



Application

2011 -2012 School Year

Programs:

- Half Day (8:30am-11:30am)
- Extended Day (8:30am-12:30pm)
- Kindergarten (8:30am-2:30pm)
- Kindergarten extra hrs: (hours: _____ to _____)
- Elementary regular hrs (8:15 am-3:00pm)
- Elementary extra hrs (hours: _____ to _____)
- Full Day (hours: _____ to _____)

Child Information:

Male Female

 First Middle Last Name

 Date of Birth Age Place of Birth

Previous School: _____

Permission to contact previous school: _____
 Signature

Parent (Guardian) Information:

 Mother's Name

 Mother's home address

 City State Zip

 Home phone: area code - number

 Mother's Cell phone: area code - number

 Mother's Email Address

 Mother's Occupation

 Mother's Company Name

 Company City State Zip

 Company phone: area code - number

Work Hours: _____ to _____

Marital Status (circle one): married, single, divorced

Parent (Guardian) Information:

 Father's Name

 Father's home address

 City State Zip

 Home phone: area code - number

 Father's Cell phone: area code - number

 Father's Email Address

 Father's Occupation

 Father's Company Name

 Company City State Zip

 Company phone: area code - number

Work Hours: _____ to _____

Marital Status (circle one): married, single, divorced

Child's brothers and sisters:

 Name Age Name Age

 Name Age Name Age

Child's Grandparents:

 Name Phone #

 Name Phone #



Du Page Montessori School Parent (Guardian) Agreement 2011 - 2012

Overview:

The Montessori method requires the school and the teacher to give extensive time to the preparation of the learning environment before, during and after the classroom program. It is the many hours of preparation that enables us to continue to present a quality educational program.

I understand that students are admitted for the full academic year and that my agreement to pay for the full academic year is not subject to adjustments for illness, absence, withdrawal or dismissal, personal vacations or for any school holidays (i.e., Thanksgiving, Winter & Spring breaks). All new students are accepted on a 60 day trial basis.

Permissions:

- 1) I grant permission to the school to take my child on field trips, to include him or her in photographs, and evaluation programs.
- 2) I agree to have my family address and phone number in the classroom directory.

Obligations:

In keeping with the spirit of Montessori Education which emphasizes the importance of parent participation in education of the child, I agree:

- 1) To observe a Montessori classroom and to attend parent orientation, parent workshops, family nights and parent/teacher conferences.
- 2) To be supportive of the school-child-parent relationship.

Tuition Obligations:

Tuition is due on the first day of school and the first of every month, until the entire annual tuition is paid in full by the first day of May (refer to current tuition schedule and tuition agreement). Without prior arrangement, a late charge of \$6.00 per day will be charged for tuitions that are paid after the 3rd school day of the month. Checks returned for insufficient funds will incur an additional \$30.00 per check fee, plus any late fee charges. After two returned checks, payment must be made in cash, until further notice. After tuition & fee payments are over 15 days past-due, your child is automatically dis-enrolled from the school and will not be able to attend class until payment arrangements are made with the office.

Dis-enrollment Policy:

Du Page Montessori School reserves the right to dis-enroll a child after two meetings with a parent or guardian to discuss school concerns, if the school for any reason does not feel the child fits in with our school program.

When tuition & fee payments are over 15 days past-due, your child is automatically dis-enrolled from the school and

will not be allowed to attend class until payment arrangements are made.

Withdrawal Policy:

If a parent decides to withdraw their child/children from the school, a meeting needs to be arranged between the parents, teacher, and directors of the school. A 30-day notice is required for withdrawal for which parents are responsible for tuition during that time. (30 day withdrawal is not accepted after April 1st.)

Application Procedure:

1. Submit application and nonrefundable annual registration fee of \$120 for one child, or \$180 for two children to Du Page Montessori School along with completed application form.
2. Return the advance tuition payment by March 27, for the Fall school year. The advance tuition payment is nonrefundable. All prospective students and parents must visit their classroom prior to enrollment.

Important Health Information:

Allergies: _____

 Health Restrictions: _____

 Physical Impairments: _____

Parent has read and accepts school policies:

Parent (Guardian) Signature **Date**

School Office Use Only:

Date of first interview _____	Registration Payment _____
Date of enrollment _____	Advance Tuition Payment _____
Date Application Received _____	Date of dis-enrollment _____

Teacher and Classroom _____

Notes: _____

