

***Parent Information***

***Montessori Center of Downriver***

Last Name

Mother's First Name

Father's First Name

Street Address

City

Zip Code

Area Code & Phone #

Mother's E-Mail Address (Please print clearly)

Father's E-Mail Address (Please print clearly)

Mother's Place of Employment

Area Code & Phone #

Father's Place of Employment

Area Code & Phone #

***Student Information***

Last Name

First Name

Middle Initial

Girl Boy

 

Today's Date

mm dd yyyy

Date of Birth

mm dd yyyy

***Preschool/Kindergarten w/Day care***

7:00-5:45

Check box if your child naps

***Full Day Preschool/Kindergarten***

9:00-3:30

Check box if your child naps

***Half Day Preschool/Kindergarten***

9:00 -11:30

1:00-3:30

Please check one

***Toddler Program***

18 months to 3 years

8:00 to 5:00

***A \$100 fee must accompany this application along with the amount due as specified on your payment option agreement. All fees are non refundable and non transferable.***

***Your signature is required on the back of this form***

**Admittance Policy**

We are a non-discriminatory center. We do not screen children before admission to our program in regard to individual academic abilities, race, religion, and color, national or ethnic origin. We are a non-denominational center. We have no affiliation to any church or religion.

**Admission Procedure**

This application requires a \$100.00 registration fee in addition to the first payment. The \$100.00 registration fee and the advance tuition payment are non-refundable and non-transferable. A Child Information Record must be completed and on file before the first day of school. A Health Appraisal form must be completed and signed by the child's physician and returned to our center before the first day that they attend. **Before your child's first day of attendance they must have received the following immunizations:**

DPT                      Polio                      HIB                      Hepatitis B                      MMR                      Varicella                      Pneumococcal

A medical immunization waiver may be filed for review with the Wayne County Health Department if you choose not to have your child immunized.

**Absences**

Our budget is planned on an annual basis; therefore, there will be no refunds or credits given for days missed due to child's illness or absence. There will be no refunds due to holidays, vacations, or inclement weather.

**Payment**

Any account that is two weeks in arrears may result in disenrollment of the student.

**Withdrawal**

The \$100.00 registration fee and first payment is both non-refundable and non-transferable.

**Record Requests**

Your child's academic and health records may be requested in writing to our office. The Montessori Center of Downriver reserves the right to deny the request of academic, health and financial records for those individuals having a balance on their account at the time of the request.

**Lunch Policy**

Your child's name must be clearly marked on their lunch box and thermos. For safety reasons, please do not pack anything in glass. We do not have the facilities to heat children's lunches. Please send a cold lunch only. Catered lunches are available for Preschool students from G. Phillip's for a fee of \$4.00. Place your order in our office no later than 9:00 a.m.

**Sibling Discount**

There is a 10% discount for the second child and any additional siblings.

**Extra day care**

Daycare is available for an additional \$4.50 per hour for preschool and \$5.00 per hour for toddler, which will be included in your monthly tuition payment. All requests must be in writing and approved by the Director. The days and times must be consistent. No refunds or credits will be given for days missed due to child's illness or absence. A two week written notice is required to make changes to your child's daycare schedule.

**I have read and agree to all of the policies stated on this application.**

**Parent or Legal Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_