
SECTION 2 ~ ENROLLMENT ~

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Non-Discrimination Policy

Bozeman Montessori does not discriminate on the basis of race, color, gender, religion, sexual orientation, national or ethnic origin in admission or hiring policies.

Enrollment Procedure

1) Get to know us.....

Call and arrange a time to stop by to see the school and observe. We will both be interviewing each other to establish if this will be a right fit for both parties and to overview the commitments we expect from our parents. This is an important decision!

2) Submit Application.....

Still Interested? Great! To officially get in line for a space, submit an application.

3) Review Parent Contract.....

Once we notify you of an opening for your child, you'll want to check out our Parent Contract to see what you'll be agreeing to as a Bozeman Montessori Parent. In it, we ask you to:

- Choose and commit to a Bozeman Montessori tuition information schedule that works for you.
- For Children enrolling in the Primary Program: commit to staying at Bozeman Montessori through the Kindergarten year. Our Primary program is a three – four year curriculum, and we ask parents to commit to the full cycle leading up to 1st Grade in order to fully realize the benefit of a Montessori Primary education.
- Commit to attending a minimum of two parent education nights a year. By learning more about Montessori methods, we believe that you will be able to play a more active part in your child's education.
- Please schedule time to come and observe if you have not done so yet.

4) Meet with your child's guide.....

Once you have submitted your application, your child's Montessori guide will contact you to set up a time to review your application. This will be a good time to get to know her, ask any remaining questions that you have. If you decide to submit a contract you can arrange a time for her and your child to meet (this typically happens in your home where your child is most comfortable.)

5) Submit contract and deposit.....

We'll let you know as soon as we have a space for you. (This might be when enrollment starts in the spring, right away, or when a new space opens up).

Once we have a space and you're ready to make the commitment, make an appointment to bring the filled out contract to the school where you and Marissa will sign it together.

Enrollment Paperwork

Here is a list of all the paper work that will be needed for enrollment before your child starts:

- Application for Admittance~ this form is for gathering information regarding your child and family, for us to get to know each other better.
- Emergency Contact Information/Parental Consent Form~ this form provides us with your personal information (address, phone #, emergency contacts, authorized pick-ups, etc.) and
- Contract~ this form is signed once you know your payment/ community obligation.
- Current Immunizations ~ this form notifies us of your child's health and immunization records, to see if your child is up to date with vaccines. If they are not up to date we cannot accept them into our care until they are.
- Infant Feeding Schedule~ Nido Program Only this form helps the staff better know your child's eating schedule.
- Pediatric Health Statement~ Nido Program Only

- ∞ Permission to use a floor bed~ Nido Program Only
- ∞ Parent Handbook Acknowledgement Form~ this form acknowledges that you have read the parent handbook and that you can comply with it.

Payments

Tuition

Tuition contract is for the school year calendar paid in installments.

Payments are made to Bozeman Montessori and can be made in three different payment plans:

Plan A: Pay in full 5% discount if the 9.5 months are paid in advance

Plan B*: Post Dated: 3% discount if paid Monthly with POST-DATED CHECKS

Plan C*: Monthly payments -billed monthly

***June tuition in prorated at 50% for all payment options**

Discounts

- Kindergarten Year Discount: \$50/month off tuition, if your child will be 5 by Sept 1st 2015
- Sibling Discount: 5% is offered for siblings of currently enrolled students (up to 2 siblings can receive the discount)

Fees

- **Application Fee:** There is a non-refundable \$50 application fee. This is due when you turn in your application.
- **Materials and activity fee:** The materials fee is \$50.00 per year per student. This fee is non-refundable and will be used for the purchase of consumable items such as art supplies. It is due with the tuition contract.
- **Late Payments:** A \$50 late fee will be charged for any payment 5 days late, with additional \$25 fee for each additional 7days.
- **Returned Check:** A \$25 fee will be charges for returned checks.
- **Late Pick-up:** \$25 will be charges for each child picked up after their schedule pick up time. Fees will begin after the second late pick up. All pick up times have a 15 minute window to assist you in on time pick-ups.
- **Schedule change fee:** There is a \$25 non-refundable schedule change fee due for every schedule change request, once it has been approved.

Deposits

- **Registration deposit for new students:** A one-time registration deposit for new children of \$200.00: This deposit will be applied to the first month's tuition and is due upon submission of this Tuition Contract.

- **Re-registration deposit:** A re-registration deposit of \$200.00 due April 15th for each returning child. This deposit will be applied toward September's tuition.
- **Multi Year Commitment -Primary only:** A one-time deposit for children new to the primary program of \$200.00: This deposit will be applied to the June tuition of the child's kindergarten year. If the child does not complete the kindergarten year the entire \$200 will NOT be refunded. This one time registration deposit is due upon submission of the Tuition Contract. To support our parent community in this decision, Bozeman Montessori will give a \$50/month discount during the kindergarten year.

Refunds

Tuition obligation schedule: If the student is withdrawn from the school for any reason, the obligation of the Parent(s)/ Guardian(s) will be calculated in accordance with the schedule below which sets out that obligation as a percentage of the total tuition due for the year. Charges will be assessed or refunds calculated, based on this schedule:

MONTH WITHDRAWN	OBLIGATION	MONTH WITHDRAWN	OBLIGATION	MONTH WITHDRAWN	OBLIGATION
August	10%	November	40%	February	70%
September	20%	December	50%	March – June	100%
October	30%	January	60%		

Probationary Period/ Termination

The first month of class is considered an adjustment period for all new children. Should a child have difficulty, the teacher will work closely with the parents during this trial period. If, after that time, it is determined that the child is not ready for the Montessori classroom, the child's family will be notified. Bozeman Montessori reserves the right to extend the probationary period if necessary.

If at any time, it becomes clear that Bozeman Montessori is unable to meet the needs of the child, the family will be contacted. A child may be asked to withdraw if the school cannot meet the needs of the child or if the behavior of the child continuously disrupts the class such that the needs of the other students cannot be adequately addressed. If a question arises as to whether a child can function successfully in the school we will work with the family, to the best of our ability to remedy the situation. The parents, teacher and director will hold a conference to discuss ways in which the needs of the child might best be met. A timeframe in which to work through the situation will be determined. At the end of the agreed timeframe the parents and teacher will again confer and come to a decision. If we are unable to find a solution to meet the child's needs, or if we feel that the family is unable/unwilling to work with us, we reserve the right to terminate enrollment.

If a parent engages in behavior that is destructive, disruptive or undermining to the school environment, to the children or staff, the family may be asked to withdraw their child from the school.

Re-Enrollment

Re-enrollment for the next school year is done annually in March. Current families will receive a contract and will be asked to return it, along with a re-enrollment deposit of \$200 to hold their place for the upcoming school year. This deposit is non-refundable and will be applied toward first month's tuition. Updated health and identification information is due prior to the beginning of school in September. Siblings are enrolled at the time of re-enrollment and have priority over new students entering the school.

Withdrawal

Enrollment is for the entire school year. Thirty day notice of student withdrawal is required. Parents agree to pay the full fee for 30 days, as well as your tuition contract responsibility (see refunds). Withdrawal notice must be given to the director in writing. If we know in advance of a vacancy, we are able to notify another family of an opening. More importantly, before your child leaves, we would like to have an exit interview with you to discuss your satisfaction with the school and to give you any of your child's belongings and projects.

Financial Aid

IN-HOUSE FINANCIAL AID: Bozeman Montessori will be finding ways to pursue financial aid in the future. It is our goal to have a financial aid system in place by our fifth year (2018/2019).

MINI-GRANT FUND: Established in spring 2015, this fund is designed to help out the members of our Bozeman Montessori community when times get tough. Whether it is a job loss, a medical hardship, or just the unexpected, the grant is designed to create a way to keep our community together. The mini- grant funds will go towards short-term tuition assistance. Letters of request will be reviewed by a committee of parents and staff.

BEST BEGINNING SCHOLARSHIP: The Early Childhood Services Bureau offers Best Beginnings child care scholarships to qualified low-income families. Bozeman Montessori is a licensed child care center and qualifies to work with this program.

Grievance Procedure

Parents who have a grievance or concern relative to the school should attempt to resolve the difficulty through direct communication with the staff involved. Often this type of communication clarifies and resolves the situation immediately.

In the unusual cases where direct communication does not affect a positive outcome, you should take the problem to the lead guide for resolution. This may be done in written form with the knowledge that any such documentation may come before the director. If the situation is unresolved after approaching the involved party and the lead guide, you are asked to contact the director. The director will schedule a meeting to hear the situation and receive written communication. The director maintains final responsibility for all grievances.

Parents should follow the same procedure if unsatisfied with a policy or program at Bozeman Montessori.