

John XXIII Montessori Children's Center

Instructions for Enrollment

I. New Children

Application Process:

Fill out a **New Child Application**, available on the website or in an *Application Packet* available at the Center. (Page 1: fill out one per family; pages 2 & 3: fill out one per child applying.) This application, along with a \$50 per child non-refundable application fee, can be mailed directly to the Center or dropped in the metal mailbox located on the wall outside the Primary classroom.

January 1: While applications are accepted throughout the year, our application process officially opens on January 1 for the upcoming academic year. New children will be given consideration for any openings available after April 2, which marks the end of the re-enrollment period for current children.

April/May: Based on available openings, parents of new applicants will be contacted in April/May to schedule a parent observation and a new child visit/interview. In the case of very young children, a second interview may be scheduled in August immediately prior to the start of the academic year.

June 1: Parents of newly accepted children will receive a letter of acceptance by June 1. Included with this letter will be an *Enrollment Packet*, which includes: 1) an **Enrollment Contract**, 2) a **Tuition Payment Agreement**, 3) an **Emergency Contact/Waiver**, and 4) an **Authorization Form**. These forms, along with a non-refundable/non-transferable tuition deposit of \$50 for Atrium and/or \$200 for the Academic Program, **must be returned to the Center within 30 days of acceptance in order to be guaranteed enrollment**. A child is considered enrolled only when the Enrollment Contract is signed and returned and the appropriate non-refundable/non-transferable tuition deposit is paid to the Center.

Late Applications: While the Center does accept applications at any time, the application fee increases to \$100 per child after August 1 of any upcoming academic year.

August 1: First tuition payments for the academic year are due by/on August 1.

September: Final rosters, directories and handbooks are distributed to enrolled families in early September.

Six-week Observation Period: As a part of the discernment process for meeting the needs of each child, the Center year begins with a six-week observation period for all new children. During this period the readiness of each new child in these unique environments is observed. We fully expect the successful integration of every newly enrolled child to our programs and make every effort toward the achievement of this goal. With the foremost goal being a positive outcome for both the child and the Center, after consultation, a family may be asked to wait until later in the year, or the following year to have their child reenter the program, or may be asked to withdraw their child from

the John XXIII MCC program. In any of these events after the six weeks, only 25% of the withdrawn child's total yearly tuition is due. Any amount paid in excess of that 25% will be refunded or, at the choice of the family, applied to reentry if applicable. In the case of reentry later in the year, tuition due will be prorated appropriate with the sessions remaining in the year.

II. Returning Children

Re-enrollment Process:

January – March: All currently-enrolled families will receive an *Enrollment Packet* in mid-January which includes: 1) an **Enrollment Contract**, 2) a **Tuition Payment Agreement**, 3) an **Emergency Contact/Waiver**, and 4) an **Authorization Form**. The re-enrollment period for current children lasts from mid-January until April 2. If there is any question regarding the status of a student's opportunity for re-enrollment, the Center will notify the family at this time.

Fill out one Enrollment Contract per child, making duplicate copies of the form as needed. Submit the **Enrollment Contract(s)** along with the three other forms included in the *Enrollment Packet* to the Center. These forms, along with a non-refundable tuition deposit of \$50 for Atrium and/or \$200 for the Academic Program, **must be returned to the Center no later than April 2.**

PLEASE NOTE that after April 2, enrollment is opened equally to all applicants on a first-come, first served basis and the Center cannot guarantee placement for a current student. While there is no application fee assessed for current children during the re-enrollment period, after April 2, returning families will have to pay the standard \$50 application fee, along with the tuition deposit, for each child they choose to re-enroll. Furthermore, after August 1, all application fees increase to \$100 per child.

A child is considered re-enrolled only when the Enrollment Contract is signed and returned and the appropriate non-refundable/non-transferable tuition deposit is paid.

Program Specifics: If there are no changes to your child(ren)'s particular program and you have talked with your child's directress/catechist in the Spring, then you can assume that your re-enrollment process is completed. **If you are interested in making a change in programs** (i.e. from Atrium to Three Morning or vice versa,) please indicate this on the top of your enrollment form and we will contact you for any necessary discussion or interviews. All changes between programs are dependent on space available. Also, whenever a child enters a new environment or program, the Six-week Observation Period applies. Please see the description of this period above, under the instructions for new children applications.

August 1: First tuition payments for the academic year are due on August 1.

September: Final rosters, directories, and handbooks are distributed to families in early September.