



Montessori
Community
School Est. 1985
Salt Lake City, Utah

**ADMISSIONS INFORMATION
Toddler Program**

2017 – 2018 School Year & Full Year

The first step in the admissions process is to contact the admissions office to arrange for an adults only tour. The tour is *required* for admission.

To apply for admission, submit a completed application form and a non-refundable \$50 application fee to the admissions office.

If your child has attended a school prior to your application, please submit the most recent teacher evaluation.

Once all of these documents have been received, you will be invited to a Parent Interview with Administration. This meeting is an opportunity to make sure that parents have an accurate understanding of Montessori Education and reasonable expectations of our school as well as giving Administration the opportunity to express our expectations of families and to determine that all adults involved will work together in support of the child. The interview is an excellent time for parents to ask additional questions about the school and to ensure that there is a good match between your family and the school.

The next step of the application process will be a child visit with a parent to a Toddler Classroom, which will be scheduled at the parent interview.

If your application is accepted, you will receive an acceptance letter and an enrollment packet; which will need to be completed and returned with the \$600 non-refundable commitment fee. *\$400 of this fee will be applied toward the annual tuition; \$200 is a general administrative fee. Early Withdrawal will result in the forfeiture of the entire \$600.*

We look forward to receiving your application and getting to know your child and your family.

Ashlee Haslam
Office and Admissions Administrator
ashleehaslam@mcssl.com



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APPLICATION FOR ADMISSION
2017 - 2018 Academic Year & Full Year
Toddler Program (ages 18 mos. - 3 years)

The admissions process consists of this application form, a non-refundable application fee of \$50, a parent/guardian tour and interview and a parent/student visit to the classroom. The contents of this application and all other submitted information will be considered confidential. While our normal guidelines are that we accept children aged 18 months or older, on occasion, a child who is younger than 18 months may be accepted. These children would be staff children or younger siblings of children who are already enrolled. Our teachers are Infant and Toddler Certified. When considering adding a younger child, we look carefully at the make-up of the class, the teacher-student ratio, and the benefits for the child and the other children who are currently enrolled. Montessori Community School welcomes all qualified individuals regardless of sex, race, color, religion or national /ethnic origin and acceptance of a child will be determined by our Admissions Committee.

Upon acceptance, you will be required to pay a \$600 non-refundable annual commitment fee. \$400 of this fee will be applied towards the annual tuition; \$200 is a general administrative fee. Early withdrawal will result in the forfeiture of the entire \$600.

Please respond to each item. If an item is not applicable, simply indicate "N/A."

Application Date _____ **Starting Date Requested** _____
First Day School Year, August 23, 2017

We have had a Tour: Yes No

If yes, approximate date: _____

We have attended an Open House: Yes No

Student's First & Last Name _____ Female Male

Student's Birth Date _____

Student's Home Address (include Zip Code) _____

Student's Home Phone Number _____

Does the applicant have a sibling currently enrolled in the Montessori Community School?

Yes No If yes, name and class: _____

Check the requested program: See tuition schedule for details.

___ Full Year (including Summer 2018) (August 23, 2017 through August 10, 2018)

___ School Year (August 23, 2017 through June 6, 2018)

- **The above options do not include Winter Camp, Spring Camp, or Interim Camps.**

Check requested schedule:

Four Day Options: ___M or ___F (check desired day off)

___ Morning Program (Monday – Thursday only) (8:30 am to 11:30 am)

___ School Days (9:00 am to 3:30 pm)

___ with Early Morning (7:30 am to 3:30 pm)

___ with Afternoon (9:00 am to 6:00 pm)

___ with Extended Day (7:30 am - 6:00 pm)

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Five Day Options:

- ___ School Days (9:00 am to 3:30 pm)
- ___ with Early Morning (7:30 am to 3:30 pm)
- ___ with Afternoon (9:00 am to 6:00 pm)
- ___ with Extended Day (7:30 am – 6:00 pm)

Parent/Guardian's Name _____

Occupation: _____

Place of Work: _____

Phone: Home _____ Work _____ Cell _____

Email: _____

Parent/Guardian's Name _____

Occupation: _____

Place of Work: _____

Phone: Home _____ Work _____ Cell _____

Email: _____

Parents: Married Divorced Separated Other _____

Student Lives With: Mother Father Both Other _____

Names and ages of brothers and sisters and where they attend school:

STUDENT PERSONAL HISTORY AND INFORMATION

What is your experience with Montessori Education?

How did you learn about the Montessori Community School?

- Word of mouth/ Referral. If a friend or relative recommended our school to you, please list their name so we can thank them. _____
- Online/ Search Engine: Google Private School Review UtahMontessori.org
Greatschools.org Facebook MCS Website
- Other: _____



List all schools, or away-from-home childcare settings, previously attended and dates of attendance for each school/childcare setting:

How long do you anticipate keeping your child enrolled in our School?

What educational goals do you have for your child?

How do you see the Montessori Community School assisting you in meeting these goals?

How would you describe your child's personality and learning style?

What do you consider to be your child's strengths?

Are there any areas in your child's development in which you feel support is needed?

What do you feel is most important about your child's social development?



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How do you see your child in his/her social development?

Describe any special educational, physical or emotional needs of your child:

How does your family enjoy spending time together?

What techniques do you use to discipline your child?

Does your child have any foreign language background?

As a member of our school community, what talents, interests, and/or resources can you share to enhance our Montessori School community?

Write a brief paragraph about your child including any information that you feel would help us understand your child better. Please feel free to attach an additional page.

1. PAYMENT OPTIONS

Should my child be accepted, I will hereby choose and agree to the following payment option for tuition due:

Option 1- 1 Payment

I will pay the annual tuition due directly to the Montessori Community School, on or before July 20, 2017. I will receive a 3% discount if paid in full by July 20, 2017. If my child does not complete the entire school year, this discount is forfeited. I understand that I have the option to have FACTS automatically withdraw payment or I may submit a check to the Administrative Office by July 20, 2017.

Option 2- 2 Payments

I will pay the annual tuition due directly to the Montessori Community School, in two equal installments: the first payment due on or before July 20, 2017; the second payment due on or before November 20, 2017. I will receive a 1.5% discount with this option. If my child does not complete the entire school year, this discount is forfeited. I understand that I have the option to have FACTS automatically withdraw payments or I may submit a check to the Administrative Office by July 20, 2017 and November 20, 2017.

Option 3 – Monthly Payments

I will pay the annual tuition due in monthly installment payments, and I will be required to enroll with FACTS Tuition Management Company. FACTS charges a \$45 annual enrollment fee which is non-refundable. Upon receipt of my agreement, FACTS will automatically deduct this fee from my designated bank account. They will then automatically withdraw equal monthly tuition installments on the 20th of each month, with the first installment paid in July and the final payment in April if enrolled for school year or June if enrolled for full year.

Tuition Assistance

Please check here if you plan to apply for tuition assistance. To apply, go to factstuitionaid.com and click on Applicant Sign In to either create an account or to log in. Please note that our school listing is posted as Educational Alternatives Montessori School.

2. PAYMENT METHOD

FACTS Tuition Management. Required for making monthly payments, but also available for making 1 or 2 payments. (Debit and Credit Cards accepted.)

Cash or Check only to Montessori Community School. Option available for making 1 payment or 2 payments. (Check, money order, or cash remitted directly to the Administrative Office.)



3. PAYMENT FOR FEES

Please select whether you would like all fees to be paid by July 20th or would like to have your fees blended.

- All fees to be paid by July 20th, 2017.
- All fees to be blended into monthly payments. Option *unavailable* for making 1 payment, Payment Option 1, or 2 payments, Payment Option 2.

Tuition Assurance Program

If a family elects to participate in the *Tuition Assurance Program*, the withdrawing family's/student's obligation will be limited to and prorated to the actual number of days attended, plus all fees associated with the student's program level. Of the \$600 commitment fee collected, \$400 will remain applied to tuition and will not be forfeited, as it would be if participation in the Tuition Assurance Program were not elected. 30 days' written notice is required for all withdrawals covered under this program. Should 30 days' notice not be given, the family/student will be obligated to pay for any shortfall in notice, up to 30 days. The fee for the 2017 – 2018 Tuition Assurance Program is 2.5% of the student's tuition and must be paid in full by July 20th.

- I elect to participate in the Tuition Assurance Program.

Description	Fee
Teacher Development	\$100.00
Tuition Assurance Program (Optional)	2.5% of Total Tuition

4. WITHDRAWAL POLICIES

All withdrawals must be submitted to the Administrative Office in writing. Any early withdrawal will result in the forfeiture of the entire \$600 commitment fee.

If you withdraw your child:

- a. Between July 21, 2017 and August 21, 2017, you will be responsible for payment of 30 days of tuition, in addition to the forfeiture of the \$600 non-refundable commitment fee.
- b. Between August 22, 2017, and November 30, 2017, you will be responsible for 50% of the school year tuition.
- c. After December 1, 2017, you will be responsible for 100% of the school year tuition.
- d. After January 31, 2018, you will be responsible for 100% of the school year tuition plus summer tuition if you chose the full year option.



5. MISSED OR SICK DAYS

The classroom is prepared to accommodate your child, and his/ her space is reserved. We do not credit days or money for missed days due to vacations or illnesses.

6. PARENT PARTICIPATION

A minimum of ten (10) hours of service per child is required each year. Parents are responsible for recording hours served on their family log sheet. In addition to the sign up sheets available at your child's classroom's Back to School Night, we invite you to share your hobbies or skills, your ethnic customs and celebrations, travels in different countries. We welcome parents' professional expertise (i.e., medical career, fire-fighter) inside the classroom by providing a class presentation. Our PSA also has committees you may sign up to help with. Participation hours can also include cleaning, helping with laundry, working in the gardens, chaperoning on field trips, etc. Family log sheets are due May 1st, 2018. Families will be billed \$20 per hour for all participation hours not completed. We really prefer, however, that the participation hours be satisfied as we feel that your involvement in your child's school is most beneficial.

7. SIGNATURES

I, the undersigned, hereby request the Montessori Community School to enroll the above named student and agree to pay the annual tuition and any additional charges incurred. It is agreed that:

1. You do hereby authorize the staff of the Montessori Community School and any professional consultants retained or employed by the Montessori Community School to utilize all medical, psychological and other information coming to them concerning the condition of my child for the benefit of my child and as circumstances warrant in the discretion of the Montessori Community School. Except in such circumstances, all such information shall be kept confidential in compliance with the Utah Family Educational Rights and Privacy Act and the Federal Family Education Rights and Privacy Act.
2. You do hereby release, discharge and hold harmless the Montessori Community School and all of its agents and employees from, and agree to indemnify them and each of them against all action, claims, and demands of every kind and nature whatsoever pertaining to any physical, mental or emotional injury, condition, disability, infirmity, or impairment of my child, except for such claims as arise from gross negligence, willful, wanton or intentional conduct or misconduct of the Montessori Community School, its agents or employees. This indemnification shall survive my child's enrollment and attendance at the Montessori Community School.
3. In the event it is necessary for the Montessori Community School to obtain an attorney to enforce the terms of this Agreement, whether with or without suit, the undersigned agrees to pay all costs and expenses associated with such collection.

I have read and agreed to the above.

Signature of: **Mother/Guardian** _____ **Date** _____

Signature of: **Father/Guardian** _____ **Date** _____