



Application for Admission

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

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: _____

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: _____

Does your child have any medical or special education needs that we should be aware of?

If yes, please list: _____

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:

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 Montessori Kids Universe to seek the medical facility or physician of their choice to provide emergency care.

Signature: _____

Date: _____

Authorized Pick-Up List

The people listed below have authorization to pick up my child from the program. I will inform my child's director/teacher, each time a special pick-up is necessary. I understand that my child will only be released to individuals listed below if I am unavailable. I also realize that they will be required to provide proper identification each time that they arrive at the center.

Parent/Guardian #1 Signature: _____

Parent/Guardian #2 Signature: _____

Child's Name: _____

Please Print:

Name	Relation to Child	Phone
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Name	Relation to Child	Phone
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Name	Relation to Child	Phone
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Name	Relation to Child	Phone
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Name	Relation to Child	Phone
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The following people are NOI allowed to pick up my child.

PLEASE NOTE: A copy of the court decision (if applicable) for custody cases MUST be on file for the program NOT to release a child to his/her non-custodial parent.

Name	Relation to Child	Phone
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Name	Relation to Child	Phone
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Polaris Monthly Tuition Schedule

Nido/Infant

	7am – 6pm
5 days/week	\$1,850

Toddler

	7am – 6pm
5 days/week	\$1,800

Pre-Primary

	7am – 6pm
5 days/week	\$1,750

Children's House/Primary

	7am – 6pm
5 days/week	\$1,550

Extended Primary

	7am – 6pm
5 days/week	\$1,635

- + **Registration Fee** - \$200 per child or \$300 per family due at time of enrollment and annually thereafter. Extended Primary registration fee of \$250 per child at time of enrollment.
- + **Summer Activity Fee** - Applied annually on June 1
- + **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)

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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 discount 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 8999-A Gemini Parkway, Columbus, Ohio 43240, 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 (\$250 per Extended Primary) shall be paid annually on September 1st and at the time of initial application. Maximum of \$300 per family or \$350 if family includes a Extended Primary student.
- 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.
- The School will open at 7:00 a.m. and close at 6:00 p.m. A fee will be charged for any child not picked up before the School's regular 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 \$ _____.
- 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

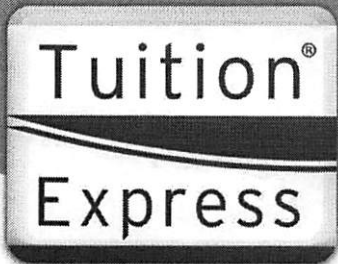
Parent Signature

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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September 2023						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

September						
4	Labor Day - Closed					
14-15	Community Helper Visits					
20	International Day of Peace Celebration					
21	Fall Picnic					
29	Breakfast on the Go!					

March 2024						
Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March						
1	Read Across America					
15	St. Patrick's Day Celebration					
19	Persian New Year Celebration					
25	Holi Celebration					
28	Breakfast on the Go!					
29	Spring Egg Hunt					

October 2023						
Su	M	Tu	W	Th	F	Sa
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29	30	31				

October						
9	Indigenous Peoples' Day - Closed / Prof. Dev.					
16-20	Virtual Parent/Teacher Conferences - Infant/Toddler					
18	Parent Education Night					
27	Trunk or Treat					
31	Breakfast on the Go!					

April 2024						
Su	M	Tu	W	Th	F	Sa
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21	22	23	24	25	26	27
28	29	30				

April						
1-5	Parent Teacher Conferences - Infant/Toddler					
10	Ed Celebration					
18	Parent Education Night					
22	Earth Day					
22-27	Parent Teacher Conferences - Primary					
29-30	Teacher Appreciation Week					
30	Breakfast on the Go					

November 2023						
Su	M	Tu	W	Th	F	Sa
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November						
6-9	Virtual Parent Teacher Conferences - Primary					
10	Veterans Day - Closed					
13	Diwali Celebration					
17	Thanksgiving Feast					
20-22	Grandparents Visits					
23-24	Thanksgiving - Closed					
30	Breakfast on the Go!					

May 2024						
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26	27	28	29	30	31	

May						
1-3	Teacher Appreciation Week					
10	Mother's Day Celebration					
24	Spring Picnic					
27	Memorial Day - Closed					
30	Breakfast on the Go!					

December 2023						
Su	M	Tu	W	Th	F	Sa
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December						
6 to 8	Gingerbread Village Making / Display					
11	Hanukkah Celebration					
15	Kwanzaa Celebration					
25-26	Christmas - Closed					
28	Breakfast on the Go!					

June 2024						
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June						
10	Summer Program Begins					
14	Father's Day Celebration					
19	June/teenth - Closed					
21	Kindergarten Graduation					
28	Breakfast on the Go!					

January 2024						
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21	22	23	24	25	26	27
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January						
1	New Year's - Closed					
15	Martin Luther King Jr. Day - Closed					
18	Extended Primary Information Night					
31	Breakfast on the Go!					

July 2024						
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July						
4	Independence Day - Closed					
20	International Festival 10am-12pm					
30	Breakfast on the Go!					

February 2024						
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February						
8	Dental Visit - TBD					
9	Art Auction					
14	Lunar New Year Celebration					
14	Valentine's Day					
19	President's Day - Closed/ Prof. Development					
23	Breakfast on the Go!					
26-29	Montessori Education Week					

August 2024						
Su	M	Tu	W	Th	F	Sa
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25	26	27	28	29	30	31

August						
14	Summer Program Ends					
15-16	In Service Days - Closed					
22	Back To School Night					
30	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
11	Back to School Night
20	International Day of Peace Celebration
26	Fall Picnic - Villa Closes at 5:00pm
27	Director's Coffee

October	
	Fire Truck Visit TBD
11	Professional Development Day - Closed
14	Indigenous Peoples Day - Closed
15-18	Infant/Toddler Parent Teacher Conferences
25	Halloween Bash
29	Parent's Night!

November	
1	Diwali Celebration
4-8	Primary Parent Teacher Conferences
11	Veteran's Day - Closed
22	Thanksgiving Feast
26	Grandparents Visits
28-29	Thanksgiving - Closed

December	
18	Hanukkah Celebration
19	Kwanzaa Celebration
20	Holiday Assembly
24-26	Christmas - Closed
31	New Year's Eve - Closed

January	
1	New Year's Day - Closed
20	Martin Luther King Jr. Day - Closed
22	Extended Primary Information Night
29	Lunar New Year

February	
	Dental Visit - TBD
6	Art Auction
13	Valentine's Day Celebrations
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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24	25	26	27	28	29	30
31						

March	
3-7	Read Across America Week
14	Holi Celebration
17	St Patrick's Day Celebration
20	Persian New Year Celebration
28	Director's Coffee
31	Eid Celebration

April	
1-4	Parent Teacher Conferences - Infant/Toddler
10	Parent's Night Out
17	Spring Egg Hunt
18	Easter - Closed
21	Earth Day Celebration
22-25	Parent Teacher Conferences - Primary

May	
1-2	Teacher Appreciation Week (4/28 - 5/2)
9	Mother's Day Celebration
22	Spring Picnic - Villa Closes at 5:00pm
26	Memorial Day - Closed
31	International Festival

June	
5	Extended Primary Graduation
9	Summer Program Begins
16	Father's Day Celebrations
19	Juneteenth - Closed

July	
4	Independence Day - Closed

August	
15	Summer Program Ends
18-19	In Service Days - Closed