

Libertyville Montessori School
P. O. Box 654
Libertyville, IL 60048

Phone: 847-362-5170

LIBERTYVILLE MONTESSORI SCHOOL
2/3 DAY APPLICATION

APPLICATION FOR ADMISSION FOR THE 2009/2010 ACADEMIC YEAR – 2/3 DAY PROGRAM

Application is hereby made for admission of _____
to the Libertyville Montessori School. The following information is provided as part of this application for 2009-10.

Home Address _____ **Phone** _____
Street City Zip

Birthdate _____ **Sex** _____ **Age:** _____ **Yrs.** _____ **Mos.** _____

Mother's Name _____ **Profession** _____

Business Address _____ **Bus Phone** _____

Family E-mail Address _____ **Cell Phone** _____

Father's Name _____ **Profession** _____

Business Address _____ **Bus. Phone** _____

Cell Phone _____

In case of emergency, whom do we contact in the immediate area if unable to reach a parent? Please list two:

Name _____ **Phone** _____

Name _____ **Phone** _____

In case of emergency, may we contact your physician? _____

Physician's Name _____ **Address** _____

Physician's Phone _____

Names and ages of Siblings: _____

Please describe below any family circumstances that may be helpful for us to know, special physical or emotional conditions; regular medications; special diet; allergies or other treatment that your child receives. List other pre-schools or schools your child has attended:

Admissions: Libertyville Montessori School accepts children of any race, color, and natural or ethnic origin. Acceptance of children is on an individual basis. Consideration is given to class composition and available space and programs.

Family Discount: Families will receive a \$100 discount when two or more children are enrolled simultaneously for the academic year - this discount applies only to children enrolled in the 5-day program.

Returned Checks: Checks returned due to insufficient funds incur a \$25 bookkeeping charge, plus bank charges to Libertyville Montessori School, if any.

Late Charges: Tuition payments are due on the 1st day of July, October, December and February. **A \$25 late fee will be automatically assessed on the 6th of those months**, if payment has not been received. If arrangements are not made with the office and you are delinquent in your payments, your child's position will be forfeited.

Enrollment &

Re-enrollment:

(1) \$200 deposit is due with this application. **This deposit is non-refundable and non-transferable** and will be applied toward your **last** tuition payment.

(2) Your application **with deposit** will reserve your child's position. Enrollments are on a first come, first served basis and positions will not be held without a deposit.

(3) Depending upon the bus schedule, those children attending both LMS and Hawthorn Kindergarten may incur an additional nominal monthly fee.

Agreements:

I agree to permit the participation of the child in the portrayal of Libertyville Montessori School activities in slides, films, photographs or other representations.

I agree to attend parent information evenings and conferences. Libertyville Montessori School assists the child in his development; accordingly, communication among the adults around the child is essential.

I understand and accept Libertyville Montessori School's policy on the dispensing of medications. I understand that Libertyville Montessori School is under no obligation to administer any medications, epipens, etc., in the cases of illness, allergies, or under any other circumstances. Libertyville Montessori School will, in the case of an emergency situation, call 911 first and then notify the parent immediately.

I understand children are admitted for the full academic year and that my agreement to pay for the school year is not subject to adjustments for illness, absence, vacation, withdrawal or holidays.

This contract may be cancelled by either party (Libertyville Montessori School or parent) upon the condition that a 30-day written notice is provided prior to withdrawal date. The parent will be expected to pay the tuition to cover the time the child attends the school, as well as the 30-day notice time period. Tuition refunds will be prorated 30 days from the date of the written notice. **If a child is withdrawn after February 1st, there will be no tuition refunds given, and the parent will be responsible for any tuition still outstanding from February 1st through the end of the academic year.**

I understand that there is a change in regular school hours on special party days. **Party hours for morning and extended classes are from 9:30 a.m. to 11:15 a.m.** and party hours for **afternoon classes are from 1:30 p.m. 3:15 p.m.**

Parent Signature _____

Date _____

PROGRAMS AND TUITION - Ages 3 thru 6 yrs./Academic year is September thru May.

- _____ **2-Day Morning:** 8:30-11:30 a.m. (Tues./Thurs.)
- _____ **2-Day Afternoon:** 12:30-3:30 p.m. (Tues./Thurs.)
- _____ **3-Day Morning:** 8:30-11:30 a.m. (Mon./Wed./Fri.)
- _____ **3-Day Afternoon:** 12:30-3:30 p.m. (Mon./Wed./Fri.)

2-DAY TUITION (2 Half Days Per Week: Tues./Thurs.)

If tuition is paid using the:

- _____ **One Payment Plan -** \$2,196, remitted June 1, 2009.
- _____ **Two Payment Plan -** \$1,098, remitted June 1 & December 1, 2009.
- _____ **Four Payment Plan -** \$549, remitted June 1, October 1, December 1, 2009 and February 1, 2010.

3-DAY TUITION (3 Half Days per Week: Mon./Wed./Fri.)

If tuition is paid using the:

- _____ **One Payment Plan-** \$3,177, remitted June 1, 2009.
- _____ **Two Payment Plan -** \$1,588.50, remitted June 1 & December 1, 2009.
- _____ **Four Payment Plan -** \$794.25, remitted June 1, October 1, December 1, 2009 and February 1, 2010.

- * **\$200 Deposit will be applied toward LAST payment of the selected tuition payment plan.**
- * **Tuition payments are due on the 1st day of June, October, December and February. A \$25 late fee will automatically be assessed on the 6th day of those months, if payment has not been received or arrangements are not made with the office & you are delinquent in your tuition payments, your child's position will be forfeited**

PLEASE RETAIN ONE COPY OF THIS PAGE FOR YOUR RECORDS.

