

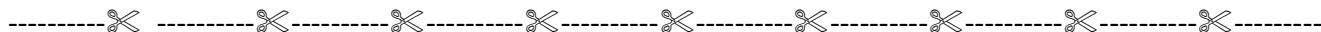


Date: March 14, 2022
To: CHM Parents
Re: Enrollment 2022/2023

Once again, we are quickly approaching the end of another wonderful school year. **Graduation** is just around the corner (**Information regarding this year's venue will be provided soon**). We are pleased so many of you will be staying for another year. For those families moving on, it has been a pleasure getting to know you and we feel honored that you have allowed us to be a part of your child's life. We will miss you and hope you keep in touch.

The Kindergarten / Lower Elementary class is limited to 16 students, so space is very limited.

All families are asked to fill out the Summer Schedule form below. If your child will be leaving us, please let us know your child's last day at CHM. It is especially important to let us know if your child will be staying past our June 11th graduation date. For families staying with us for the next school year, a new registration and rate sheet is attached for you to complete and return. Please note that enrollment is on a first come-first serve basis. To ensure your child's space through the summer and upcoming school year, please submit forms as early as possible. Our office must receive all forms and enrollment / registration fee no later than Friday, April 8th. **If forms and fees are not returned by April 8th you risk forfeiting your child's spot.**



SUMMER SCHEDULE FORM (to be completed by all families)

COMPLETE AND RETURN THIS BOTTOM PORTION WITH ENROLLMENT PACKET BY FRIDAY, April 8, 2022.

Student's Name: _____

- My child will continue his/her current schedule throughout the summer months, last day: _____
- My child will continue at CHM during the summer months with the following revised schedule:
 - Full time (7am – 6pm) Days: (M-F) (Mon) (Tues) (Wed) (Thur) (Fri)
 - 8:45 – Noon Last day of revised summer schedule: _____
 - 8:30 – 2:30pm
- My child will be on vacation during the weeks of _____ (**Please note:** according to CHM's Admission Agreement, students that have been with CHM a minimum of six (6) months may take up to two (2) weeks' vacation during the summer session (June 6 through August 12, 2022.) Tuition will not be billed for these two weeks **if we receive a minimum of two weeks' notice of requested time off**. Families taking additional time off must pay tuition for additional weeks taken so as to secure their child's place at CHM. Failure to do so will result in forfeiture of placement at CHM without reimbursement of enrollment/registration fee.

My child's last day at CHM will be _____.

Parent / Guardian Name (printed & signature)

Date



Country Hill Montessori

. . . because your child deserves the best!

2022/23 Holiday Schedule

Country Hill Montessori observes the following non-religious holidays:

2022:

April 15th

Spring Break

May 30th

Memorial Day

July 4th

Independence Day – observed

September 5th

Labor Day - observed

November 11th

November 24th & 25th

Veteran's Day

Thanksgiving Day & the Day after

December 24th & 25th (observed 23rd & 26th)

Christmas Eve (close @ noon)

Christmas Day

2023:

December 31, 2022 & January 1, 2023 (observed 12/30 & Jan 2nd)

January 16th

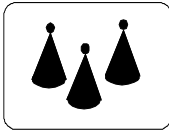
New Year's Eve (close @ noon)

New Year's Day

Martin Luther King, Jr. Day

February 20th

President's Day



2022-2023 Tuition Agreement

Rates Effective June 1, 2022 – May 31, 2023

Tuition is due the 1st of every month and considered late if not paid by the 5th. Delinquent accounts will be charged a late fee of \$25 per week until account is paid to date. Registration fees are required to reserve a space for your child in our program and are **non-refundable**. We offer a 10% sibling and/or military discount which will be applied to the lower tuition (does not apply to drop-in or pro-rated amounts care). Discounts will be removed if payments are late.

New Students: \$100

Returning Students: \$80

<i>(18months – 24 months)</i> (NOT available at Fair Oaks Campus)		<i>Littles Program –Monthly Rates</i>			
Program	5 Days	4 Days	3 Days	2 Days	
7:00-6:00	\$1095/mo	\$1040/mo	\$980/mo	\$905/mo	
8:30-2:30	\$1015/mo	\$960/mo	\$895/mo	\$825/mo	
8:30-noon	\$965/mo	\$910/mo	\$845/mo	\$775/mo	
<i>2 year-old (or children not fully potty trained)</i>		<i>Toddler Program –Monthly Rates</i>			
Program	5 Days	4 Days	3 Days	2 Days	
7:00-6:00	\$1050/mo	\$995/mo	\$935/mo	\$865/mo	
8:30-2:30	\$965/mo	\$910/mo	\$845/mo	\$780/mo	
8:30-noon	\$885/mo	\$830/mo	\$765/mo	\$695/mo	
<i>3 & up & fully potty trained</i>		<i>Pre-School, Kindergarten & Lower Elementary Program –Monthly Rates</i>			
Program	5 Days	4 Days	3 Days	2 Days	
7:00-6:00	\$980/mo	\$925/mo	\$860/mo	\$795/mo	
8:30-2:30	\$895/mo	\$835/mo	\$770/mo	\$715/mo	
8:30-noon or 12:45-3:30	\$795/mo	\$735/mo	\$680/mo	\$615/mo	
<i>Includes transportation to and/or from school*</i>		<i>Before & After School* - Monthly Rates</i>			
<i>*We are only able to provide transportation to certain schools within our geographic location. Please call for a list of schools within our transportation schedule. Individual transportation due to school activities will be charged an additional fee.</i>					
Program	5 Days	4 Days	3 Days	2 Days	
Before only (7-9am)	\$450/mo	\$395/mo	\$355/mo	\$315/mo	
PM /Kinder (7:00-11:30, transport 1-way + instr,)	\$730/mo	\$675/mo	\$635/mo	\$595/mo	
AM /Kinder, (11:30-4:00 transport 1-way + instr,)	\$730/mo	\$685/mo	\$595/mo	\$595/mo	
AM Kinder Extended Care (4:00 – 6:00pm)	\$75/mo	\$70/mo	\$65/mo	\$60/mo	
Before & After Kindergarten (2-way, instr,)	\$780/mo	\$740/mo	\$700/mo	\$660/mo	
After School 1 st – 6 th	\$590/mo	\$550/mo	\$510/mo	\$470/mo	
Before & After 1 st – 6 th	\$690/mo	\$650/mo	\$610/mo	\$570/mo	

Country Hill Montessori's hours of operation are 7:00am until 6:00pm, Monday through Friday.

ENROLLMENT WILL BE CONFIRMED WITH RECEIPT OF FEES & COMPLETED FORMS. ENROLLMENT WILL BE TAKEN IN ORDER THAT FEES ARE RECEIVED.

*Before & After School Program fees do not include "all-day" rates. In event of in-service or holiday break at the child's regular school and child stays at CHM during said breaks, rate will be adjusted, and parent will be charged "Pre-School & Kindergarten Program" rates to accommodate the child's schedule.

I agree to the terms and conditions outlined above as well as in the Parent Handbook.

Parent/Guardian Name (Printed & Signature) / Date

Director Signature / Date

Country Hill Montessori, Inc.

Registration & Payment Plan

Requested Start date: _____

Previous Preschool Experience: Facility: _____ Attended: _____ thru _____ Reason for leaving: _____

Child's Name: _____ Date of Birth: _____
 Parents/Legal Guardians: _____
 Address: _____
 Home / cell phone: _____ Other phone: _____
 Email address: _____
 Emergency Contact: _____ Phone: _____

I hereby request the above-named child be considered for the following program at Country Hill Montessori CHM): (Schedule changes are subject to space available and Director's approval. All schedule changes must be submitted in writing and may take a minimum of two weeks to take effect.)

Five Days <input type="checkbox"/>	Four Days <input type="checkbox"/>	Three Days <input type="checkbox"/>	Two Days <input type="checkbox"/>	I would like my child to attend these days: <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri
Schedule	<input type="checkbox"/> Full day (7am-6pm)	<input type="checkbox"/> ¾ Day (8:30am – 2:30pm)	<input type="checkbox"/> Half Day (8:45am – 12noon) (12:45pm – 3:30pm)	
Before and/or After School Program: <input type="checkbox"/> Kindergarten <input type="checkbox"/> 1 st thru 6 th Grade		<input type="checkbox"/> Legette <input type="checkbox"/> Pershing <input type="checkbox"/> OVO		<input type="checkbox"/> Green Oaks <input type="checkbox"/> Oakview <input type="checkbox"/> CMP
<input type="checkbox"/> Before School Drop-Off <input type="checkbox"/> AM Kindergarten Extended care (4-6pm)		<input type="checkbox"/> After School Pick-Up		<input type="checkbox"/> Before & After School

Tuition will be paid as follows:

I agree to pay CHM tuition for the academic school year (August thru May). *Tuition is due in advance for services to be rendered.* Payment of \$_____ per month is due on the 1st of the month and is considered delinquent if not paid by the 5th of the month. Delinquent accounts will be charged a late fee of **\$25 per week** until account is paid to date. Any given discounts (ex: military and/or sibling discounts) will be forfeited by late tuition payments. There is a 2.75% fee for credit card payments.

- ❖ CHM is a licensed preschool/daycare facility that can accept children between two and six years of age. It may also care for elementary school children through the age of 12 through its after-school program. _____
- ❖ Tuition is due throughout the school year, regardless of attendance (missed days due to sick days, holidays, vacation, etc. are still subject to tuition). Families attending CHM a minimum of six (6) months may take two (2) weeks' vacation during which time tuition will not be charged. Vacation weeks may only be taken during CHM's summer schedule (June – August). All other time off will be charged at regular tuition rate. _____
- ❖ All checks returned by the bank are subject to a \$25.00 service charge. _____
- ❖ A minimum **2 (two) weeks** written notice will be given to CHM for schedule changes or when withdrawing your child at any time. If 2 weeks' notice is not given, CHM will bill you for the additional weeks due. _____
- ❖ Completed forms will be submitted at least one week prior to start. CHM will be kept current of important information. _____
- ❖ Before enrollment for the upcoming school year can be completed, all tuition must be paid in full by August 1st. _____
- ❖ Drop-in care or extended care past child's contracted program time can only be provided at Director's discretion and rates are charged at \$25.00/hr or portion thereof. _____
- ❖ I understand I have committed my child to the days as outlined above and that CHM does not "exchange" days for any missed days due to vacations, holidays, illnesses, etc. _____
- ❖ **There is a \$15.00 late fee for every 10 minutes (or fraction thereof) that my child is picked up after her program ends. Children picked up after 6:00pm will be charged an additional late fee of \$6.00 for every minute.** _____
- ❖ There is a **non-refundable** Registration/Material fees required at time of registration (for new and recurring students). _____
- ❖ CHM will provide minimum 30 days' notice before implementing any changes to this agreement. I agree to all terms and conditions mentioned above. _____

Parent/Guardian Signature _____ Date _____ Director Signature _____ Date _____