



"Committed to developing creative, confident, life-long learners"

March 5, 2012

Dear Montessori at Riverton families,

Once again, it is time to register for a new school year! We hope this year has been a rewarding and successful school year for your child. As teachers, we have found the year to be full of challenging experiences, yet one of great fulfillment for us. Enclosed, you will find all the necessary information to register your child for the 2012-2013 school year at Montessori at Riverton. Please read the registration materials carefully. Completed contracts and registration fees are due to the school by March 30, 2012, so that we can begin our planning for the 2012-2013 school year. Open enrollment for new students begins April 2, 2012.

Choosing to enroll your children at Montessori at Riverton represents a significant philosophical and financial commitment to quality education and child development, creating confident, competent, and responsible citizens to lead us into the future. You will discover that there are many occasions where you will be able to make important contributions. School socials, parent conferences, classroom observations, celebrations of life, and parent education meetings are just some of the regular opportunities for all of us to learn more about the Montessori Method and each other. We very much encourage your participation in your child's education and in all our programs.

Other opportunities to become involved include many types of volunteering. The volunteer efforts of Montessori at Riverton's families and friends are essential to the efficient and cost-effective management of the school, helping to maintain our tuition at affordable levels. Whether you drive for a field trip, share a special skill or knowledge with our students, or serve on our parent committees, you will make a real difference in the lives of all our children. How you choose to participate in making that vision a reality is, of course, entirely up to you.

We're looking forward to having you join the Montessori at Riverton family for what promises to be another great year here at our present campus.

Sincerely,

Jeff Whitehead, Director



Admission Policies & Procedures 2012-2013

Admissions and Placement

The following admission policies and criteria weigh not only a student's compatibility with a particular classroom, but also the student's and family term commitment to a Montessori education and commitment to an active school partnership.

We practice a policy of nondiscrimination on the basis of race, gender, disability, religion, and national and ethnic origin regarding the receipt and review of applications for admission. Furthermore, Montessori at Riverton makes every effort to promote diversity as a value in its curriculum and within its student body and staff. Montessori at Riverton seeks diversity, believing that a child benefits from learning with children of various backgrounds, learning styles, and inherent abilities.

We respect the right to privacy of all prospective students and families, and honor the confidentiality of all reports, records, interview information, and any other information or materials obtained as part of the admission application process.

There is a two-week probationary period for new students only, during which students are evaluated regarding the appropriateness of their placement in the school. If it is felt that the student's needs would be better met in another setting, a conference with the parents, teacher, and Directress will be called.

We welcome applications from a wide variety of students. Recognizing that each child develops in a unique way, we also recognize our limitations in meeting some highly complex or specialized learning needs. Our admissions procedure therefore factors our ability to accommodate particular students' special needs without disruption to our program in the evaluation of applications for admission. Students who have special needs that fall within our ability to address may be accepted on a provisional basis, with additional stipulations.

A Montessori education is most effective as a three-year cycle (ages 3-6, 6-9, 9-12, 12-14) and in a classroom community with a balanced ratio of ages and gender. Our admission process therefore takes into consideration the long-term educational goals of the parents as well as the balance required in the classroom.

Final placement decisions will be made by the Administration with input from parents, teachers, and records. Interviews and classroom visits by student and parents may be required before a final enrollment decision is made. The Directress's decisions will be based on the needs of the child individually and as part of the classroom community.

Toddler Admission

Children must be at least 18 months of age as of September 1 to be considered for Toddler admission. Children need not be trained in bathroom habits. This is part of the curriculum.

Early Childhood Admission

Children must be at least 3 years of age as of September 1 to be considered for Early Childhood admission. Children must be able to toilet independently. Wearing diapers or training pants (including pull-up style) is not acceptable.

Early Childhood All Day Admission

Children, ages 4 and under, will be assessed individually as to their ability to attend a full-day class. Montessori at Riverton does not provide daycare; therefore children must be able to participate in both a morning and afternoon class.

Elementary 1, Elementary 2 and Middle School Admission

Children must be 5 years 9 months old by September 1 to be considered for Elementary 1 admission. Children must be 9 years of age to be considered for Elementary 2. Children must be 12 years of age to be considered for Middle School. Placement and enrollment decisions will be based on an individual assessment of a child's ability to work in a Montessori environment, transcripts and records, and requested interviews and classroom visits.

School Hours and Attendance

No school is held on legal holidays or during school breaks. See school calendar for exact dates. The parent must have an alternate care provider for these days.

School starts **Tuesday, September 5, 2012.**

Scheduled Arrivals and Departures

	<u>Arrive</u>	<u>Depart</u>
Toddler	8:25 - 8:35 a.m.	11:30-11:35 a.m.
EC-AM	8:25 - 8:35 a.m.	11:30-11:35 a.m.
EC-PM	12:25 - 12:35 p.m.	3:30-3:35 p.m.
ECH All Day	8:25 - 8:35 a.m.	3:30-3:35 p.m.
EL1 & EL2	8:25 - 8:35 a.m.	3:30- 3:35 p.m.
MS	8:25 - 8:35 a.m.	3:30- 3:35 p.m.

If a student arrives late or departs early, a parent must sign the child in or out at the school office.

All students will be escorted to and from the cars at curbside during arrival and departure. Students should **not** be dropped off early to wait unattended at the school. Unsupervised students will be sent to the Before School Activities Program and parents will be charged the drop-in rate. After the appropriate departure time, students will be placed in the After School Activities Program and parents will be charged the daily drop-in rate.

Withdrawal

Montessori at Riverton is committed to your child's success and we offer every opportunity for your child to thrive and grow, and we work hard to insure a safe, clean, and fully equipped school for everyone. We expect our commitment to be matched by yours: signing the Enrollment Contract is your commitment to the school that you will be financially responsible for all payments according to the agreement.

If your child is a new student, during the first two weeks of the school year, you may choose to withdraw your child by providing 30 days written notice. After the first two weeks of the school year, Montessori at Riverton will not release a family from its enrollment contract, including full payment of the annual tuition, unless the withdrawal is requested by Montessori at Riverton.

Tuition, Fees, and Discounts

Upon acceptance, an enrollment package will be sent to the family. Payment of **non-refundable fees** must accompany the signed contract to continue the enrollment process.

Non Refundable Registration Fees Due at Enrollment

	New Student Fee	Materials & Book Fee	Activity Fee*	Teacher Development Fee	New Student Total Due @ Enrollment	Returning Student Total Due @ Enrollment
Toddler	\$100	\$ 40	\$0	\$75	\$215	\$115
Early Childhood	\$100	\$ 85	\$ 85	\$75	\$345	\$245
Early Childhood All Day	\$125	\$135	\$ 85	\$75	\$420	\$295
Elementary 1	\$125	\$215	\$140	\$75	\$555	\$430
Elementary 2	\$175	\$270	**	\$75	\$520	\$345
Middle School	\$175	\$375	**	\$75	\$625	\$450

* EC, ELP & EL1 take a monthly field trip. EL2 & MS take 2-4 field trips monthly.

** Activity Fee will be charged per field trip for gas and any fees associated with activity.

Enrollment is for the entire academic year (September 5, 2012 – May 31, 2013). No credit is given for days missed due to holidays, vacations, or illness. Monthly tuition payments are made to Smart Tuition Management. A service fee of \$45 will be added to the first installment.

A 5% discount is applied if entire annual tuition paid by **June 1, 2012**. A Sibling discount of 5% is applied to the tuition of any younger sibling(s).

Monthly installments are due on the 1st day of each month. A late fee of \$50.00 per month is charged for unpaid balances after the 5th of the month. An additional \$5.00 per day will be charged to any unpaid tuition until tuition is brought current. Tuition that is 30 days past due may result in termination of enrollment until payment is received. If enrollment begins during the school year, the annual tuition will be pro-rated for days remaining and the monthly installments will be adjusted accordingly.

Payment of fees and total annual tuition may be made by check or money order. Payment of monthly installments may be made by check, money order, electronic funds transfer, or credit card.

2012- 2013 Academic Year Tuition Schedule

	Annual Tuition	Paid by June 1, 2012	12 monthly installments	10 monthly installments
Toddler – 2 day	\$ 2249	\$ 2137	\$185.00	\$225.00
Toddler – 3 day	\$ 2785	\$ 2646	\$ 232.00	\$279.00
Toddler – 5 day	\$ 3963	\$ 3765	\$ 330.00	\$396.00
Early Childhood – 4 day	\$ 3213	\$ 3052	\$ 268.00	\$321.00
Early Childhood – 5 day	\$ 3749	\$ 3562	\$ 312.00	\$375.00
Early Childhood- All Day	\$ 6319	\$ 6003	\$ 527.00	\$632.00
Elementary One	\$ 6747	\$ 6410	\$ 562.00	\$675.00
Elementary Two	\$ 6962	\$ 6614	\$ 580.00	\$696.00
Middle School	\$ 7604	\$ 7224	\$ 634.00	\$723.00

Late Pick-Up Fees

Parents who arrive to pick up Toddler and Early Childhood AM children after the regular class departure time (11:35 am) will be charged a \$10 late fee per car. Parents who arrive after the regular departure time (3:35 pm) for Early Childhood All Day, PM, Elementary One, Elementary Two and Middle School will find their children in the After School Activities Program and will be billed for the daily drop in rate.

Parents who arrive to pick up children after the After School Activities departure time of 6 p.m. will be charged late fees as follows: \$5 per student, for every five minutes, or part thereof, past 6 p.m.

Before and After School Activities

Montessori at Riverton does not provide day care services, however, Before and After School activities are available for students, ages 5 and older. Before and After School Activities are structured and activities are organized for the maximum benefit of the students. The lessons of grace and courtesy which are taught and practiced during school time will also be expected during Before and After School Activities.

Students may arrive as early as 7:30 a.m. and stay after school until 6 p.m. Payment may be made on an annual basis (a.m. session \$637, p.m. session \$1275, a.m. & p.m. sessions \$1488), monthly basis (a.m. session \$80, p.m. session \$160, a.m. & p.m. session \$185) or on a daily drop-in basis (a.m. \$8, p.m. \$13, a.m. & p.m. \$15).

Parent Involvement Program

The Parent Involvement Program ("PIP") benefits the students in many ways, the most positive one being the demonstration of family involvement in the child's education. Having your child aware that you give gifts and participate in projects to enhance his/.her school is a very valuable lesson, indicating the importance you place in his/her education. PIP allows parents to participate in the classroom community, establishes friendships among families involved in school projects, and allows Montessori at Riverton to keep tuition and fees as low as possible.

Upon enrollment, each family agrees to either a \$375 donation, or 25 hours of service per year per family. Families may choose to volunteer a lesser number of hours and donate the difference (\$15 per hour). Service jobs include: helping with fund raisers, working on the grounds, assisting with the preparation of new works, being a "reading listener" for children, caring for animals during school breaks, sharing a skill or hobby, driving on field trips, coordinating box tops, coordinating scholastic books, and coordinating and helping with parties and special events.