



**"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

#### Parent or Guardian

Name

SS#

Home Address

Home Phone

Work Phone

Occupation

Employer

E-mail address

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

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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 current 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. Half of the registration fee is applied toward the first month's tuition; otherwise it is not refundable. There are no exceptions.
4. The Director will contact you 4-6 weeks prior to your start date. At that time enrollment paperwork will be sent to Parents. Please bring all completed materials on the first day of your child's transition/orientation with your child's Guide.

Please make all 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 5 day grace period will incur a one time \$10.00 late fee then a \$5.00/day late fee every day after. There is no refund in tuition for holidays, snow days, illness, or vacation. For your child's first and last months at Child Garden tuition is not prorated 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.

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Signature of Parent/Guardian

Date

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Signature of Parent/Guardian

Date

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*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.*

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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 \_\_\_\_\_

