



Takoma Montessori School

Takomamontessori@gmail.com

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

7212 Carroll Avenue,
Takoma Park, MD 20912

Dear Prospective Parents,

Thank you for your interest in Takoma Montessori School (TMS) and congratulations on considering an education founded on the Montessori philosophy and principles of education for your child...it's a wonderful way to learn!

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. Rooted in Montessori 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. As Montessori educators, we are committed to educating the whole person. Our mission is to foster a love of learning and an understanding of the world and our interconnectedness with it.

We are a delightful small school with a very big heart and high expectations for all our children.

Children can start with us from the age of two years up to six years. We pride ourselves in building strong relationships with all our families and love sharing with you what we do. We are very cognizant of the fact that you are your child's first educator and are delighted and honored that you are considering our school for your child's education.

Our enrollment process is as follows:

1. Reach out to our administrator via email 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 office with a \$100.00 non-refundable application fee.
3. Plan a visit for your child.

Following a successful student visit and notification from the school office, a \$500 non-refundable enrollment fee is required to be submitted to reserve your child's place for the 2023-2024 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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2023-2024 TUITION SCHEDULE

Program: September 5, 2023 – June 7, 2024

Ages	Program	Amount
Ages 2-6	Half Day	\$18,000.00
10 installments	8:45 am - 11:45 am	\$1,800.00
Ages 2-6	School Day	\$22,000.00
10 Installments	8:45 am - 2:45 pm	\$2,200.00
Ages 2-6	All Day	\$23,000.00
10 Installments	8:00 am - 5:30 pm	\$2,300.00

Before Care (8:00 am – 8:45 am)	\$200.00 /month
After Care (3:00pm – 5:30 pm)	\$420.00 / month
Drop - In Before Care (8:00 am – 8:45 am)	\$20.00 per day
Drop - In After Care (3:00 pm – 5:30 pm)	\$40.00 per day

School Fee:

Application Fee: A non-refundable \$100.00 fee is required upon submitting the Application.

Enrollment Fee: A non-refundable \$500.00 enrollment fee is required to reserve your child’s place for the 2023-2024 school year.

Supply & Activity Fee: A non-refundable \$500.00 supply and activity fee is due with your first tuition payment on August 1, 2023. Payable online via Black Baud.

Administrative Fee: A non-refundable \$100.00 administrative fee is due with your first tuition payment on August 1, 2023. Payable online via Black Baud.

Tuition Payment Dates: The **10 monthly installments** are due August 2023 through May 2024 on the first of every month. Payable online through Black Baud.

Sibling Discount: TMS offers a 5% discount for siblings.



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APPLICATION 2023-2024

Requested Enrollment Date: ___/___/___

Program: September 5, 2023 - June 7, 2024

Office use only: Check # _____ Amount: _____ Date Received: _____ Staff Initials: _____

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

Please select the preferred program:

Half Day (8:45am- 11:45am) School Day (8:45am- 2:45pm) Extended Day(8:00am-5:30pm)

Child's Name: _____ Sex: ___ female ___ male

Age: _____ Birth Date: ___/___/___ Home Phone Number: ___-___-___

Address: _____

Child's Information:

Languages spoken at home: _____

Name of previous school/daycare student attended: _____

Are there any allergies, medical conditions or physical disabilities the student has?

PARENT/GUARDIAN Name: _____ Relationship to child: _____

Address _____

Profession/Employer's Name: _____

Work Address: _____

E-Mail: _____ Work Phone: ___-___-___ Cell Phone: ___-___-___

Marital Status: ___ Married ___ Single ___ Divorced ___ Widowed ___ Separated

PARENT/GUARDIAN Name: _____ Relationship to child: _____

Address _____

Profession/Employer's Name: _____

Work Address: _____

E-Mail: _____ Work Phone: ___-___-___ Cell Phone: ___-___-___

Marital Status: ___ Married ___ Single ___ Divorced ___ Widowed ___ Separated



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Child 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)

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:

1. Please describe your child in a few words. _____

2. Is your child toilet trained? Yes No
3. What are your expectations from the school? _____
4. Please tell us how you learned about TMS. _____
5. Please tell us about any skills you can share with the school community? _____



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School Contract for the 2023-2024 Academic School Year

TMS asks that each parent carefully read the following tuition and policy agreement. Have each parent living in the household sign the agreement. Your signature indicates compliance with our policies.

TMS Legal Policy & Fee Agreement

1. **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. _____

2. **Termination:** All students have a probationary period of 6 weeks 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. _____

3. **Cooperative Undertaking:** Upon signing this enrollment application, you agree along with the student to accept the full share of this responsibility, 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. _____.

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

5. **Enrollment Fee:** Upon completion of a successful student visit and notification from the school office, a \$500.00 **non-refundable** enrollment fee must be submitted to reserve your child’s place for the 2023-2024 school year. Without the enrollment fee, your child is not guaranteed placement for the 2023– 2024 school year. _____

6. **Supply & Activity Fee:** A **non-refundable** \$500.00 supply and activity fee for all students must be submitted by August 1, 2023. This fee covers all field trips/in-house field trips as well as daily snacks and supplies. Payable online through Blackbaud with first tuition payment. _____

7. **Administration Fee:** A **non-refundable** \$100.00 administration fee is to be submitted at enrollment for monthly tuition. Payable online through Blackbaud. _____

8. **Tuition Payments:** The 10 monthly installments are due August 2023 through May 2024 on the first of every month. Payable online through Blackbaud. _____



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

10. **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. _____

11. **Payment Options: Tuition** payments will be made online through BLACKBAUD TUITION. _____

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 (School 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 8:00am. Due to legal issues, staff cannot allow any student to enter the building before the opening time of 8:00am. _____

16. **After Care Late Pick Up:** After Care hours only extend to the closing time of 5:30pm. There is a fee of \$2.00 per minute (\$15.00 minimum) for any late pickups after 5:30pm. 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 three 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 After Care on early dismissal days



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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. _____

25. **Social Media:** I give Takoma Montessori School LLC permission to use my child(ren)'s photo/video/audio for the safety and promotion of its programs. _____

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

Signature of Parent/Guardian _____

Date: _____

Printed name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date: _____

Printed name of Parent/Guardian _____