



Villa Montessori

Application for Admission

Please return this form with a non-refundable \$200.00 Application Fee.

Are you a referral from one of our existing families? If so, please share their name so we can be sure to thank them and ensure that both of you receive your referral bonus!

We were referred by: _____

Child's Name: _____ Birth Date: _____

Enrollment (start date): _____ Gender: M ___ F ___

FAMILY INFORMATION

Parent/Guardian #1 Name: _____

Home Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone#: _____ Cell#: _____ Cell Carrier: _____

Work#: _____ Occupation: _____

Place of Employment: _____

Email Address: _____

Parent/Guardian #2 Name: _____

Home Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone#: _____ Cell#: _____ Cell Carrier: _____

Work#: _____ Occupation: _____

Place of Employment: _____

Email Address: _____

Does your child have any medical or special education needs that we should be aware of? If yes, please list: _____

Actions to take in case of an emergency?: _____

Does your child take any medications? Please list: _____

Have there been any changes in your family or home life recently that have affected your child? _____

Please provide any additional information about your child that may assist us: _____

ADDITIONAL PERSONS AUTHORIZED TO DROP OFF OR PICK UP YOUR CHILD

1. Name: _____
Home Phone: _____ Cell: _____
Driver's License: _____

2. Name: _____
Home Phone: _____ Cell: _____
Driver's License: _____

EMERGENCY CARE INFORMATION

Child's Doctor: _____ Office Phone _____

Hospital Preference: _____ Phone _____

Medical Insurance Provider _____

Policy# _____

In the event of the need for emergency medical care and the parent, guardian or family physician cannot be immediately contacted; I authorize the staff of Villa Montessori Preschool to seek the medical facility or physician of their choice to provide emergency care.

Signature: _____

Date: _____

EMERGENCY CONTACTS: *Must have full addresses and phone numbers.*

(People who can be called in the event we cannot reach you)

1. Name: _____

Home Phone: _____ Cell: _____

Address: _____ City: _____ State: _____ Zip: _____

2. Name: _____

Home Phone: _____ Cell: _____

Address: _____ City: _____ State: _____ Zip: _____

AGREEMENTS

1. Villa Montessori Preschool agrees to notify the parent(s)/guardian(s) whenever the child becomes ill and the parent(s)/guardian(s) will arrange to have the child picked up as soon as possible if so requested by the center.
2. The parent(s)/guardian(s) authorize Villa Montessori Preschool to obtain immediate medical care if any emergency occurs when the parent(s)/guardian(s) cannot be located immediately.
3. The parent(s)/guardian(s) agree to inform Villa Montessori Preschool within 24 hours or the next business day after the child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

Signed: _____ Date: _____

Signed: _____ Date: _____

**OFFICE USE ONLY
IDENTITY VERIFICATION**

Place of Birth	Birth Date	Birth Certificate Number	Date Issued
Other Form of Proof	Date Document Viewed	Person Viewing Documentation	

Date of notification of Local Law-Enforcement Agency (when required proof of identity is not provided.)

Emergency Contact Updates

Checked by	Date	Change	No Change

Date Child Entered Care	Date Child Left Care
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Leesburg Monthly Tuition Schedule

Toddler: 18 to 23 months

	7am – 6pm
5 days/week	\$1,935

Toddler: 24 to 35 months

	7am – 6pm
5 days/week	\$1,830

Children's House/Primary: 36 months to 6 years

	7am – 6pm
5 days/week	\$1,745

Private Kindergarten: 5 to 6 years

	7am – 6pm
5 days/week	\$1,795

- + **Registration Fee** - \$200 per child or \$300 per family due at time of enrollment annually thereafter. Kindergarten registration fee \$250 per child at time of enrollment.
- + **Summer Activity Fee** – Applied annually June 15
- + **Referrals** - both the referring and new family receive a \$200 tuition credit when the new family starts. There is no limit to the number of referral credits a family can earn!
- + 10% **Sibling** discount applied to the least expensive 5 days/week monthly tuition. Both children are required to be enrolled full-time, 5 days/week.
- + 10% discount for **active-duty & retired Military** (ID required)
- + **Kindergarten** registration fee \$300 per child at time of enrollment.

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- + *Tuitions for the month are due the 1st day of the month and processed via ACH.*
 - + *With the exception of the Referral Program, promotions, discounts, and specials cannot be combined. Each family can take advantage of the promotion that is most financially advantageous to them.*
 - + *Tuition rates and availability subject to change. Deposits secure a spot on waitlist but not the tuition rate. Tuition billed will be the rate in effect at time of child's first day.*



Enrollment Agreement

This Enrollment Agreement (the "Agreement"), effective the _____ day of _____ 20__ is between Villa Montessori Preschool ("School"), located at 1609 Village Market Blvd., SE STE 100, Leesburg, VA 20175, and _____ & _____ ("Parent(s)") and sets forth the following terms:

- Tuition is prorated for students starting after the first day of the month and is due on the student's first day.
- The School's non-refundable registration fee of \$200 per child (\$300 per Kindergartener) shall be paid annually on September 1st and at the time of initial application. Maximum of \$300 per family or \$400 if family includes a Kindergartener.
- A sibling discount of 10% is offered on the lower of the two tuitions. All students in the family must be enrolled on a full-time basis in order to take advantage of the sibling discount.
- Tuition is due on the first business day of each month and is drawn through ACH or credit card payment. A non-refundable 4% fee per credit card transaction applies. A \$50.00 late fee/NSF shall be charged for any tuition payments that are returned by the School's tuition processor. The child will not be readmitted to the program until all fees are brought to current status. If two payments are returned from the bank, a certified check or money order may be required for continuing tuition payments. If the School is compelled to take legal action to collect unpaid tuition, Parent agrees to pay the School's reasonable attorneys' fees and costs incurred.
- Fees, deposits and tuitions are not refundable or proratable for any reason including, but not limited to, holidays, illness, disease or pandemics, vacation, inclement weather days, mandated government closure, prohibitions imposed by applicable emergency orders, or "Acts of God." The School will make reasonable efforts to open in inclement weather; however, the School may choose to close at the discretion of the School's management.
- A \$ _____ deposit is due with your signed enrollment agreement to secure your child's placement and will be applied to your first month's tuition. A paid deposit is intended to hold an available spot for a mutually agreeable start date. Should your child not begin on the agreed upon start date, without prior written approval, you will forfeit your deposit.
- The School requires one full calendar month's advance written or emailed notice for all withdrawals. If notification of withdrawal is given anytime during the month, the following month's tuition will be due.
- A fee will be charged for any child not picked up before the School's closing time at the rate of \$10 per child for the first 5 minutes and an additional \$1 per child per minute thereafter. Fees for late pick-up are payable at the next billing cycle. Consistent lateness will be cause for the child's dismissal from the School.
- Class openings are limited and there may be a waiting list. To be placed on the waitlist, new families must complete and submit the Application for Admission along with a non-refundable deposit of \$250. The wait list fee will be applied to the first month's tuition and fees.
- The School provides priority enrollment to siblings of currently enrolled children. Parents on the waiting list will be notified 30 days prior to the available class opening.

- At the time of enrollment, the child shall be scheduled for specific days/hours. Changes may be made, based on availability (additional tuition may apply). Due to our classrooms having assigned schedules, we do not offer "swap" days for any days/hours missed. A 30-day notice is required for any change in your child's schedule.
- The School reserves the right to deny, cancel, sever or suspend a child's enrollment at any time if the School, in its sole discretion, deems such action to be in the best interest of the child or the School. In such event, any unused tuition may be refunded.
- Children may not attend the School while ill. Children who become ill at school must be picked up immediately (refer to the health policy as outlined in the Parent Handbook). If the child will be absent, the absence should be reported to the School by 9 a.m. of the day the child will be absent.
- Parents acknowledge and agree that representatives of the School will have access to information in their child's files. The School will treat personal information in compliance with applicable state and federal privacy laws.
- Parents acknowledge that engaging employees of the School for outside childcare services ("Outside Engagements") are not for the benefit or convenience of the School or its owners, and the School does not endorse Outside Engagements. If Parents, do engage in Outside Engagements, however, Parents agree to and hereby irrevocably release and discharge the School and their respective present or former owners, employees, officers, shareholders, directors, agents, representatives, parents, subsidiaries, affiliates, heirs, successors and assigns, in their individual and corporate capacities (the "Releasees"), from any and all claims, demands, liabilities, actions or causes of action whatsoever, arising in law or equity, whether known or unknown, which Parents have, may have or claim to have at any time in the future against the Releasees based in whole or in part on, arising out of or related to any Outside Engagements.
- Villa Montessori Preschool seeks and celebrates cultural diversity. Our school embraces the principles of observation and individual liberty to develop the full potential of every child. It is our goal to provide an environment rich in diversity for our students. Villa Montessori Preschool does not discriminate in any manner with regards to race, color, religion, sex, or national origin with respect to the admission of students, faculty, and administrative staff.

The under-signed Parents have received an executed copy of this Agreement and a copy of the Parent Manual, which includes the policies referenced above. Parents acknowledge that this Agreement is by and between Parents and Villa Montessori Preschool and supersedes any prior agreement entered into between the undersigned Parents and the School. The undersigned Parents understand the terms of this Agreement and agree to be bound by them.

Parent Signature

Date

Parent Printed Name

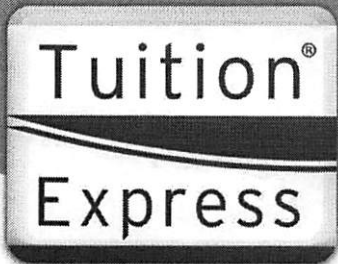
Parent Signature

Date

Parent Printed Name

School Administrator Signature

Date



Automated Payment Processing
Safe - Convenient - Easy

We are excited to offer the safety, convenience and ease of Tuition Express—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT

I (we) hereby authorize Villa Montessori to debit entries to my (our) checking or savings account, indicated below.

To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice.

Credit union members: please contact your credit union to verify account and routing numbers for automatic payments.

(Bank Account)

Form fields for: Your Name, Phone #, Address, City, State, Zip, Bank or Credit Union Name, Bank or Credit Union Address, City, State, Zip, Routing Transit Number, Account Number, Checking, Savings, Authorized Signature, Date

For Official Use Only

Form fields for: Date Received, Employee Signature



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LUNCH IS SERVED!

Easy On-Line Ordering of Nutritious Hot Lunches and Snacks!

Each lunch consists of a hot entrée, fresh fruit, and fresh vegetable with a half pint of milk.

All snacks consist of two items.

All orders include a hot lunch, morning & afternoon snack for \$6.39/day * the number of school days in the month.

Ordering Meals with Schoolhouse Grill is Easy!

1. Go to the Schoolhouse Grill web page at www.schoolhousegrill.com
2. Click on **Register**, this is in the upper right-hand corner.
3. Complete required information; establish login and password.

Full-Time (M-F) students use School Code: 32276

Part-Time (2 or 3 days/week) students use School Code: PT32276

4. Follow online instructions for student registration.



FAQ's

1. **Who is Schoolhouse Grill?**

Schoolhouse Grill helps thousands of families in Northern Virginia feed their kids, healthy nutritious lunches for Preschools, K-12, and Charter Schools. Prepared by hand, our meals are delivered fresh daily to our partners.

We focus on fresh ingredients with an emphasis on fruits and vegetables. No artificial colors, flavors, or sweeteners. To learn more about us, visit <https://schoolhousegrill.com>

2. **When is the first delivery day for lunch?**

Wednesday, September 1

3. **How far in advance can I order?**

Simply log on at <https://schoolhousegrill.com/login> to place your order. You can order a month at a time for the upcoming month and must purchase the entire month.

4. **How often do I have to order?**

Monthly for the upcoming month.

5. **What if I forget to order?**

Please don't! We will be sending out reminders. If you don't order, you will have to send lunch and snack as Villa Montessori will not have any extras and Schoolhouse will only deliver what was ordered.

6. **Can I cancel/modify?**

You must purchase a month at a time. There are no refunds after payment has been processed. There are no partial months.

7. **What is included in the daily cost?**

- Morning snack
- Hot lunch with milk
- After noon snack

8. **What options are available?**

We are happy to report that each day has three lunch choices, including vegetarian.

9. **What if I have multiple children at Villa Montessori?**

No problem! You can order for multiple children with the same account.

10. **What credit cards does Schoolhouse Grill accept?**

Visa, Mastercard, American Express, Discover

11. **When does Schoolhouse Grill bill my credit card?**

Schoolhouse Grill bills your credit card at the time your order is placed. You will receive a confirmation email confirming your order.

12. **What do I do if I do not receive a confirmation email for my order?**

Please call Schoolhouse Grill directly at 703-729-6900.

13. **Who do I call if I have questions or billing issues?**

Please call Schoolhouse Grill directly at 703-729-6900 or at info@schoolhousegrill.com.



September 2023						
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September						
4	Labor Day - Closed					
6	Back To School Night					
14-15	Community Helper Visits					
21	International Day of Peace Celebration					
27	Breakfast On The Go					

March 2024						
Su	M	Tu	W	Th	F	Sa
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March						
1	Read Across America					
15	St. Patrick's Day Celebration					
19	Persian New Year Celebration					
25	Holi Celebration					
26	Breakfast On The Go					
29	Spring Egg Hunt					

October 2023						
Su	M	Tu	W	Th	F	Sa
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October						
	Fire Truck Visit - TBD					
9	Indigenous People's Day - Closed / Prof. Dev.					
24	Breakfast On The Go					
27	Fall Picnic 5pm-7pm					

April 2024						
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April						
10	Ed Celebration					
15-19	Parent Teacher Conferences					
22	Earth Day Celebration					
23	Breakfast On The Go					
29	Teacher Appreciation Week 4/29-5/3					

November 2023						
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November						
9-16	Virtual Fall Parent Teacher Conferences					
10	Veteran's Day - Closed					
13	Diwali Celebration					
17	Thanksgiving Feast					
21-22	Grandparents Visits					
23-24	Thanksgiving - Closed					
28	Breakfast on the Go					

May 2024						
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May						
10	Mother's Day Celebration					
17	International Festival 5pm-7pm					
27	Memorial Day - Closed					
28	Breakfast On The Go					

December 2023						
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December						
8	Gingerbread Village Making / Display					
15	Cookie Exchange					
25-26	Hanukkah Celebration					
27	Christmas - Closed					
29	Kwanzaa Celebration					
	Breakfast On The Go					

June 2024						
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June						
14	Father's Day Celebration					
19	Juneleenth - Closed					
20	Kindergarten Graduation					
24	Summer Program Begins					
25	Breakfast On The Go					

January 2024						
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January						
1	New Year's - Closed					
15	Martin Luther King Jr. Day - Closed					
24	Kindergarten Information Night					
30	Breakfast On The Go					

July 2024						
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July						
4	Independence Day Closed					
30	Breakfast On The Go					

February 2024						
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February						
9	Dental Visit - TBD					
14	Lunar New Year Celebration					
	Valentine's Day					
19	President's Day - Closed / Prof. Development					
26-1	Montessori Education Week/Read Across America					
27	Breakfast On The Go					

August 2024						
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August						
16	Summer Program Ends					
19-20	In Service Days - Closed					
27	Breakfast On The Go					



September 2024						
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October 2024						
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November 2024						
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December 2024						
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January 2025						
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February 2025						
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September	
2	Labor Day - Closed
4	Back To School Night
20	International Day of Peace Celebration
26	Fall Picnic - Villa Closes at 5:00pm

October	
	Fire Truck Visit - TBD
11	Professional Development Day - Closed
14	Indigenous People's Day - Closed
24	Parent Education Night
29	Breakfast On The Go

November	
1	Diwali Celebration
11	Veteran's Day - Closed
12-18	Virtual Fall Parent Teacher Conferences
22	Thanksgiving Feast
25-27	Grandparents Visits
28-29	Thanksgiving - Closed

December	
6	Parents' Night Out
13	Cookie Exchange
16 - 20	Class Holiday Celebrations
24 - 26	Christmas - Closed
31	New Year's Eve - Closed

January	
1	New Year's Day - Closed
16	Kindergarten Information Night
20	Martin Luther King Jr. Day - Closed
28	Breakfast On The Go
29	Lunar New Year

February	
	Dental Visit - TBD
7	Parents' Night Out
14	Professional Development Day - Closed
17	President's Day - Closed
24-28	Montessori Education Week

March 2025						
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April 2025						
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May 2025						
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June 2025						
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July 2025						
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August 2025						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March	
3-7	Read Across America: Book Fair
14	Holi Celebration
17	St. Patrick's Day Celebration
20	Persian New Year Celebration
25	Breakfast On The Go
31	Eid Celebration

April	
11-17	Parent Teacher Conferences
17	Spring Egg Hunt
18	Easter - Closed
22	Earth Day Celebration
24	Parent Education Night
28-30	Teacher Appreciation Week 4/28-5/2

May	
1-2	Teacher Appreciation Week (4/28 - 5/2)
9	Mother's Day Celebration
16	International Festival 5pm-7pm
26	Memorial Day - Closed
27	Breakfast On The Go

June	
13	Father's Day Celebration
19	Juneteenth - Closed
20	Kindergarten Graduation
23	Summer Program Begins

July	
4	Independence Day Closed
29	Breakfast On The Go

August	
15	Summer Program Ends
18 - 19	In Service Days - Closed
26	Breakfast On The Go