



"Total Environment"
Montessori School and Day Care Centers, Inc.

Application for Admission

_____ Infant (6 weeks – 16 months) _____ Children's House (33 months – 6 years)
_____ Toddler (16 months – 33 months)

Child's Full Name: First Middle Last Name called, if different

Date of Birth or Estimated Due Date Sex Desired Date to Enter

Address City State Zip Code

Previous schooling, if any Years Attended

Reason for leaving

How did you hear about Child Garden?

Parent or Guardian

_____ Name

_____ SS#

_____ Home Address

_____ Home Phone _____ Work Phone

_____ Occupation _____ Employer

_____ E-mail address

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_____ Name

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If your family uses two last names, which name should we put on the account? (Please use this name when requesting receipts.) _____

To whom should billing be directed, if different from above?

Full Name

Name of Business

Home Address

Position

Phone

Application Procedure

1. Parents meet with the Director by appointment to tour the school and observe classrooms.
2. Parents submit a completed application with a non-refundable \$75.00 application fee per child.
3. Upon receipt of the application, the Director will contact you as to when a spot is available. At that time, a registration fee equal to one month's tuition will be due. The fee secures the child's placement for the date mutually agreed upon by Child Garden's Director and the parent. Any changes to the agreed upon enrollment date will result in additional fees. The registration fee is applied toward the first month's tuition; otherwise it is not refundable. There are no exceptions.
4. All registration materials are given to the parents if the child is entering within a two-month time frame. Parents of children entering at a later date will call the Director to request registration materials a month prior to their child attending Child Garden.

Please make both checks payable to Child Garden Montessori School. Thank you.

_____ I understand that Child Garden Montessori does not bill; but monthly payments are due at the first of the month. Tuition not paid after the 2 day grace period will incur a \$10.00/week late fee. There is no refund in tuition for holidays, illness, or vacation. For your child's first and last months at Child Garden tuition is not pro-rated by the day or week but is due in either a full or half month amount. A one month's notice is required to withdraw. Child Garden reserves the right to request a child withdraw from the program, if, in the opinion of the school, the child does not adjust to the program or benefit from the program.

Signature of Parent/Guardian

Date

Child Garden Montessori School follows state and federal antidiscrimination laws with respect to the admission of students and the employment of staff.

Child Garden Montessori School considers the records of all individual students to be confidential information available to a child's parent/guardian upon request. Records will only be released to other schools or agencies upon signed request from a parent/guardian, and only after all accounts due are paid in full.

Child Garden Montessori School Hours of Operation: Monday thru Friday 7:30 a.m. to 6:00 p.m.

OFFICE USE ONLY

Date Application Received _____

Application Check # and Amount _____

Date Registered _____

Registration Check # and Amount _____

First Month's Tuition _____

Child's First Full Day _____

