

Children's Garden Montessori School
Re-enrollment 2019/20

Due February 15, 2019
Initial Payment \$1,500
(Enrollment Fee \$500
Tuition Deposit \$1,000)

Toddler Program (children 18 mo-3 years)

Placement and Enrollment policies

1. Currently enrolled children retain and have priority for their current Toddler class/time/day placement.
2. Children should be 18 months or close to by August 31 of the upcoming school year.
3. Children new to the Toddler program are placed in a class suitable to their age and development.
4. Placement requests are considered based on eligibility, availability and discretion of the school and are **not** guaranteed.
5. Wait-pools may be established if placement requests exceed class capacity.
6. New class placements or changes to placement assignments are finalized by the closing of the current school year.
7. Children turning 3 years by December 31 will move to the Primary Program at the start of the school year or by January.

Re-enroll continuing Toddler student

Child's name: _____

Children retain their current class/time/days placement.

Birth date _____ Age as of 8/31/2019 in years _____ & months _____

Current Toddler Program Mark the class your child currently attends:

AM Class	5-Day (Mon - Fri) _____	2-Day (Mon & Tue) _____	3-Day (Wed, Thu, Fri) _____
PM Class	5-Day (Mon - Fri) _____	2-Day (Mon & Tue) _____	3-Day (Wed, Thu, Fri) _____

Placement/change request

Requests for changes are rolled to wait-pools and are not guaranteed.

Notes and change of class placement request _____

Indicate order of preference:

AM Class _____	PM Class _____	5-Day (Mon - Fri) _____	2-Day (Mon & Tue) _____	3-Day (Wed, Thu, Fri) _____
8:30-11:00	12:30-3:00			

I understand and agree that

- upon receipt of a signed copy of this form and the deposits referenced herein, Children's Garden Montessori (the "school") will place child in a program and class suitable to their age and development subject to the school's discretion.
- requests for class assignments, changes and applications for new programs are considered based on eligibility, availability and school discretion and are not guaranteed.
- this form and payment of a non-refundable re-enrollment fee of \$500 **and** a tuition deposit of \$1,000* (collectively referred to as the "Initial Payment") are due February 15, 2019.
- The \$1,000 tuition deposit will be credited towards my child's tuition for the 2019/20 school year.
- if a signed copy of this form and the combined fee and tuition deposit are not received by February 15, 2019, I am relinquishing my child's enrollment for the 2019/20 academic year and nothing in this form will be binding.
- if enrollment is cancelled for any reason after I submit a signed copy of this form and the Initial Payment, I understand and agree that I will forfeit the \$1,500 Initial Payment in its entirety.
- if I decide not to re-enroll my child, I will immediately inform the school and relinquish my child's placement.
- I must execute and return an enrollment agreement and submit a tuition deposit in the amount of 20% of the 2019/20 tuition due by no later than May 1, 2019. If I fail to do so, I am relinquishing my child's enrollment for the 2019/20 school year and the Initial Payment.

*Families intending to apply for financial assistance should submit 50% of the tuition deposit or contact Admissions office for other arrangements and complete all components of the application by March 1, 2019. Details: <http://cgmontessori.com/admissions/financial-aid/>

Parent Signature

Date

Payment Enclosed _____ **OR Debit Existing Account** _____

Office Use: Date rcvd _____

OR: My child is not returning for 2019/20 school year _____ **Date:** _____