 Monthly Payments:	Annual Tuition:
8:15 – 12:00	\$1,005	\$10,050
8:15 – 3:00	\$1,185	\$11,850
8:15 – 4:30	\$1,350	\$13,500
8:15 – 6:00	\$1,420	\$14,200

Lower Elementary/Upper Elementary/Middle School: (6 – 15 years, 1st – 8th levels)

Morning Arrival is 7:30-8:00 a.m.

Schedule	10 Monthly Payments:	Annual Tuition:
8:15 – 3:00	\$1,206	\$12,060
8:15 – 4:30	\$1,370	\$13,700
8:15 – 6:00	\$1,440	\$14,400

*Tuition is based upon the academic school year.

Summer Programs are available for Toddler – Lower Elementary Students for an additional fee.

Montessori Academy admits students of any race, gender, religion, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to any student. Montessori Academy does not discriminate on the basis of race, gender, religion, national origin, or ethnic origin in administration or educational policies or in any school programs.

Our Vision at Montessori Academy is to be a community that supports, encourages, and empowers all students to reach their full, unique potential.

Payment Instructions

- Electronic bill pay is highly recommended.
- Payment can be made via check, ACH Direct Debit or Electronic Check through the ParentsWeb portal.
- Bring payments to the Admin. Office. Please do not send your check to the classroom with your child or it may not make it to the office in time to avoid late charges.
- You will not receive a bill unless the payment is late.

Tuition Late Fee

\$25 applied to monthly tuition payments received after the 4th of each month.

School Year Discounts

Families may receive a 2% discount on tuition (not After Care) if the yearly tuition is paid in full by August 1.

The following discounts are available to families for children registered for full-time 3:00 p.m. dismissal or later:

- Families receive a \$50 per month sibling discount on the 2nd child's tuition.
- Families receive a \$100 per month sibling discount on the 3rd child's tuition.
- Families receive a \$150 per month sibling discount on the 4th child's tuition.

Additional Sibling Discounts:

Families with 2 or more students *in Elementary* will receive a \$50 per month discount on the first child.

School Schedule

7:30 - 8:00	Elementary (LE/UE/MS) arrival time
7:30 - 8:15	Toddler/Primary student arrival time; children begin work in the classrooms
12:00 noon	Toddler & Primary half-day dismissal (children stay through lunch time)
2:45 - 3:00	Toddler & Primary dismissal (if no sibling in Elementary)
3:00 - 3:10	Lower Elementary, Upper Elementary, and Middle School Dismissal & Primary with older siblings
3:00 - 4:00	After school club activities, various days & times
3:10 - 6:00	After school care
6:00 p.m.	School and after school care closes (check school calendar for early closing days)

Occasional Care Tickets

12:00 - 3:00	Primary -- \$15/day
3:00 - 3:30	\$5/day late fee ticket
3:00 - 4:00	\$5/day (Sibling of a club member ticket)
3:00 - 6:00	\$15/day or 5 tickets for \$65 (Primary & Elementary)

Note:

If After School Care is not paid on the day of use, the billed fee will be \$20 per day.

Thank you for considering our Program for your family! Additional information can be found on the website at www.montessoriacad.org. The Administrative Office can be reached at (615) 833-3610. Please do not hesitate to contact us with any questions.