

# NEW WORLD MONTESSORI SCHOOL

10520 Regent Street • Los Angeles • California • 90034 • (310) 838-4044

## ENROLLMENT PROCEDURE

**APPLICATION FOR ENROLLMENT** - To enroll your child(ren) fill out and return "Application for Enrollment" . Mail it with your application fee and deposit per child to the school's address. The application fee is refundable only if your child is not accepted for enrollment. Call the school for current tuition and fees.

**CHILD'S FIRST VISIT** – After receiving your child's application. An Appointment will be made for the child and parent to visit with the Montessori the school director and the classroom before he/she to determine the readiness for the program level. This short visit also helps the child just enough familiarity with the surrounding to alleviate possible fears and yet does not provide a prolonged anticipation of the event.

**PACKET** - Upon acceptance of your child(ren) after an orientation meeting with the teacher, you will receive a Registration Packet. The registration fee and the last month's tuition are due at that time.

- Parent's School Policy Handbook ... to answer all of you questions about the day-to-day activities and policies of the school and a current calendar of events for the year.
- Registration Forms .. Enrollment Agreement, Emergency Information, Physician's Report, Immunization Card, Parent's Report, Family and Social History, Personal Report, Parent's Rights, Illness and Exclusion Policy.
- If requested: Optional Service Application Form such as Extended Day Care, Dance, Swimming, Gym and Tennis.

**WAITING LIST REGISTRATION** - Because enrollment is limited, your child will be registered on the school's waiting list if space is unavailable at the time of your application. When space becomes available priority is granted to waiting list registration.

Tuition is an annual fee applied to the school year from mid September to mid June. You can pay annually with a discount or choose to make ten installments towards the annual fee.

**Annual payment discount:** 3% on tuition if paid annually by August 15<sup>th</sup>. Discount is not applicable to extended care and for tuition less than five days.

**Payment Plan:** Ten payments. Due on the first of each month from September 1 to June 1, based on school year from mid September to mid June.

**Application Fee:** \$75.00 (non refundable)

**Annual Fall Registration:** 175.00 (non refundable)

**Deposits:** First and last installment payment along with the registration fee is required at the time of registration.



General statement of child's health

**ATTENDANCE INFORMATION:**

Why do you want your child to attend New World Montessori School?

I understand that my attendance at parent meetings, class meetings and parent conferences is an important factor in my child's development within the NWMS program. I will make every effort to attend. \_\_\_\_\_ (Initial)

If your child has had previous school experience, what is your reason for this change?

How long (years) do you plan to have your child attend?

When do you wish your child to begin?

How did you first hear of New World Montessori School?

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**A non-refundable application fee of \$75.00 must accompany this form. This fee is not applied toward any part of the tuition. In general, the class placement list is made up in the order in which applications and registration fees are received and at the discretion of the Administrator. Your name will be placed on a waiting list when enrollment is filled. New World Montessori School is a private school dedicated to academic excellence in early childhood and school age education. It is NOT a daycare center! Extended care is provided as an additional service of the school, not as its primary function. Students are accepted on a tentative basis, pending a determination of suitability of the program for the child and the ability to adjust to the group environment.**

**FOR ELEMENTARY ENROLLMENT: I understand that my obligation to pay the charges for the full academic year is unconditional and that no portion of such charges so paid or outstanding will be refunded or cancelled notwithstanding the subsequent absence, withdrawal or dismissal from the school of the above student.**

Signature of parent or guardian

Date

**The New World Montessori School admits students of any race, color, national ethnic and origin.**

**Office Use**

Application fee # _____	Date place offered: _____
Date of response: _____	Nature of response: _____
Birth Certificate Number: # _____	Date Issued: _____
Place of Birth: _____	Other : _____

