



## 2019-2020 Application

### Children's Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Birthdate \_\_\_\_\_

Age \_\_\_\_\_ Sex \_\_\_\_\_

Primary Language \_\_\_\_\_ Birth Place \_\_\_\_\_

If child resides in more than one home, please provide us with his/her schedule. \_\_\_\_\_

\_\_\_\_\_

### Parents and/or Guardian Information

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Others In Family/Relationship: \_\_\_\_\_

\_\_\_\_\_

Previous School Experience: \_\_\_\_\_

\_\_\_\_\_

Please tell us about your child: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





## 2019-2020 New Student Enrollment Form

My child \_\_\_\_\_ is applying to the Newburyport Montessori School for the 2019 – 2020 school year. I would like to enroll my child in the following program (please indicate 1st and 2nd choices)

### Children’s House

#### Five, Four or Three Morning Classes (appropriate for children ages 2 years nine months – six years old)

_____ Five Morning Program (9am – Noon)	\$ 8,500/year
_____ Five Mornings and two afternoons (9am-3pm) M T W TH F (circle afternoons)	\$11,000/year
_____ Five Mornings and three afternoons (9am-3pm)M T W TH F (circle afternoons)	\$12,250/year
_____ Five Mornings and four afternoons (9am-3pm) M T W TH F (circle afternoons)	\$13,000/year
_____ Five Full Day Program (9am – 3pm)	\$13,800/year
_____ Four Morning Program, M-TH (9am – Noon)	\$ 7,300/year
_____ Four Morning and two afternoons (9am-3pm) M T W TH (circle afternoons)	\$ 9,700/year
_____ Four Morning and three afternoons (9am-3pm) M T W TH (circle afternoons)	\$11,200/year
_____ Four Full Day Program M-TH (9am – 3pm)	\$12,450/year
_____ Three Morning Program T,W,TH (9am – Noon)	\$ 6,600/year
_____ Three Morning and two afternoon (9am – 3pm) T W TH (circle afternoons)	\$ 8,800/year
_____ Three Full Days T,W,TH (9am – 3pm)	\$ 9,800/year

### Extended Day Kindergarten Programs

_____ Five Mornings and three afternoons (M – W)	\$12,350/year
_____ Five Full Day Program (9am – 3pm)	\$13,900/year

### Toddler Program

#### Morning Program (appropriate for children from 18 months of age.)

_____ Toddler Program, Five Mornings (9am-Noon)	\$ 9,580/year
_____ Toddler Program, Four Mornings (9am-Noon) M T W TH F (circle mornings)	\$ 8,500/year
_____ Toddler Program, Three Mornings (9am-Noon) M T W TH F (circle mornings)	\$ 7,450/year
_____ Toddler Program, Two Mornings (9am-Noon) M T W TH F (circle mornings)	\$ 5,300/year

(Please See Other Side)



### Lunch Bunch

Lunch Bunch is available M – F, 12 – 1pm at the discounted rate of \$15 per day for a regular schedule throughout the year and will be charged as part of tuition.

\_\_\_\_\_ Lunch Bunch (12 – 1pm)                      M T W TH F (Circle days)

*Drop in Lunch Bunch is charged at a rate of \$20 per day.*

### Childcare Registration

Before and after school child care is billed at a rate of \$12.00 per child per hour and \$16.00 for two children in the same family. Childcare is only billed for the time your child attends and is separate from tuition. Preregistration is required, so that appropriate staffing is available.

My child \_\_\_\_\_ will need before and/or after care for the following days and times during the 2019 – 2020 school year.

	Before School 7:30 – 9am	After School 3 – 5:30pm
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____

**The Admissions Process:** A nonrefundable \$50.00 processing fee is due with this application and enrollment form; \$25.00 for each additional sibling. After we receive your application, we will schedule a visit with your child and request records from your child’s current school, if any. If we have space for your child in the program you requested, we will send you a letter of acceptance and a request for a deposit and school fees. After we receive the deposit, your application will be complete and we will consider your child enrolled. We will send you all the necessary forms, school information and calendar in the late spring.

Date: \_\_\_\_\_ Parent’s Signature: \_\_\_\_\_



## 2019-2020 Financial Policies

**Tuition.** Please refer to the Enrollment Form for tuition amounts for each of our Children's House Programs for the 2019-2020 school year

**Processing Fee.** A \$50.00 processing fee is due for each child returning to or applying to the school. A \$25.00 fee is due for each additional sibling. This fee is nonrefundable and is not applicable towards tuition.

**Nonrefundable Tuition Deposits.** After your child has been accepted into our program, a nonrefundable deposit of \$500.00 is due to secure your child's placement in the school. This deposit will be applied toward the annual tuition. Enrollment in our Extended Day Kindergarten Program requires a \$1,000.00 nonrefundable deposit that is due by March 1, 2019.

**Tuition Payments.** Tuition, less deposit, may be paid in one of the following ways:

1. One payment. Tuition is discounted \$100.00 per family if received by July 1, 2019.
2. Two payments. July 1, 2019 and November 1, 2019.
3. Ten Payments. July 1, 2019- April 1, 2020

All payments will be processed through Smart Tuition. Information regarding Smart Tuition is available through the main office.

**Withdrawal/Dismissal.** In the event of unexpected withdrawal or dismissal after July 1, 2019, the financially responsible parent or guardian is liable for the full year's tuition. Because our commitments for salaries, rent and maintenance are on an annual basis, and because tuition is our sole source of income, the withdrawal or extended absence of a student does not reduce operating costs, therefore, no refunds or cancellation of fees can be expected.

**Material Fee.** This annual fee is applied toward the purchase and maintenance of consumable materials for your child's Montessori environment. The fee per child is \$75.00 for part-time classes and \$100.00 for four and five morning classes. An additional \$50.00 material fee is required for children in the Extended Day Kindergarten program.

**Activity Fee.** The annual \$75.00 Activity Fee is used for field trips, special events, yearbooks and performances during the school year.

**Additional Lunch and/or Afternoon Session.** Occasional lunch and/or afternoon sessions may be available for children attending morning classes, depending on availability, at a rate of \$20.00 for lunch Bunch from 12:00 – 1:00 p.m. and \$45.00 for the afternoon, from 12:00 – 3:00, or any portion thereof. These services will be billed monthly through Smart Tuition.

**Child Care.** Childcare is offered from 7:30 - 9:00 a.m. and from 3:00 - 5:30 p.m. each day. Childcare is billed at the end of each month at the rate of \$12.00 per hour for one child and \$16.00 per hour for two children in the same family. Childcare is billed monthly through Smart Tuition.

**Late Pick-up Fees.** We allow a 10-minute grace period at the end of the morning and afternoon sessions to help alleviate congestion in the parking lot and hallways. Any family whose child is picked up after 12:10 p.m. will be charged a late fee of \$5.00 for each 5 minutes or part thereof. Any parent whose child is enrolled in the afternoon program who picks up his or her child after 3:10 p.m. will be charged the standard rate for childcare. Parents who pick up their children from aftercare after 5:30 p.m. will be charged \$15.00 per 5 minutes late.

**Check Fee.** When a check is returned to the school for any reason, the applicable bank fee will be billed to the parent.

Limited financial aid is available on the basis of demonstrated need.