



# Flintridge Montessori Pre School & Ele. Inc

## REGISTRATION & ADMISSION FEES EFFECTIVE AUGUST 2019/2020

These forms are also downloadable from our web site: [www.flintridge-montessori.com](http://www.flintridge-montessori.com)

(Please complete all pages and do not leave any blanks)

<b>Child's Full Name:</b>			
Last	First	Middle	Preferred Name
Child's Date of Birth:	Sex: M / F	Age:	
<b>Father's Name:</b> .....		<b>SS#:</b>	
<b>Email:</b> .....			
Home Address Street: .....			
City: .....		Zip Code: .....	
Tel (Home):	Tel (Work):	(Cell/Pager):	
<b>Father's Occupation:</b> ..... Avg. Annual Income: .....			
<b>Employer Name &amp; Full Address:</b> .....			
City: .....		Zip Code: .....	
<b>Mother's Name:</b> .....		<b>SS#:</b>	
<b>Email:</b> .....			
Home Address :( if different) Street:.....			
City: .....		Zip Code: .....	
Tel (Home):	Tel (Work):	(Cell/Pager):	
<b>Mother's Occupation:</b> ..... Avg Annual Income: .....			
<b>Employer Name &amp; Full Address:</b> .....			
City.....		Zip .....	
<b>Child's Previous School:</b> .....		<b>Phone #</b> .....	
<b>Reason for leaving: (Please explain)</b> .....			
<b>Full day pick up: 5:55 pm</b> <b>Half days are 7:00-12 noon</b>	<input type="checkbox"/> 5 Full extended days (pick up by 5:55pm)	<input type="checkbox"/> 5 days 5:30pm pick up	<input type="checkbox"/> 5 days 3pm pick up
	<input type="checkbox"/> 3 days MWF 3pm pick up	<input type="checkbox"/> 3 full days 5:30pm pick up	
	<input type="checkbox"/> 5 half days 12:00PM pick up	<input type="checkbox"/> 3 half days	<input type="checkbox"/> 2 full days T, Th 7:00-5:30pm
<b>Admission Date:</b> _____		<b>Approximate Drop off</b> .....AM <b>Pick up</b> .....PM	

**Volunteering:** Fundraising (mandatory)  Extracurricular Activities  Reading  Other .....

**How did you find us?** Yellow Pages  Newspaper  Website  Friends  Other .....

Describe how best you would be involved in your child's life at school: .....

# Flintridge Montessori Pre School 2019-2020 Tuition & Fees:

**Ages 2 to 6 years (Pre School to Kindergarten) Effective August 2019**

## Start Up Costs

Application Fee:	\$125 (nonrefundable)
One month's Tuition Deposit:	(Refundable or applied to last month's Tuition)
First Month's Tuition:	See Program Schedule below
Diapering/potty training fee:	\$50 (if applicable)
Annual Materials Fee:	Pre School \$250, TK/KG/afterschool \$280 (For books, art/crafts, replacement of Montessori equipment, projects etc.)

There may be a tuition fee increase every Fall/August. Diapering/potty training fee will be removed when the child is fully out of diapers.

Summer activity fee: \$75 per month to help manage costs associated with outside vendors. Tuition may be prorated during summer months according to attendance.

**Program schedules: Full time applicants get priority admission while part timers will go on a wait list and be allocated places according to availability.**

Full time students will get two snacks per day, included in the tuition fees. Half days will get one snack. Tuition is calculated and based on a ten month period August through end of May while June & July are optional. No discounts or fee waivers are given for absences or vacations taken during the academic school year.

<b>Full Day Programs</b>	<b>(Complimentary day care from 7 AM - 8 AM)</b>		
5 Full Days Extended	Monday through Friday	7 am - 6 pm	\$1275
5 Full Days Extended	Monday through Friday	7 am – 5:30 pm	\$1225
5 Full days	Monday through Friday	7 am - 3 pm	\$985
3 Days Extended	Mon/Wed/Fri	7 am – 5:30 pm	\$770
3 Full Days	Mon/Wed/Fri	7 am - 3 pm	\$740
2 Full Days	Tue/Thurs	7 am – 5:30 pm	\$610

## **Half Day Programs**

5 Half days	Mon through Friday	7 am - 12 noon	\$770
3 Half days	Mon/ Wed/Fri	7 am - 12 noon	\$610

Sibling Discount: Applies **only to Full Time** students at 5% off of the second child's tuition.

## **Drops-ins & Extra Days/Hours**

Full Day 7 – 5:30 pm	\$75	Half Day 7:30 – 12 noon/12-6pm	\$60
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Tuition is divided into 10 equal payments and no fee waiver can be accommodated for holidays taken or absence during the school year between August and end May. June and July may be pro-rated based on attendance.

## Other Fees

**Late Pick Up fees:** \$1 per minute will apply for pick up after the scheduled time, which includes half day, 3 pm pick and 6 pm pick up.

**Late Tuition Fees:** Tuition is due on the 1<sup>st</sup> of the month. A 10% late fee will be strictly applied for payment received after the 10<sup>th</sup> of the month.

**Returned Check Fee: \$25** **Optional Hot Lunch Program:** Pre School/Kindergarten \$5.50 per meal  
Payable in advance. Prices are subject to change. Checks less than \$25 are not accepted.

**How to pay Tuition and Fees:** The school accepts cash/ checks/ electronic checks and **our preferred method is direct debit through Tuition Express**, which we encourage you to participate in. The account you assign, e.g. savings/checking, will be debited between the 1<sup>st</sup> and the 5<sup>th</sup> each month. Credit cards are currently not accepted.

Our Kindergarten program requires full day participation. Half day Kindergarten program is offered (at half day AM/PM rate) only for those attending public school in the neighborhood. Under supervision, they would also complete their homework by pick up time.

*Initial here.....*

# Admission agreement/ Fees Schedule & Dues 2019-20 (Cont.) (Do not leave blanks)

Child needs help with dressing/in the rest room/ feeding

Potty trained? ..... Yes/ No

Child lives with Mother/ Father/ Both/ or guardian

Name(s) of Person financially responsible: .....

Indicate any special needs, (eg. Allergies, speech delays, behavioral/social issues) .....  
 (Mild or severe Autism, speech delays, hearing impairments, behavioral issues, etc. must be reported in order for us to provide appropriate care. Withholding any information the school considers important and needs to be made aware of may result in the school requesting the child to be taken out.)

I/We understand that when we join the community of this school we take full responsibility for all fees and that **two weeks written notice** will be given when **withdrawing** for **ANY** reason at **ANY** time of the year. If for some reason the two week notice cannot be given, then two weeks tuition fees will be paid in lieu by us. I/We also understand that no fee waivers will be granted for **holidays taken during the academic school year**, i.e. August to the end of May. I/We understand that if the child is sick or taken out of school on leave of absence during August through end of May, I/we are still required to **PAY THE FULL MONTHLY TUITION. We also understand that a family may be suspended from attending the facility for behavioral issues or unresolvable conflicts that may arise which would be in the best interest of both parties.** The school has the right to change fees any time during the year with 30 days notification.

*Initial here .....*

We agree that any account in arrears of THIRTY days may be **sent for collection**. 100% of all legal, administrative and other related fees incurred in collecting overdue accounts, including 100% of collection agency fees will be charged to us. **I/We fully understand and abide by the school policies** and have read and understood the handbook. I/We have received a copy for my/our records. I/We agree to respect all the school rules and abides by them to help school run a quality program.

*Initial here .....*

Attached are our **non-refundable** \$125 Registration and a **family photograph**.

Father's/ Guardian's Signature: .....

Date: .....

Mother's/ Guardian's Signature: .....

Date: .....

Flintridge Montessori values parent participation and expects parent involvement in fundraising and social activities when your child joins us. If there is no participation at the fundraisers, the school reserves the right to access a fee/donation from non-participating families.

*Initial here .....*

After completion of these forms, please make a copy for your records before you submit originals to school.

**Incomplete application packages will not be accepted. Check below that your package includes all of the following.**

1 Registration & Admission Agreement/ Fee Schedule (2 pages)	8 Direct Debit Payment Authorization Form	
2 School Policy (Please read carefully and return acknowledgement)	9 Personal Rights Form (tear & return signed portion only) LIC 613 A	
3 Emergency Card (In Duplicate, Obtain from Office)	10 Parents Rights Form (tear & return signed portion only) LIC 995	
4 Consent for Medical Treatment Form LIC 627	11 Emergency Kit (mandatory may be purchased from school)	
5 Identification & Emergency Information LIC 700	12 Family Photograph (for identification & posting in classroom)	
6 Physician's Report (filled & signed by physician) LIC 701	13 Waiver for Photographs taken in school	
7 Pre-Admission Health History /Parents Report LIC 702		

### For office use only

<p><b>Please note fees are due on the FIRST of each month and before the 5<sup>th</sup> Monthly invoices are NOT issued. If you are late with payments more than 3 times, we may assess an additional penalty, and may be sent for collection. Those with Direct Debit accounts need to ensure funds are available.</b></p>	Application Fee	
	Monthly Tuition	
	Security Deposit	
	Material Fee	
	Diaper Fee	
	Other	
	<b>Total:</b>	