

**ADMISSIONS/TUITION POLICIES
2010-2011**

Admissions Policies

1. Children admitted to St. Michael's Montessori Preschool for fall enrollment must be at least 3 years old by Sept. 1.
2. Preschool admissions follow an enrollment priority:
 - Returning preschool students;
 - Siblings of students currently attending St. Michael's Montessori Preschool and St. Michael's Lakeside School;
 - St. Michael's Church parishioners;
 - Non-parishioners.
3. For a child to be considered for admission, the school office must have on file a completed **Application**, a signed **Admissions/Tuition Policy**, and a non-refundable **Registration Fee**. An **Activity Fee** is also required.
4. The admission process may begin as soon as Sept. 1 a year prior to enrollment. The preschool recommends that parents schedule a pre-admission conference with the teacher.
5. **Families will be notified of their child's secured admission through a letter of confirmation by June 1** of the enrollment year on the application. When classes are full, the names of the additional applicants will be placed on a waiting list unless the family requests them to be removed.
6. Parents will provide the preschool with a completed **Health Care Summary** and **Record of Immunization**. The Health Care Summary must be submitted within 30 days of enrollment, or the child will be excluded from the program. Immunizations must be up-to-date, with a record of such submitted to the preschool before school starts, or the child will be excluded from the program.

Tuition Policies

1. A **non-refundable registration fee of \$100.00** must accompany each child's completed application. This fee is applied to your tuition. **Concerning a waiting list:** The \$100.00 deposit will ensure the child's placement on the school's waiting list in the event no position is available at the time of registration. The deposit will be good for the school calendar year. If the child is not enrolled because of the school's full enrollment, the deposit will be refunded.
2. An **Activity Fee of \$50** per child is due before the first day of school.
3. **Tuition is \$1575 / year for the 4 day a week program, and \$1935 / year for the 5 day a week program. Your \$100 registration fee will be applied to your tuition.** Payments are to be made starting September 2010 according to the agreement you make on your SMART Tuition contract (2, 4, or 10 payments). SMART's \$38 fee should be included with your first tuition payment. **You may also choose to pay your tuition in full by the start of the school year, in which case you will not need to enroll with SMART Tuition.**
4. One month of nonpayment will be considered delinquent. Please consult with the principal if different arrangements are necessary.
5. Full tuition payments are expected after a student has been enrolled for 30 days. In the event of a withdrawal other than an emergency case, 30 days' written notice must be given, or parents/guardians will be responsible for full tuition.

I understand and agree to the preceding policies as stated.

Child's Name

Parent/Guardian Signature

Date

Parent/Guardian Signature