

# FOOTHILLS MONTESSORI SCHOOL

Application for Enrollment – 2018 / 2019 School Year

Child's Name			Date of Birth	_ Boy Age	_ Girl Age
Mother / Guardian			Father / Guardian		
Employer			Employer		
Cell Phone			Cell Phone		
Home Street Address					
City		State		Zip Code	
Home Phone		Other		e-mail Address	
Previous School			Current Grade Level		
Did you take a tour of the FMS campus?					
Are you interested in Spanish Immersion or English?					
How did you hear about FMS?					
<b>Program Requested</b>					
Half Day Preschool AM      PM	Full Day Preschool	Full Day Kindergarten	Full Day Elementary or Full Day Middle School	Extended Care	
Semester Requested	Fall		Spring	Summer	

***Please enclose a non-refundable application fee of \$100.00, a copy of your child's birth certificate, all previous school records including immunization records and report cards, the completed parent questionnaire, and a small photograph. A letter of recommendation is also required for all kindergarten, elementary, and middle school applicants from the child's most recent teacher or school administrator. Applications will not be processed without these items.***

I have read and understand the tuition, withdrawal and behavior policies included with our current brochure. Upon enrollment, I shall agree to these policies.

Signature \_\_\_\_\_

Date \_\_\_\_\_

School Use Only					
Age / September		3-6	6-9	9-12	
Source	Fee	School Records	Birth Certificate	Interview Scheduled	Interview Completed
Status Letter	Enrollment Package	Immunization / Health Records	Emergency Form	Financial Responsibility	Registration Fee
Notes:					

**FOOTHILLS MONTESSORI SCHOOL**  
Financial Information and Fee Schedule 2018 / 2019 School Year

**Financial Information**

Program	Tuition*
<b>Primary Half Day – AM</b> 8:30 AM to 11:15 AM	\$7,900.00
<b>Primary Half Day – PM</b> 12:15 PM to 3:00 PM	\$7,900.00
<b>Primary Full Day</b> 8:30 AM to 3:00 PM	\$10,800.00
<b>Kindergarten Full Day</b> 8:30 AM to 3:00 PM	\$11,300.00
<b>Lower Elementary Full Day</b> (1 <sup>st</sup> -3 <sup>rd</sup> grade) 8:15 AM to 3:15 PM	\$12,400.00
<b>Upper Elementary &amp; Middle School Full Day</b> (4 <sup>th</sup> -8 <sup>th</sup> grade) 8:15 AM to 3:30 PM	\$12,400.00
<b>Extended Day</b> in addition to full day charges 7:00 AM to 6:00 PM	\$1,500.00

**Other Fees: (non-refundable)**

Application Fee	\$ 100.00
Registration Fee	\$ 400.00
Activities & Materials Fee (Primary)	\$ 175.00
Activities & Materials Fee (Kindergarten)	\$ 200.00
Activities & Materials Fee (Elementary 1 <sup>st</sup> -3 <sup>rd</sup> grade)	\$ 350.00
Activities & Materials Fee (Elementary 4 <sup>th</sup> -6 <sup>th</sup> grade)	\$ 500.00
Activities & Materials Fee (Middle School 7 <sup>th</sup> -8 <sup>th</sup> grade)	\$ 600.00
Spanish Immersion (Primary)	\$ 350.00
Spanish Immersion (Kindergarten, 1-3 <sup>rd</sup> grade)	\$ 400.00

The annual registration fee is due upon acceptance. The first tuition payment is due August 1<sup>st</sup>.

\*Tuition is based upon a traditional 10 month school year (180 days). We follow an academic year calendar that includes no school during winter and spring break, and select holidays. Tuition is due in three payments on August 1<sup>st</sup>, October 1<sup>st</sup>, and December 1<sup>st</sup>. A ten-payment plan is available payable in monthly installments from August 1<sup>st</sup> through May 1<sup>st</sup>. A \$25.00 late fee is assessed on any account that is not paid within 10 days. The fee for returned checks is \$25.00. Statements **will not** be mailed unless tuition is late. A Credit Card Authorization Form is also required due to the burden placed on the school by non-payment or late payment of funds. However, parents do not have to submit this form if tuition is paid in full by August 1<sup>st</sup>.

A family discount is available. The first (oldest) child pays full tuition. The second sibling from the same immediate family will receive a 10% discount. Each additional child from the same immediate family will receive a 20% discount.

**Lunch Bunch is from 11:15a.m. to 12:15p.m**

Half-Day Primary students may attend the lunch/recess period for an additional fee of \$120.00 per month, payable on the 1<sup>st</sup> of each month from August 1<sup>st</sup> through May 1<sup>st</sup>, based upon availability. This fee represents the tuition portion of extending the child's day and does not include a meal.

**Withdrawal/Tuition Refund Plan\***

**No refunds and no cancellations of unpaid obligations can be made.** However, parents may purchase tuition insurance which will allow parents to recover a portion of the tuition fees if the student is withdrawn from FMS. **The Tuition Refund Plan is mandatory for all families electing the 10 payment plan.** The full insurance premium (2.6% of annual insured fees) is due August 1<sup>st</sup>.

# Admissions Policies and Procedures

## **Age Criteria**

For the 2018 / 2019 school year, we are enrolling students age three through eighth grade.

Preschool children must be at least three years of age on the date they begin attending and able to use toilet facilities independently.

Elementary students should be six years of age by September 30<sup>th</sup> of the year they enter first grade. Developmental readiness is also considered.

## **Admissions Process**

We admit students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally made available to all students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in administration of our educational policies, admission policies, and other school administered programs. Upon receipt of application, birth certificate, application fee, and previous school records, parents will be contacted to schedule an interview. The decision to accept the child for a particular program is made after interviews are conducted. Upon acceptance, an acceptance letter and financial agreement will be provided. This agreement is to be returned with the annual, non-refundable, registration fee of \$400.00. Prior to attending, an enrollment packet will be provided. This includes enrollment forms, annual calendar, emergency contact information, health requirements and other information.

## **Admissions Schedule**

Current students will be given preferred enrollment from February 1<sup>st</sup> to February 16<sup>th</sup>. Admission into the primary program does not guarantee admission into the elementary program. Students in the elementary and middle school programs must apply for readmission in February each year.

After current students have had the opportunity to apply for re-admission, applications for new students are processed in March for the following school year in the order they are received, and on an as needed basis for the current school year if space is available.

## **Parent Involvement**

All parents enrolling their children in FMS agree to involve themselves in their children's education by attending all Parent/Teacher conferences and at least one Parent Education Night per year.

## **Dismissal**

FMS reserves the right to terminate any students' enrollment at any time for any reason, not prohibited by law, if in FMS' sole judgment the student is not meeting the programs goals or standards or if we do not have adequate expertise or resources for the child's educational, medical or other needs (subject to applicable regulatory requirements). FMS further reserves the right to decline enrollment/services to parents or guardians who, in FMS' sole judgment, are uncooperative, abusive to school staff, or, in FMS' opinion, will not be satisfied with FMS' best efforts.

Withdrawal may be required if tuition is not paid on a timely basis per the financial agreement.

## **Behavior Standards**

Foothills Montessori School assists each child in being a productive member of our learning community. If there is difficulty in meeting this standard, we will work with the child and parent to resolve the situation. If this is not successful, withdrawal may be required.

## **Court Costs/Costs of Collection**

If, after normal channels of collection are followed, we are forced to refer your account for collection, you will pay the cost of collection, including but not limited to, attorney's fees. By signing the application, you acknowledge you have read and understand the admissions, tuition and behavior policies, and upon enrollment, agree to abide by these policies.