



Application for Admission and Enrollment Agreement

Desired entrance Date: Fall _____ Summer _____ Other _____

Child's Name _____ Calling Name _____

Date of Birth _____ Age _____ Gender M _____ F _____

Child lives with Mother _____ Father _____ Both _____ Other _____

Home Address _____ City _____ Zip _____

Parents/Guardians _____ Phone # with area code _____

Mother Employer Phone # with area code

Father Employer Phone # with area code

Emergency contact (person available during school hours other than listed above) _____

*Person(s) responsible for payment on the account _____

Montessori class preference:

Morning (8:30-11:30 am) _____ Afternoon (12:30-3:30 pm) _____ Full day (8:30-3:30 pm) _____

This application is for the school years that conclude at the end of your child's kindergarten year.
You will **not** need to reapply each year. A separate application will be needed for the summer programs.

Monthly payment preference: 1/2 day rate ___ Full day rate ___ OR Full School Year (5% disc) ____.

In addition to Montessori, what do you estimate your extended day needs to be?

Occasional? _____ Regular schedule? _____ Approximate hours _____

Is there any other information you feel would be helpful for us to know about your child?

What school district do you reside in? _____ District # _____

How did you hear about Little Voyageurs? _____ If internet, where? _____

If referred, by whom? _____

The undersigned has truthfully answered the above questions, has READ AND AGREES TO THE POLICIES ON THE REVERSE SIDE and understands that s/he is expected to PARTICIPATE IN THE OPERATION OF THE SCHOOL as part of his/her obligation.

A \$90.00 registration fee must accompany every application. This fee is non-refundable once your child has been accepted. LVMS does not require an annual fall registration fee.

Make checks payable to: **Little Voyageurs' Montessori School or "L.V.M.S."**

Parent or guardian Signature _____ Date _____

Parent email _____

Date Received _____ Registration Fee \$ _____

Registration Number _____ Check # _____

Entrance Date _____

Little Voyageurs' Montessori School Inc. admits students of any race, color, national and ethnic origin to the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, disability, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and other school-administered programs.

POLICY AND PROCEDURES

1.0 APPLICATIONS AND REGISTRATION FEES

- 1.1 The fall application, when signed by the parent and by an official of this Corporation, is a contractual obligation for the total tuition specified, subject to the provisions below.
- 1.2 All applications must be accompanied by a registration fee to be considered for enrollment. This fee is refundable ONLY if the child is not accepted for admission.
- 1.3 Registration fee maybe fully or partially covered by CCAP or Early Learning Scholarships.
- 1.4 A separate registration application and fee is required for enrollment in each summer program.

2.0 TUITION PAYMENTS

- 2.1 Tuition and fees are determined annually by the Board.
- 2.2 Tuition for a school year must be paid in one of the two following ways:
 - 2.2.1 In full, on or before August 15. Each year
 - 2.2.2 Monthly payments due by the 15th of each month, August through April.
- 2.3 A child's admission and registration fee will be forfeited if payment is not made by the 15th of August.
- 2.4 For children entering school after the opening date of the school year, tuition will be calculated on a pro rata basis, beginning on the child's specified entrance date.
- 2.5 There will be no refund of tuition for illnesses, holidays, vacations, days the school closed due to weather or for unforeseeable circumstances.
- 2.6 Extended Day charges will be billed during the first week of each month for the previous month. Extended Day payments are due by the 15th.
- 2.7 If tuition and/or Extended Day charges are unpaid after the 15th, a \$10 late fee will be charged, and the full unpaid balance is subject to interest up to 18% per year, as allowed by law.
- 2.8 The Board reserves the right to cancel the enrollment and require the withdrawal of any child with overdue tuition and/or Extended Day fees.
- 2.9 In addition to any unpaid tuition and fees, LVMS shall be entitled to collect any costs incurred in collecting such unpaid tuition and fees, including collection agency fees and attorney's fees and costs.

3.0 STUDENT WITHDRAWALS

- 3.1 Parent Requested: A request for permanent withdrawal must be submitted in writing to the Administrator thirty days prior to withdrawal. Full payment of tuition is due for the month in which the student withdraws.
 - 3.1.1 Written notification of withdrawal prior to the beginning of the fall program must be received by August 15th. Failure to provide this notice will result in an obligation to pay September's monthly tuition.
- 3.2 School Requested: In the event that withdrawal is requested by the Administrator (sec.4.4), the following policy will apply:
 - 3.2.1 Refund of tuition will be made on a pro rata basis. This will be based on the fraction of unused school days in the month (or year) which were already paid.
 - 3.2.2 Should the parents wish to re-enroll the child at a later date (assuming the reason for withdrawal has been corrected), the priority for readmission will be based on the original application filing date when space is available.
- 3.3 The registration fee will not be refunded.

4.0 ADMISSION STANDARDS

- 4.1 Admission to Little Voyageurs' is based on a commitment of enrollment through the completion of the child's kindergarten year.
- 4.2 As a rule any child on whose behalf application is made should be 2 3/4 to 3 3/4 years old when (s)he starts school.

The child should be toilet trained, able to communicate intelligibly, and emotionally capable of participating in classroom activities. By signing this application form the parent(s) represent that the child meets all of the foregoing requirements.

- 4.3 The Administrator will notify parent(s) concerning the disposition of each application. Upon acceptance, new students and students entering the kindergarten program must have a physical exam and submit a current health immunization form signed by a physician. Health Summaries will be supplied by the school and must be received by the Administrator BEFORE the child starts school. No Student can be admitted WITHOUT this form as specified by state law.
- 4.4 If any child presents an unusual or serious problem which is not corrected in a reasonable time following consultation with the parent, or does not meet the standards of Section. 4.2, the Administrator may then request withdrawal of the child from school. The parent(s) of any child whose withdrawal is recommended may request in writing a review before the Board. After said review, the decision of the Board shall be final.

5.0 ADMISSION PRIORITIES

- 5.1 Applications meeting all the standards of section 4.0 are subject to the following priorities.
 - 5.1.1 Children of parents who have or have had another child enrolled in this school will be given first priority if an application for admission is received prior to May 31 preceding the school year
 - 5.1.2 Children who have had previous training in another Montessori school will then be considered.
 - 5.1.3 Remaining applications will then be considered.
- 5.2 The Administrator will maintain a waiting list of children for a child to be considered for future entrance in the school; provided a registration fee has been paid for each child and sections 4.0 and 5.1 applies to each admission.

6.0 PARENT PARTICIPATION

- 6.1 Little Voyageurs' parents are responsible for the operations of the school. Each family is required to participate in the operation of the school and to support events. Each family is required to volunteer 15 hours per year. Hours not completed are billed at \$10.00 per hour at the end of the year.
- 6.2 Parents are expected to participate in the school fundraising activities. In the event parents do not participate in certain required activities, a cash payment in lieu of such participation may be required.

7.0 EXCEPTIONS AND SAVINGS CLAUSE

- 7.1 Any exceptions to this contract must be presented to and approved by the Board and set forth in writing.
- 7.2 In the event any part of this contract is declared invalid, it shall not affect the validity of any other clause of this contract.
- 7.3 In the event of any ambiguity arising under this contract or in the event of any conflict between this contract and LVMS' Bylaws or Operations Manual. LVMS' Bylaws or Operations Manual as the case may be, shall control.

8.0 DEFINITIONS

Parent(s), as used herein, shall mean parent(s) or legal guardian(s) of the child which the admission application is being made or as otherwise determined pursuant to LVMS Bylaws.
Board, as used herein, shall mean the elected Board of Directors of the school pursuant to LVMS Bylaws.
Administrator, as used herein, shall mean the Administrator of this school.