

**Enrollment and Contract Procedures
Questions & Answers**

This document is not a part of the contract and is intended to explain procedures

Is there a required deposit? Yes. A \$500.00 deposit is required to confirm your child's enrollment by February 28th.

Is the deposit applied to tuition? Yes. The \$500.00 deposit per child that is required with the contract is deducted from the annual tuition. Please call the Head of School or the Finance Office if you have special circumstances regarding the deposit.

Are payment plans available? Yes. The Montessori Academy Edison Lakes (TMA) uses FACTS Management for families who want a deferred payment plan. The FACTS Management program annual fee is \$43.00. You may choose to have direct debit from your checking or savings account, a monthly charge to your credit card (MasterCard, Visa, American Express or Discover - 2.75% surcharge through FACTS) or monthly invoicing. Current TMA families who are currently enrolled in the FACTS Management payment plan do NOT need to complete another agreement online. Upon receipt of your selected tuition payment plan on the signed enrollment contract, TMA will electronically complete an agreement for you. New families will receive FACTS Management enrollment information.

Does The Montessori Academy offer a multi-sibling discount? Yes. First child is full tuition, second sibling receives a 10% discount; third sibling receives a 20% discount; fourth and subsequent siblings receive a 30% discount each. *Sibling discounts are adjusted as number of siblings exit TMA.*

Does The Montessori Academy offer Tuition Assistance? Yes. We set aside a percentage of the budget to offer need-based Tuition Assistance to families. Parents must apply to FACTS Grant & Aid for evaluation of need. The required tuition deposit for families applying for Tuition Assistance is \$250.00, instead of the \$500.00. TMA gives priority to returning families and awards a percentage of the assistance needed based on the funds available and family qualified need. We believe that the tuition is the family's responsibility and we offer assistance so that children can continue their education with us as they move up through the levels. Instructions to apply for tuition assistance are available on our website (www.tma-el.org) as well as in the Finance office.

What are the elementary and junior high activity fees? These fees for Activities/Events, which include such things as field studies, special events, bus transportation, camps, and other extended trips, are part of the contract. By including them in the contract, families have the option of including the fees with their monthly payment plan. *These fees do not cover the athletic and/or enrichment registration fees.*

When will I know about my child's class placement? If your child is continuing at the same level, enrollment will be offered for your child's current classroom. Children moving up a level will receive class placement notification in July. The Head of School makes all class placement decisions and takes into consideration the balance and characteristics of the classroom community in which your child will enter.

What emergency and health information is required?

All families are required to complete the Family Information document included with the enrollment contract. We need current allergy information on file and are required to maintain complete state health documents verifying immunizations. Please be sure we have two emergency contact persons IN ADDITION TO parents/guardians who can respond immediately to an emergency call from school.

What supplies do the children need for school?

The Montessori Academy provides all classroom materials and supplies for the students. The Toddler and Early Childhood students receive a school tote bag of sufficient size to carry all necessary items to and from school. Backpacks are not used at the Toddler/Early Childhood level. Backpacks are permitted at the Elementary and Junior High levels.

What is the purpose of orientation for students?

Children transitioning into a new setting need time to adjust to the new community, whether it is the first time the child has separated from the home or is transferring from one level to another within TMA or is transferring from another school. Students have an orientation week in August just prior to the opening of school. The students attend class 2 – 3 hours on the days scheduled for each level. The schedule is sent to parents in July with the other back-to-school information.

When is Before and After Care open?

Before Care is open at 7:15 a.m. everyday TMA is open.

- Full Time Before Care students are eligible to attend Before Care on conference days (as long as parents schedule their conference during before care hours – 7:15-8:20 a.m.).
- Now and Then Before Care students are not eligible to attend Before Care on conference days.

After Care/Early Childhood Late Day is open until 6:00 p.m.

- Full Time After Care/EC Late Day students are eligible to attend school on all school days including early dismissal, in-service and conference days with the exception of the half-day prior to Winter Break and the last day of the school year, when after care will be closed.
- Now and Then After Care students are not eligible to attend After Care on early dismissal, in-service days or conference days.
- Early Childhood Late Day is an extension of the EC Full Day program and is not available to half day students.

Is there a Before or After Care or Full Day program for toddlers? No. We only offer half day programs for children under the age of 3 years or those who are enrolled in the Toddler class who might turn 3 during the school year.

Are there programs for students on school holidays? No. The school is fully closed (office, classes and before/after care) on all federal and traditional school holidays: Labor Day, Thanksgiving (3 days), Winter Break (approximately 10 days), Christmas Day, New Year's Day, Martin Luther King Jr. Day, President's Day, Spring Break (Classes Closed/Office Open), Memorial Day, and July 4th.

Does enrollment in the after care program cover the fees for elementary and junior high student participation in sports or other similar activities? No. The budget for After Care covers the cost of that program, including all employee expenses, administration functions, facility expenses, materials and supplies. The Sports and other enrichment programs have separate fees and budgets.

What is the *Now and Then* Program? The *Now and Then* program is a payment option for the use of the Early Childhood/Elementary and Junior High Before and After Care program. It allows families to use Before and/or After Care occasionally, or less than full time/full year.

Can the *Now and Then* fees be included in the enrollment contract? No. We can only include annual fees with the enrollment contract.