



Takoma Montessori School

7212 Carroll Avenue, Takoma Park, MD 20912 Tel. 301.304.3104 Email takomamontessori@gmail.com

“The child is both a hope and a promise for mankind”

Dear Prospective Parents,

It is our pleasure to welcome you to our school. Takoma Montessori School (TMS) proudly offers an education founded on the Montessori philosophy and principles of education.

As soon as you enter through our doors, you will start to get a sense of how very special our school is for the children under our care. TMS exudes an atmosphere of calm enveloping the children in a safe, happy, and nurturing environment. We recognize that children are unique individuals who are not likely to master the exact same concepts or have the same interests at the same time. We celebrate this uniqueness and allow each child to develop and learn at his or her own pace.

Rooted in Montessori pedagogical principles of child centered education and the notion of “follow the child,” learning at Takoma Montessori is tailored to meet the diverse individual needs of the children. **Our Mission is to inspire our students to be lifelong independent learners, develop their sense of wonder, and promote them as peacemakers and leaders.** As Montessori educators, we are committed to educating the whole person. We foster a love of learning and an understanding of the world and our interconnectedness with it.

Children can start with us from the age of 2 years up to 6 years. We pride ourselves in building strong relationships with all of the families that come and love sharing with you what we do. We are very cognizant of the fact that you are your child’s first educator and that it is your choice about where you send your child for their continued education. We are delighted and honored that you are considering our school for your child’s education.

Our enrollment process is as follows:

1. Schedule a school tour and meet with the administrator who will be able to answer any questions you may have about our school and programs.
2. Complete and return the New Student Application to the school office along with a \$100.00 non-refundable application fee.
3. Schedule a student visit for your child.

After a successful student visit and notification from the school office, a \$350 non-refundable enrollment fee will need to be submitted to hold your child’s place for the 2020 - 2021 school year.

We look forward to welcoming you to experience the warmth and serenity of our school for yourself.

Warm Regards,

Manjit K. Singh

Founder and Head of School



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New Student Application 2020 - 2021

Program: August 31, 2020 through June 4, 2021

Office use only

Check # _____ Amount: _____ Date Received: _____ Staff Initials: _____

Please print clearly and fill in all the information.

A \$100.00 non-refundable application fee must be submitted along with this application.

STUDENT/APPLICANT INFORMATION Primary (Ages 2 – 6)

_____ Female Male
First Name Middle Name Last Name

_____ Date of Birth _____ / _____ / _____ Desired Date of Enrollment _____ / _____
Preferred Name/Nickname month day year month year

Street Address

City State Zip Code Home Telephone

Please select the preferred program

Half day (8:45am- 11:45am) Half day (11:45pm- 2:45pm) Half day (2:45pm- 6:pm)

School Day (8:45am- 2:45pm) Extended Day (7:30am-6:00pm)

Applicant Information

Languages spoken at home: _____

Does the applicant have previous Montessori School experience? Yes No

Name of previous school/daycare applicant attended:

School Address: _____
Street City State Zip

School Phone Number: _____ Years Attended: _____

Please describe in detail any allergies, medical conditions or physical disabilities the applicant has which the school should be aware of:

Has the applicant ever had any behavioral, psychological or educational evaluations? Yes No
If yes, what kind, when and by whom? *

*Please provide official copies of all reports to the school office. All evaluations help form a complete picture of a child's learning style. Applications will not be considered complete until evaluation copies have been submitted.

PARENT/GUARDIAN INFORMATION

First Name	Last Name	Relationship to child
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Profession/Employer's Name

Business Address

Business Telephone	Cell phone	Email
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Married Partnered Separated Divorced Single

PARENT/GUARDIAN INFORMATION

First Name	Last Name	Relationship to child
------------	-----------	-----------------------

Profession/Employer's Name	Address
----------------------------	---------

Business Address

Business Telephone	Cell phone	Email
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Married Partnered Separated Divorced Single

Please check any that apply:

- Married Parents divorced/separated Mother remarried Father remarried
 Single-parent household Mother deceased Father deceased Other (please specify)
-

Applicant is living with:

- Both Parents Father only Mother only Other (please specify)
-

School correspondence should be sent to:

- Both Parents Father only Mother only Other (please specify)
-

Please indicate who is responsible for school related decisions:

- Both Parents Father only Mother only Other (please specify)
-

Please indicate who is responsible for school bills:

- Both Parents Father only Mother only Other (please specify)
-

Please indicate who has custody of the applicant:

- Both Parents Father only Mother only Other (please specify)
-

Legal Guardian of Applicant: _____

SIBLING INFORMATION

<i>Name</i>	<i>Age</i>	<i>School Attended</i>
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<i>Name</i>	<i>Age</i>	<i>School Attended</i>
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Parent/Guardian Questionnaire (Please use additional paper if needed.)

1. Please explain your expectations from our school.

2. Please tell us why you think Takoma Montessori School is a good match for your child.

3. It is important for us to gain a thorough understanding of your child. Please describe your child as objectively as possible, including any special abilities or interests that your child has.

4. Please give us any additional information about your child that will foster his/her learning with us.

5. Please tell us about the activities you participate in as a family at home and in the community?

6. Is your child toilet trained? Yes No

7. Please tell us when the toilet training started and was accomplished?

8. Please tell us how you learned about Takoma Montessori School.

9. Please tell us about the skills you can share with the school community?

TMS Legal Policy & Fee Agreement

1. **Termination:** The school reserves the right to ask any parent to withdraw their child at any time, for any reason, and at its complete discretion, it reserves the right to deny, cancel or suspend a child's enrollment if deemed in the best interest of the child or the school. If the parents/guardians terminate the contract prior to the end of the school year, then they will be contractually responsible for the balance of the tuition payment and any legal fees incurred.

2. **Cooperative Undertaking:** Education is recognized as a cooperative undertaking, a responsibility held jointly by the parents or guardians and the school. Upon signing this enrollment application, you agree along with the student to accept the full share of this responsibility, to maintain the academic standards and to fulfill your obligations as a cooperative member of the school community. These obligations include, but are not limited to, participating in school activities, supporting the school's philosophy and policies, staying informed by reading school communications and communicating openly, constructively and in a civil manner with all school personnel. This contract may be cancelled and the student dismissed by the school in the event that the school determines that the parents or guardians are not supportive of the school's goals and policies and that a mutually beneficial relationship is no longer tenable.

3. **Application Fee:** The **non-refundable** \$100.00 application fee must to be submitted with this application.

4. **Enrollment Fee:** Upon completion of a successful student visit and notification from the school office, a \$350.00 **non-refundable** enrollment fee must be submitted to reserve your child's place for the 2020 -2021 school year. Without the enrollment fee, your child is not guaranteed placement for the 2020 – 2021 school year.

5. **Supply & Activity Fee:** A **non-refundable** \$500.00 supply and activity fee for all students must be submitted by August 1, 2020. The supply and activity fee covers all field trips, admission prices, and in-house field trips as well as daily snacks and supplies.

6. **Administration Fee:** A **non-refundable** \$100.00 administration fee is to be submitted at enrollment for monthly tuition payment to "BLACKBAUD TUITION".

7. **Tuition Payments:** The 10 monthly installments are due August 2020 through May 2021 on the first of every month.

8. **Late Fee:** There is a late fee of 5% of the amount due for a payment more than 3 days late. Please note that SMART TUITION has additional fees.

9. **Return Check Fee:** There is a \$75.00 fee for payments returned due to insufficient funds. If a check is returned for insufficient funds, your future payments will need to be in the form of a bank check.

10. **Payment Options:** Payments will be made to BLACKBAUD TUITION.

11. **Financial Obligations:** Contracts are to ensure the stability of the school and are strictly enforced. If you choose to withdraw your child before the school year is completed, you are still contractually responsible for the balance of the tuition payment and any legal fees incurred.

12. **Collection Fees:** In the event that the school undertakes collection procedures with respect to this contract, the parents/guardians will be responsible for and agree to pay the school all costs of collection, including but not limited to, court costs and attorneys' fees.

13. **School Day Early Arrival:** Children not registered for Before Care who arrive before 8:45am will be checked into Before Care and will be charged the daily drop-in rate of \$20.00. Payment is due, to the school office, upon receipt of the invoice. There is a late fee of 5% of the amount due for payments more than 3 days late. Payments 10 days or more in arrears will result in the dismissal of your child from the program.

14. **Half Day and School Day Late Pick Up:** Children picked up after 12:00 pm (Half Day Program) or 3:00pm (Afternoon Half Day Program & Full Day Program) will be checked into After Care and will be charged the daily drop-in rate of \$40.00. Payment is due, to the school office, upon receipt of the invoice. There is a late fee of 5% of the amount due for payments more than 3 days late. Payments 10 days or more in arrears will result in the dismissal of your child from the program.

15. **Before Care Early Arrival:** Before Care starts at 7:30am. Due to legal issues, staff cannot allow any student to enter the building before the opening time of 7:30am.

16. **After Care Late Pick Up:** After Care hours only extend to the closing time of 6:00pm. There is a fee of \$2.00 per minute (\$15.00 minimum) for any late pickups after 6:00pm. Payment is due, to the school office, upon receipt of the invoice. There is a late fee of 5% of the amount due for payments more than 3 days late. Payments 10 days or more in arrears will result in the dismissal of your child from the program.

17. **School Inclement Weather Hours:** TMS follows Montgomery County Public Schools (MCPS) inclement weather policy.

Please Note:

- If MCPS opens 2 hours late, TMS opens at 10:45am
- There is no Before Care on late opening days
- There is no morning Half Day program on late opening days
- If MCPS closes 2 hours early, TMS closes at 12:45pm
- There is no afternoon Half Day program on early dismissal days
- There is no After Care on early dismissal days

18. **Authorization for Releasing Children:** For security reasons your child will only be permitted to leave with the authorized people listed on the student release form, unless prior authorization is provided. Any individuals that staff are not acquainted with, will be required to show identification when coming to pick up your child.

19. **Health Records:** If your child has special needs or requirements please notify us in writing. No student will be admitted to the school unless we have their complete Health Records.

20. **Medication:** TMS Staff can administer medication only if we have the medication authorization form filled out by the guardian and doctor. Students with allergies, asthma or medical conditions must have this form completed and on file in the school office before their first day of school.

21. **Sick Child:** If a child becomes ill at school with vomiting, fever, headache, or shows any symptoms that we feel need attention, we expect the child to be picked up immediately. Children can only return to school when they have been symptom free for 24 hours.

22. **Non-discrimination:** TMS does not discriminate on the basis of race, color, religion, or national origin in the admission of students, or employment of faculty and administrative staff.

23. **Falsified Information:** TMS reserves the right to withdraw acceptance or dismiss the applicant from the school in the case that incomplete or incorrect information has been provided. The information collected by the school is confidential and is intended only for TMS purposes.

24. **Hold Harmless Agreement:** Takoma Montessori LLC. will not be held responsible for accident or injury to the students(s) while they are in the classroom, on a field trip, or while they are on the way to the classroom or trip, except as shall be covered by the school insurance.

I have read and understand the TMS Legal Policy & Fee Agreement and will abide to the terms and conditions of this agreement.

X: _____
Signature of Parent or Guardian

Date: _____

Print Name of Parent or Guardian



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2020-2021 TUITION SCHEDULE

Program: August 31, 2020 through June 4, 2021 Monthly 10 Installments

Primary (Ages 2 – 6) Half Day (8:45am – 11:45am).	\$960.00
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Primary (Ages 2 – 6) Half Day (12:15pm – 3:15pm)	\$960.00
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Primary (Ages 2 – 6) Half Day (3:15pm – 6:00pm)	\$960.00
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Primary (Ages 2 – 6) School Day (8:45am- 2:45pm)	\$1,800.00
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Primary (Ages 2 – 6) Extended Day (7:30am- 6:00pm)	\$1,980.00
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Before Care (7:30am – 8:45am)	\$200.00
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After Care (3:00pm – 6:00pm)	\$420.00
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Drop-In Before Care (7:30am - 8:45am)	\$20.00 per day
Drop-In After Care (3:00pm - 6:00pm)	\$40.00 per day

School Fee Information

Application Fee: A **non-refundable** \$100.00 fee is required upon submitting your child’s application.

Enrollment Fee: A **non-refundable** \$350.00 enrollment fee is required to reserve your child’s place for the 2020– 2021 school year.

Supply & Activity Fee: A **non-refundable** \$500.00 supply and activity fee is due for all students by August 1, 2020.

Administrative Fee: A **non-refundable** \$100.00 administrative fee is due at enrollment for tuition payment to “BLACKBAUD TUITION”.

Tuition Payment Dates: The 10 monthly installments are due August 2020 through May 2021, on the first of every month.

Tuition Discounts: TMS offers a 5% discount for siblings

Program Information

The Montessori philosophy recommends that the programs be presented in a three-year cycle. The end of each cycle overlaps with the next cycle to allow for optimizing individual learning and social development.

Program

Primary

Age of Students

2 – 6

All Kindergarten children should be 5 by September 1, 2021.

All children are subject to a six-week probationary period at their initial entry and at the beginning of each subsequent school year.

The school reserves the right to ask any parent to withdraw their child at any time, for any reason, and at its complete discretion, reserves the right to deny, cancel or suspend a child's enrollment if deemed in the best interest of the child or the school.

Before & After Care Information

Listed below is a detailed explanation of the terms, hours and fees for the Before & After Care services offered for the 2020 - 2021 school year.

The following terms apply to Extended Day and Drop-In Before & After Care services:

1. Before Care starts at 7:30am. Due to legal issues, staff cannot allow any student to enter the building before the opening time of 7:30am.
2. After Care hours only extend to the closing time of 6:00pm. There is a fee of \$1.00 per minute for any late pickups after 6:00pm. Payment is due, to the school office, upon receipt of the invoice. There is a late fee of **5%** of the amount due for payments more than 3 days late. Payments 10 days or more in arrears will result in the dismissal of your child from the program.
3. There is **no** Before Care on school days with late openings due to inclement weather.
4. There is **no** After Care on school days with early dismissals due to inclement weather.

The following terms apply to the Monthly and Drop-In Before & After Care services:

1. Before Care/After Care is provided only if space is available.
2. Payments for Monthly Before/After Care users are due at the beginning of the month. There is a late fee of **5%** of the amount due for payments more than 3 days late. Payments 10 days or more in arrears will result in the dismissal of your child from the program.
3. Payments for Drop-In Before/After Care users are due on the day of service. There is a late fee of **5%** of the amount due for payments more than 3 days late. Payments 10 days or more in arrears will result in the dismissal of your child from the program.



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EMERGENCY INFORMATION

Name of Child: _____ DOB: _____ Age: _____
Home Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone: _____

Mother's Name: _____ Cell Phone: _____
Place of Work: _____ Work Phone: _____

Father's Name: _____ Cell Phone: _____
Place of Work: _____ Work Phone: _____

Name of a family member or friend that can be called in an **emergency**. I give permission for the following people to pick up my child if parents are not reachable.

Name: _____ Cell Phone: _____
Place of Work: _____ Work Phone: _____

Name: _____ Cell Phone: _____
Place of Work: _____ Work Phone: _____

Pediatrician's Name: _____ Phone: _____

List any allergies or health conditions: _____

The following people have permission to pick up my child at any time. This includes an emergency.

Name: _____ Phone: _____
Name: _____ Phone: _____

In EMERGENCIES requiring immediate medical attention, your child will be taken to the NEAREST HOSPITAL EMERGENCY ROOM.

Your signature authorizes the responsible person at the child care facility to have your child transported to the hospital.

Signature of Parent/Guardian: _____ Date: _____

Photo Release: I/We authorize that our child _____ may have his/her photograph taken to be used in the classroom and for Takoma Montessori website and Facebook.

Signature of Parent/Guardian: _____ Date: _____

