



Center Montessori School

2020/2021 Registration

Student Information

Student's Name _____ Sex _____
first middle last

Birth date _____ Place of birth _____
mm/dd/yyyy city state

Address _____ City _____ Zip _____

Home Phone _____

Parent/Guardian Information

Parents' Marital Status _____ Student Lives With (check any that apply):

Father Mother Other
 Stepfather Stepmother

Please Check Any That Apply:
 Father deceased
 Mother deceased
 Parents divorced
 Parents separated

1. Parent/Guardian _____ E-mail _____
 Business/Profession _____ Name of Firm _____
 Work Phone _____ Cell Phone _____
 Address (if different from student) _____

2. Parent/Guardian _____ E-mail _____
 Business/Profession _____ Name of Firm _____
 Work Phone _____ Cell Phone _____
 Address (if different from student) _____

The Center Montessori School has a non-discriminatory policy relative to race, color, religion, national origin, gender, sexual orientation, or physical disability with respect to the admission of students and the employment of faculty and administrative staff. Placement in a class is at the discretion of the educational staff. Each classroom is a community of children, balanced to the extent possible with regard to age, sex, and previous Montessori experience.

Enrollment preference is given to: 1. students returning to the same group; 2. students graduating to the next level; 3. the sibling of a returning student; 4. the sibling of a former student. **Enrollment preference is for the entire month of January and ends February 1.**

FOR OFFICE USE ONLY:

_____ Date registration received _____ Date of entry _____ Class



2020/2021 Enrollment Option

CENTER NEST

Center Nest (18-36 months)

Center Nest Half Day, 8:30 a.m.-12:15 p.m.

Center Nest Full Day, 8:30 a.m.-2:45 p.m.

PRIMARY

Primary (3-6 years)

5 days, Primary Half Day, 8:30 a.m.-12:30 p.m.

5 days, Primary Full Day, 8:30 a.m.-2:50 p.m.

Extended Day*, 7:30-8:30 a.m., 3:00-5:30 p.m.

East Primary (3-6 years)

5 days, Primary Half Day, 8:30 a.m.-12:30 p.m.

5 days, Primary Full Day, 8:30 a.m.-2:50 p.m.

*Includes some holidays and vacations, see school calendar for exact dates. Extended care begins ten minutes after end of regular school day. No extended care available at East Campus.

Naps (Primary Only)

Do you wish for your 3- or 4-year-old child to have a daily nap? Yes No

ELEMENTARY AND MIDDLE SCHOOL

Elementary I (6-9 years)

Select Grade Level : 1 2 3

Elementary I
5 days, 8:30 a.m. - 3:00 p.m.

Elementary I Extended Day
5 days, 7:30 a.m. - 5:30 p.m.
Includes some holidays and vacations,
see school calendar for exact dates.
Extended care begins ten minutes after end of regular school day.

Elementary II (9-11 years)

Select Grade Level: 4 5

Elementary II
5 days, 8:30 a.m. - 3:15 p.m.

Elementary II Extended Day
5 days, 7:30 a.m. - 5:30 p.m.
Includes some holidays and vacations,
see school calendar for exact dates.
Extended care begins ten minutes after end of regular school day.

Level III (11-14 years)

Select Grade Level: 6 7 8

Level III
5 days, 8:30 a.m. - 3:30 p.m.

Level III Extended Day
5 days, 7:30 a.m. - 5:30 p.m.
Regular school days only.
Extended care begins ten minutes after end of regular school day.

Is your child transferring from another school? Please complete additional Records Request Form.

Name and address of previous school attended: _____ Years attended: _____

Has the student ever been suspended, expelled, or withdrawn from any school for any reason? Yes No

If yes, please provide:

Name of school: _____ Years attended: _____

Contact person: _____



Pick-Up Authorization

Student's name _____

For the safety of your child, we adhere to a very strict pick-up policy. Please list below any person who has your permission to pick up your child from school during the 2020/2021 school year. If an occasion should arise in which someone **not listed** will be picking up your child, please follow this procedure:

Give your child's teacher a note signed and dated by you indicating who will be picking up your child on said occasion. This person **must show proper photo identification (i.e., driver's license or passport)** to the school personnel before we will release your child.

The following people have permission to pick up my child from school: **Include yourself and spouse or other legal guardian(s).**

Medical Information and Emergency Authorization

In the event of an emergency, Center Montessori is authorized to arrange for emergency medical treatment. If the above named child should become ill or injured at Center Montessori, I understand that Center Montessori will:

- 1. Contact me immediately.
- 2. Contact the person(s) designated below if I cannot be reached and release my child with any Emergency Contact listed.

Should Center Montessori be unable to reach me and/or the person(s) designated below, they are authorized to contact my child's physician and/or arrange for immediate emergency treatment. The physician and/or medical facility are authorized to administer emergency medical treatment necessary to ensure the health and safety of my child. I understand that I am responsible for all costs of medical treatment provided for and on behalf of my child.

Emergency contacts:

1. Name _____ Phone _____

2. Name _____ Phone _____

Preferred physician _____ Phone _____

Preferred hospital _____

Preferred dentist _____ Phone _____

Allergies, medical, and/or other conditions(s): If none, please write "none" or "N/A"

Parent or Guardian signature _____

Date _____



Parent Service Commitment

At Center Montessori School it is our belief and philosophy that educating the child is a community effort among parents, teachers and children. It is therefore important to involve the parents in the classroom. I, the parent or guardian of _____, do hereby acknowledge that families of enrolled students are required to fulfill a minimum **15-hour service commitment** to our school community per academic year and that it is the parents' responsibility to seek out opportunities and make contact with the room parent or teacher to schedule time to volunteer. **I understand that if unable to complete this time commitment I/we may choose instead to pay a \$25 per hour Parent Service Fee for unfulfilled hours.**

I also commit as a parent to becoming educated about the Montessori Method as practiced by the Center Montessori School. This will include but is not limited to attending the Silent Journey program, participating in meetings and parenting programs, reading literature on the Montessori Method, and utilizing the parent library located in the Director's office. I understand that it is required that I participate in the Silent Journey program during my first three years as a Center parent.

Parent or Guardian Signature

Date

After-School Hours Safety Guidelines

If you are on school property before or after class time and your child is not enrolled in extended care, your child is under your supervision and your child's safety is your responsibility.

If you are with your child and your child is playing with aftercare children, s/he must follow the school rules and listen to the aftercare assistants. For example, s/he needs to go up the stairs to the slide, not climb up the slide. These are the same rules as during the day. Please communicate this with your child.

If you are here for snow cones with your child, you are responsible for your child and her/his safety.

If you come to school after school hours (evenings or weekends) for any school-sponsored program, your child must be checked into childcare or be with you. S/he is not permitted to be on the school property unsupervised. If your child is checked into childcare, please discuss with your child that s/he must follow the school rules and directions of the childcare personnel.

I have read and understand the guidelines listed above.

Parent or Guardian Signature

Date

Grandparents & Special Friends Communication

If you would like the school to send a copy of our monthly newsletter to your child's grandparents or special friends, please complete the information below. In our efforts to conserve the planet's resources, we ask that you provide e-mail addresses. If e-mail is not available, we will send a hard copy in the mail at your request.

Name _____

Name _____

E-Mail: _____

E-Mail: _____



Enrollment Contract – Academic Year August 2020 through May 2021

Name of Student _____

In order to reserve a place for the 2020-2021 academic year, the financially-responsible parent or guardian must sign and return this registration packet, along with a non-refundable registration fee of \$750.

The undersigned acknowledge that the above-named student is enrolled for the entire school year or the portion remaining after date of admission, and is liable for tuition for the entire academic year or remainder of the academic year if the enrollment is after the beginning of the academic year, as outlined in the Tuition Refund and Credit Plan.

The undersigned acknowledge that this obligation to pay total tuition is unconditional and that no portion of said tuition so paid or outstanding will be refunded or canceled notwithstanding the subsequent absence, withdrawal, or dismissal from the School of the above-named student, except as outlined in the Tuition Refund and Credit Plan which is an integral part of this Contract.

The School and the undersigned agree that in the event that the School may determine that the student or the family is either not ready or not adaptable to its program, the student's enrollment will be terminated at the School's discretion. This determination may include parental component and behavior. In this case, if the termination is prior to January 1 of the school year, the School will refund any prepaid tuition, excluding the \$750 non-refundable registration fee and materials fee, beyond the actual days of enrollment.

The undersigned agree to be current on all accounts. Any account six (6) days or more past due will be subject to a late payment charge of \$35. For every month the account continues in arrears, an additional late payment charge of \$35 per month will be assessed.

The undersigned acknowledge that it is the policy of the School that students whose accounts (including but not limited to tuition, extended care fees, book fees, school lunch fees and any other fees charged) are more than thirty (30) days in arrears may be suspended from classes until such account is made current and may not participate in overnight trips, and further acknowledge that until a student's account is paid in full, no grades or transcripts or teacher or staff recommendations can be issued by the School or School staff.

The undersigned agree that any outstanding balance and/or balance due under the terms of the Tuition Refund and Credit Plan which is an integral part of this Contract, is due in full 10 days from the date written notice of withdrawal is provided in accordance with the withdrawal provisions and further acknowledge that until a student's account is paid in full, no grades or transcripts or teacher or staff recommendations can be issued by the School or School staff.

The undersigned agree to be responsible for reimbursement to the School for replacement or repair of any school property or materials the above-named student may destroy, and for the payment of any medical, dental, or other expenses resulting from any injury or illness the above-named student may sustain at the School.

The undersigned parent or guardian of the above-named student understand the conditions of this Enrollment Contract and acknowledge receipt of a copy. I also understand that the above conditions constitute the entire Contract between the undersigned and the School, and no other commitments, verbal or otherwise, have been made to or by the School. This Contract may be modified in writing as signed by the Director of the School. This contract shall be construed under the Laws of the State of Florida. Should a court invalidate any provision of this Contract, the remaining provisions shall continue in full force and effect.

_____ (initial) I have read, received, and understand the Tuition Refund and Credit Plan

PAYMENT OF TUITION AND MATERIALS FEES

The undersigned agree to pay tuition in the amount indicated on the attached Tuition Schedule for the 2020-2021 academic year. The discount associated with Payment A or B will be forfeited if the payment is not received on or before the due date. Check one of the following payment plans after reviewing the attached Tuition Schedule and the Tuition Refund and Credit Plan on the reverse. Materials Fee is due June 1 and is non-refundable.

- Payment Option A-1 Check Credit Card*: Tuition, less 3% discount, is due on or before February 1, 2020.
Payment Option A-2 Check Credit Card*: Tuition, less 2% discount, is due on or before March 1, 2020.
Payment Option B-2 Check Credit Card*: Tuition, less 1% discount, is to be paid in two payments; the first is due on or before March 1, 2020, the second is due on or before September 1, 2020.
Payment Option C: Ten (10) equal payments, the first payment is due on July 1, 2020, and continuing to be paid in monthly installments through April 1, 2021. Please note that invoices are not mailed. With Option C, ACH or credit card* information must be on file with the office. Your payment is due on the 1st of the month, if payment is not received by the 6th your credit card will be charged to avoid any late fees.
Payment Option D: Twelve (12) equal payments, the first payment is due on May 1, 2020, and continuing to be paid in monthly installments through April 1, 2021. Please note that invoices are not mailed. With Option D, ACH or credit card* information must be on file with the office. Your payment is due on the 1st of the month, if payment is not received by the 6th your credit card will be charged to avoid any late fees.

The undersigned Parent or Guardian, as the person having the primary care and custody and being financially responsible for the student, hereby agrees to the terms of enrollment as set forth in the foregoing Contract.

Parent or Guardian Signature _____ Date _____ Director's Signature _____ Date _____

Educating children since 1976



Center for Early Childhood Education, Inc., DBA Center Montessori School, and
_____ (parent name)

Recurring e-check/credit card transactions

*Monthly tuition, extended care, materials or registration fees

I authorize Center for Early Childhood Education, Inc., DBA Center Montessori School to initiate either an electronic debit or to create and process a demand draft against my bank account according to the terms outlined below. I acknowledge that the origination of the ACH transactions to my account must comply with the provisions of United States law.

Terms of Billing:

_____ Starting on May 1, 20____ (for 12-month "D" installments) and on the 1st day of each month following through April 1, 20____. Extended Care billed hourly (not Extended Day) will be paid with the following month's tuition draw.

_____ Starting on July 1, 20____ (for 10-month "C" installments) and on the 1st day of each month following through April 1, 20____. Extended Care billed hourly (not Extended Day) will be paid with the following month's tuition draw.

_____ Starting on May 1, 20____ and subsequently debited at any time for the amount owed to the merchant as detailed in the emailed invoices.

_____ Materials Fee due on June 1.

_____ A 3% Surcharge applies to any payments made by credit card, Visa, MasterCard, Discover and American Express

Account Information

Bank ABA number _____

Bank account number _____

Bank account type ___ checking ___ savings

Customer signature _____

Customer name printed _____

Date _____

Credit Card Information

Name on Card _____ Exp. Date _____

Card No. _____ Billing zip code _____

* Any payments made by credit card, Visa, MasterCard, Discover and American Express, a 3% surcharge applies.



Additional Costs (Keep this copy)

Your tuition has always and will continue to cover the cost of educating your child(ren). These additional fees are necessary to enhance the students' experience in each classroom. The Materials Fees are used for all consumable items. Materials Fees are due on June 1 and are non-refundable.

Toddler/Primary Classes-Annual Materials Fees for consumable classroom supplies-\$100.00

Elementary I Class

- Annual Materials Fee for consumable supplies-\$300.00
- Textbook replacement, per book used
- Monthly class field trips-\$15.00 each (some venues charge a chaperone fee as well)

Elementary II Class

- Annual Materials Fee for classroom consumable supplies-\$300.00
- Personal supplies list (pencils, notebooks etc.)-approximately \$50-75.00 depending on where purchase is made.
- Textbook replacement, per book used
- Class field trips:
 - Day trips \$15-20.00
 - Annual spring overnight trip (optional attendance) approximately \$700.00

Level III Class

- Annual Materials Fee for consumable supplies-\$300.00
- Annual classroom fees: 6th grade approximately \$35.00, 7/8th grade approximately \$70.00
- Personal supplies list-approximately \$50-75.00 depending on where purchase is made.
- Textbook replacement, per book used
- Class field trips:
 - Annual Ropes Course field trip (September)-\$225.00
 - Camping at Ginnie Springs (October)-\$100.00
 - Class field trips-varied costs between \$10-15.00 each
 - Busch Gardens Physics Day (December every even year) 7/8th graders \$70.00 or B.G. Fun Card
 - Annual "Big Trip"- \$1000-\$1500.00 depending on destination (Deposit Due October)

Miscellaneous/Optional:

- Annual bus service- one way \$1700.00, round trip \$2000.00 per child (non-refundable)
- I-20 issuance for foreign students-\$300.00

Tuition Refund and Credit Plan

Students who withdraw from CMS before the academic year is complete, whether a voluntary or medical withdrawal, may receive a refund as indicated below. Any refund of pre-paid tuition or credit against the tuition fee remaining due will first be applied toward the outstanding balance of the student's account. If there is a remaining balance due CMS under the terms of the Enrollment Contract, such balance shall be paid in accordance with the payment plan selected under the terms of the Contract.

Students who enroll or withdraw after the academic year has begun are obligated for tuition as indicated below.

Percentage of annual tuition due to CMS on late entry:

Academic year begins in August.

Child begins School in:

First 1-10 weeks of school year	100%
Weeks 11-20 of school year	75%
Weeks 21-30 of school year	50%
Weeks 31-40 of school year	25%

Percentage of annual tuition due to CMS on withdrawal:

Academic year begins in August.

Child withdraws from School in:

June 1-first 10 weeks of school year	50%
Weeks 11-20 of school year	75%
Weeks 21-40 of school year	100%

Definitions:

The "**academic year**" for 2020-2021 is considered to consist of 40 weeks, commencing with the first class of formal academic instruction and ending with the last week of school.

"**Voluntary withdrawal**" means complete, voluntary withdrawal from classes for the balance of the academic year and is deemed to commence on written notice to the School of the actual date of withdrawal. Written notice must be given at least four (4) weeks prior to the actual date of withdrawal. If such notice is not given four (4) weeks in advance of withdrawal, any refund owed will be calculated four (4) weeks from date of written notice.

"**Medical withdrawal**" means complete, involuntary withdrawal from classes for the balance of the academic year for reasons of any disability or disorder which is certified to and treated by a legally qualified and licensed medical practitioner.

Enrollment Contract – Academic Year August 2020 through May 2021

Name of Student _____

In order to reserve a place for the 2020-2021 academic year, the financially-responsible parent or guardian must sign and return this registration packet, along with a non-refundable registration fee of \$750.

The undersigned acknowledge that the above-named student is enrolled for the entire school year or the portion remaining after date of admission, and is liable for tuition for the entire academic year or remainder of the academic year if the enrollment is after the beginning of the academic year, as outlined in the Tuition Refund and Credit Plan.

The undersigned acknowledge that this obligation to pay total tuition is unconditional and that no portion of said tuition so paid or outstanding will be refunded or canceled notwithstanding the subsequent absence, withdrawal, or dismissal from the School of the above-named student, except as outlined in the Tuition Refund and Credit Plan which is an integral part of this Contract. The parent or guardian agrees to pay any costs or fees, including attorney’s fees and court costs, incurred by the School in the collection of obligations from the undersigned related to this Contract. Further, the undersigned hereby agrees for itself and child/children that it/they will indemnify the School and hereby releases the School and holds the School harmless from any claim or losses incurred by the School that such tuition is refundable or canceled or for any other matter associated with this Contract.

The School and the undersigned agree that in the event that the School may determine that the student or the family is either not ready or not adaptable to its program, the student’s enrollment will be terminated at the School’s discretion. This determination may include parental component and behavior. In this case, if the termination is prior to January 1 of the school year, the School will refund any prepaid tuition, excluding the \$750 non-refundable registration fee and the materials fee, beyond the actual days of enrollment. If the termination is on or after January 1 of the school year, all prepaid tuition will be forfeited.

The undersigned agree to be current on all accounts. Any account six (6) days or more past due will be subject to a late payment charge of \$35. For every month the account continues in arrears, an additional late payment charge of \$35 per month will be assessed.

The undersigned acknowledge that it is the policy of the School that students whose accounts (including but not limited to tuition, extended care fees, book fees, school lunch fees and any other fees charged) are more than thirty (30) days in arrears may be suspended from classes until such account is made current and may not participate in overnight trips, and further acknowledge that until a student’s account is paid in full, no grades or transcripts or teacher or staff recommendations can be issued by the School or School staff. In addition, accounts that are more than thirty (30) days in arrears also need to provide a credit card to the office to make the account current.

The undersigned agree to be responsible for reimbursement to the School for replacement or repair of any school property or materials the above-named student may destroy, and for the payment of any medical, dental, or other expenses resulting from any injury or illness the above-named student may sustain at the School.

The undersigned parent or guardian of the above-named student understand the conditions of this Enrollment Contract and acknowledge receipt of a copy. I also understand that the above conditions constitute the entire Contract between the undersigned and the School, and no other commitments, verbal or otherwise, have been made to or by the School. This Contract may be modified in writing as signed by the Director of the School. This contract shall be construed under the Laws of the State of Florida. Should a court invalidate any provision of this Contract, the remaining provisions shall continue in full force and effect.

_____ (initial) I have read, received, and understand the Tuition Refund and Credit Plan

PAYMENT OF TUITION AND MATERIALS FEES

The undersigned agree to pay tuition in the amount indicated on the attached Tuition Schedule for the 2020-2021 academic year. The discount associated with Payment A or B will be forfeited if the payment is not received on or before the due date. Check one of the following payment plans after reviewing the attached Tuition Schedule and the Tuition Refund and Credit Plan on the reverse. **Material Fees for all payment plans are due June 1 and are non-refundable.**

_____ **Payment Option A-1** ___ **Check** ___ **Credit Card***: Tuition, less 3% discount, is due on or before February 1, 2020.

_____ **Payment Option A-2** ___ **Check** ___ **Credit Card***: Tuition, less 2% discount, is due on or before March 1, 2020.

_____ **Payment Option B-2** ___ **Check** ___ **Credit Card***: Tuition, less 1% discount, is to be paid in two payments; the first is due on or before March 1, 2020, the second is due on or before September 1, 2020.

_____ **Payment Option C**: Ten (10) equal payments, the first payment is due on July 1, 2020, and continuing to be paid in monthly installments through April 1, 2021. Please note that invoices are not mailed. With Option C, **ACH or credit card* information must be on file with the office.** Your payment is due on the 1st of the month, if payment is not received by the 6th your credit card will be charged to avoid any late fees.

_____ **Payment Option D**: Twelve (12) equal payments, the first payment is due on May 1, 2019, and continuing to be paid in monthly installments through April 1, 2020. Please note that invoices are not mailed. With Option D, **ACH or credit card* information must be on file with the office.** Your payment is due on the 1st of the month, if payment is not received by the 6th your credit card will be charged to avoid any late fees.

The undersigned Parent or Guardian, as the person having the primary care and custody and being financially responsible for the student, hereby agrees to the terms of enrollment as set forth in the foregoing Contract.

Parent or Guardian Signature

Date

Director’s Signature

Date

2020/2021 Tuition Schedule Center Montessori School (Keep this copy)

Program	*Registration Fee Due on enrollment	*Materials Fee Due June 1	Annual Tuition	Option A-1 Annual Payment Cash/Check	Option A-2 Annual Payment Cash/Check	Option B Semi-Annual Payment Cash/Check		Option C Monthly Installments Cash/Check	Option D Monthly Installments Cash/Check	Sibling discount
	Non-Refundable	Non-Refundable		One payment due on or before 2/1/2020 3% discount	One payment due on or before 3/1/2020 2% discount	Two payments due on 3/1/2020 9/1/2020 1% discount		Ten equal payments due 7/1/20-4/1/21	Twelve equal payments due 5/1/20-4/1/21	10%
Center Nest										
Half Day	750	100	10215	9909	10011	5108	5005	1022	852	9193
Full Day	750	100	11970	11611	11731	5985	5865	1197	998	10773
Primary										
Half Day	750	100	10215	9909	10011	5108	5005	1022	852	9193
Full Day	750	100	11970	11611	11731	5985	5865	1197	998	10773
Extended Day **	750	100	13470	13066	13201	6735	6600	1347	1123	12123
Elementary 1										
Full Day	750	300	12465	12091	12216	6233	6108	1247	1039	11218
Extended Day**	750	300	13965	13546	13686	6983	6843	1397	1164	12568
Elementary 2										
Full Day	750	300	12465	12091	12216	6233	6108	1247	1039	11218
Extended Day**	750	300	13965	13546	13686	6983	6843	1397	1164	12568
Level 3										
Full Day	750	300	12465	12091	12216	6233	6108	1247	1039	11218
Extended Day***	750	300	13965	13546	13686	6983	6843	1397	1164	12568

*Registration Fee is **non-refundable** and is due on enrollment. Materials Fee is **non-refundable** and are due on or before June 1, 2020, for students registered by that date. Students enrolled after June 1, 2020, Materials Fee is non-refundable and due upon enrollment.

**Primary, Elementary 1, and Elementary 2 Extended Day tuition includes care during some "no-school" days. Check your school calendar for specific dates. No Extended Day available at East Campus.

***Level 3 Extended Day tuition includes before- and after-school care on regular school days only.

All credit card payments are subject to a 3% surcharge.

