



PINCUSHION HILL
MONTESSORI SCHOOL
30 GREEN ST., ASHLAND, MA 01721

Application 2018 - 2019

Child's Enrollment Form

Child Information

Child's Name: _____ Date of Birth: _____

Age at Admission: _____ Date of Admission: _____

Child's Home Address: _____

Home Phone Number: _____

Primary Language: _____ Identifying Marks: _____

Eye Color: _____ Hair Color: _____ Skin Color: _____

Sex: _____ Height: _____ Weight: _____

Parent/Guardian Information

Parent/Guardian Name: _____

Relationship to Child: _____

Home Address: _____

Reachable Phone Number: _____

Email Address: _____

Business Name: _____

Business Address: _____

Business Phone Number: _____

Hours at Work: _____

Parent/Guardian Name: _____

Relationship to Child: _____

Home Address: _____

Reachable Phone Number: _____

Email Address: _____

Business Name: _____

Business Address: _____

Business Phone Number: _____

Hours at Work: _____

Additional Information

Child's Physician: _____

Address: _____ Phone Number: _____

Allergies/Special Diets? _____

Individual Health Plan for child with a chronic health condition? If yes, please attach. _____

Copies of any custody agreements, court orders, and restraining orders pertaining to the child? If yes, please attach. _____

Special limitations or concerns? _____

Brothers/Sister: Names: _____ Date of Birth: _____

School Age Only

Current School: _____

School Address: _____ School Phone Number: _____

I certify that documentation of physical examination and immunizations in accordance with public school health requirements and lead poisoning screening in accordance with public health requirements are on file at my child's school. ***Parent/Guardian initials:***

Parent/Guardian Signature

Date

Applying for:

	Montessori School, September - June
	After School Program, September - June
	Summer Program, June - August

ENROLLMENT FEES

New applicants applying must include the appropriate Application Fee listed below.

Returning applicants must include the appropriate Application Fee and Enrollment Fee listed below.

You will receive notification of acceptance after your application form has been reviewed. The Enrollment Fee is considered the first installment towards tuition. **The \$65.00 Application Fee is not refundable.**

SESSIONS	ENROLLMENT FEE	APPLICATION (non refundable)
Preschool& Kindergarten/Full Time	\$ 1000.00	\$65.00
Elementary	\$ 1000.00	\$65.00
Summer Program		\$50.00

TUITION SCHEDULE

SESSIONS	TIME	TUITION	AGES
Montessori School/Full Time	8:30 - 3:30	\$ 14,000.00	2.9 - 6
Elementary	8:00 - 3:00	\$ 14,000.00	6 +
After School Care, September - June			
A.) Children's House	3:30 - 4:30	\$ 3,000.00	
B.) Children's House	3:30 - 5:00	\$ 3,500.00	
C.) Children's House	3:30 - 5:30	\$ 4,000.00	
D.) Children's House	3:30 - 6:00	\$ 5,000.00	
E.) Elementary	3:00 - 4:30	\$ 3,200.00	
F.) Elementary	3:00 - 5:00	\$ 3,700.00	
G.) Elementary	3:00 - 5:30	\$ 4,200.00	
H.) Elementary	3:00 - 6:00	\$ 5,100.00	
Summer Program, June - August	8:30 - 5:30	\$ 350.00 per week	2.9 -6+
16 Childcare Days (listed on calendar)	8:30 - 5:30	\$ 80.00 per day or \$ 1200.00 annual	

There is a 10% Sibling Discount for the second child.

APPLICATION AGREEMENT

Once the student has been accepted for enrollment at Pincushion Hill Montessori School, ("PHMS") for the 2018 - 2019 school year, the student's parents or guardians, in consideration for PHMS's enrolling and providing the Student with educational services agree as follows:

The Parent agrees that all educational considerations are subject solely to the discretion of the Directors of the Pincushion Hill Montessori School. Parent agrees and acknowledges that (s)he is responsible for the tuition and all fees incidental to Student's education at PHMS and agrees to pay the tuition and fees in full.

SCHOOL PROGRAMS AND POLICIES

By signing this Contract, Parent agrees that all educational considerations are subject to the sole discretion of the Directors of the PHMS, any modifications made to those programs by PHMS, as well as PHMS's rules and regulations as set forth by PHMS, Parent and Student newsletters and handouts, any other Publications which PHMS makes and distributes to Parent and to abide by all of those rules and regulations.

OTHER FORMS

Parent must sign any forms which PHMS may send to a Parent that are reasonable and necessary for a Student to participate fully in PHMS's educational programs and activities. All forms are due by the date stipulated on the school calendar.

All students must be up to date with health exams & immunizations before the beginning of the 2018 - 2019 school year.

DEPOSIT AND CANCELLATION POLICY

On signing this Contract, Parent has paid PHMS the appropriate Enrollment Fee for the school year. In the event of cancellation, the reduction in the tuition obligation will be phased out according to the following schedule (in the event of dismissal, the following schedule also applies):

Cancellations made prior to June 1, 2018 - \$800.00 Charge.

I understand and agree that the School has fixed and continuing costs that require assured annual income.

I also accept that as of June 1, 2018, there will be no refunds and the entire amount of the tuition for the school year is due and payable. Written notice of withdrawal must be received by the School postmarked no later than May 31, 2018, in order to relieve me of financial obligation beyond the nonrefundable deposit of \$65.00 and \$800.00 Charge.

Parent Signature

Note: PHMS reserves the right to refuse to accept a child for the second semester commencing January 2019, unless tuition is paid up-to-date!

PAYMENT PLAN OPTIONS

Options I and II offer a tuition credit as an incentive to choose them, which will be deducted directly from your Enrollment Fee as follows:

OPTIONS		DISCOUNT	FEES
OPTION I:	Payment in full (Prior to March 1, 2018)	\$100.00	\$12,900.00 one time
OPTION II:	Payment in two equal installments (First payment March 1, 2018; Second is August 1, 2018)	\$50.00	\$6475.00 per payment
MONTHLY OPTION:	Payment in eleven (11) equal installments on or before the first day of each month commencing on the first month after enrollment. Easy Pay Option is not available if you register your child after July 1, 2018.		\$1182.00 per month

There is penalty of \$50.00 if payment is received after 5 business days of due date.

NOTE: If Option I and Option II payment plans are not adhered to, the school has the right to rescind the Credit and charge late fees as outlined for Monthly Option.

Please choose Payment Plan Option:

OPTION I _____ OPTION II _____ MONTHLY OPTION _____

Enclosed is the appropriate Enrollment Fee of (see Page 2): \$ _____

Please make checks payable to: **Pincushion Hill Montessori School** (returned check fee is \$50.00)

Please fill out, sign and return all pages of this contract with the appropriate Enrollment Fee for your child's admission to Pincushion Hill Montessori School. Copies will be returned to you upon acceptance.

I/We, _____ custodial parent(s) or guardian(s), in consideration of the acceptance of _____, as a student, hereby agree to comply with the terms stated above.

Signatures of persons contractually responsible:

Parent or Guardian's Name (Sign) _____
Date

Parent or Guardian's Name (Sign) _____
Date

I give my consent to list my name, address and phone in the school directory.

Parent or Guardian's Name (Sign)

I agree to allow photos of, and/or creative materials produced by my child to be used in Pincushion promotional materials.

Parent or Guardian's Name (Sign)

The Pincushion Hill Montessori School does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs or marital status.

In the event that space is unavailable in the session you chose, you will be placed on a waiting list.

FOR OFFICE USE ONLY

Application Received (Date): _____

Application / Registration Fee Received (Amount): _____