



Holly Brook Montessori School

APPLICATION FOR ENROLLMENT 2024-2025

Student Enrollment Procedures

- **Age:** 2yrs 8mos – 5 years (and toilet trained). Children enrolling at age 5 must have previous Montessori experience.
- **Application fee:** A one time \$50 non-refundable fee must accompany submission of this application.
- **Acceptance:** Following receipt of the application, a teacher/parent/child interview will be scheduled at the school at a mutually convenient time.
- **Deposit:** A NON-REFUNDABLE deposit is due at the time of acceptance and will reserve a place for your child in the classroom. This deposit may be deducted from the annual or the second semester tuition payment or, if the tuition is paid by the installment plan, the deposit can be deducted from the May 1 tuition payment only. For returning students, the deposit will be rolled over to the following school year.

Payments

Payments are based on a **ten-month school year** from September - June and can be made in **Annual** (1 payment) due August 1, **Semester** (2 payments) due Aug 1 and Dec 1, or **Installment Plan** (10 equal installments due the first of each month beginning August 1 through May 1). **Please see full chart below** for more information.

Programs and Payment Plans	Deposit	Tuition	Payment Plans		
			Annual (1 payment)	Semester (2 payments)	Installment Plan (10 payments)
Montessori School (9:00 - 12:00)	\$450	\$10,020	\$9,930	\$4,975	\$1002
Montessori School and Extended Day Program (8:00 - 4:30)	\$575	\$16,150	\$16,040	\$8,035	\$1,615
Montessori School and Full Day Program (8:00 - 6:00)	\$625	\$18,700	\$18,570	\$9,300	\$1,870

Note: A sibling discount of 10% will apply to the second child when children are enrolled within the same year.

Refunds and Adjustments

All children are enrolled for the full ten-month school year. No tuition refund will be made due to illness, vacation or withdrawal. If the school is given a 60-day written notice of a child leaving school, then tuition is payable through the 60 days. **The deposit is non-refundable.**

Dismissal Policy

A child may be dismissed at the school's discretion upon a written notice to the parent for consistent aggressive or disruptive behavior, either physical or verbal by the parent or child. A child may also be asked to leave if the staff believes the child is not benefiting from our Montessori program. In this instance the deposit will be refunded and the tuition prorated according to the time a child was actually enrolled.

Trial Period

The first six weeks are considered a trial period for the parents, student and staff. During that time, the contract may be terminated without any further obligation on the part of either the school or the parent. The tuition during this period is prorated for the time the child is actually in attendance. The deposit is not refundable unless the child is dismissed by the school.

(Please complete other side)

APPLICATION FOR ENROLLMENT 2024-2025

Please check the program desired:

- Montessori School
(9:00 - 12:00)
- Montessori School Extended Day Program
(8:00 - 4:30)
- Montessori School Full Day Program
(8:00 - 6:00)

Please check the payment plan desired:

- Annual (1 payment) - due August 1
- Semester (2 payments) - due Aug 1 & Dec 1
- Installment Plan - due the 1st of each month from August 1 through May 1

Desired Start Date: _____ 20 _____
 We agree that our name, address and cell phone will be listed on the Class Roster Yes _____ No _____

Child's Name: _____ Nickname: _____ Sex: _____
 Address: _____ Phone: _____
 City: _____ State: _____ Zip Code: _____
 Date of Birth: _____ Age: _____ Toilet Trained? Y N
 Child lives with: _____
 Languages spoken at home: _____
 Name and ages of siblings: _____
 Previous school experience (where and how long): _____
 Child's Present School: _____ Reason for leaving: _____
 School's Phone Number: _____ Address: _____
 General statement of the child's physical health (include allergies, etc): _____

Father's Full Name: _____ Age: _____
 Employer: _____ Occupation: _____
 Business _____ Best Phone: _____
 Address: _____ Email: _____
 Mother's Full Name: _____ Age: _____
 Employer: _____ Occupation: _____
 Business _____ Best Phone: _____
 Address: _____ Email: _____

If parents are divorced or separated, to whom should all school correspondence be sent?

Is there a Custody Court Order agreement? _____ (a copy is required at enrollment)
 From what source did you hear of the Holly Brook Montessori School? _____

Signature

Date

FOR OFFICE USE ONLY	
Application fee received: \$ _____ Date _____	Deposit received: \$ _____ Date _____
Date of Entrance: _____ Ck # _____	Final School Date: _____ Ck # _____
Identity Verification: DOB: _____	By: _____ Date Issued: _____
Place of Birth: _____	Birth Certificate #: _____
	Date: _____