



OFFICE USE ONLY	
APPLICATION STATUS	COMPLETE <input type="checkbox"/>
MISSING	_____
Staff 1 _____	Staff 2 _____



SCHOOL ENROLLMENT FORM 2019-2020

Dear Parents,

We are happy to have you be part of the Lake Montessori family, a community of like-minded parents looking for the best education for their children in a happy and caring environment with wonderful teachers.

Our system of education sets up the children for future success by promoting independence in the classroom with hands-on learning instruments. The Montessori Method allows children to be happy and inspired while discovering the joy of learning.

Montessori schools are highly coveted worldwide and the children of Lake County are fortunate to have this school right next to historic downtown Leesburg. This is a school that focuses on children’s overall education such as holistic values and outside the box thinking. We don’t subject young children to the stress of standardized testing. No wonder why the highest ranked countries in education have adopted more hands-on-approach learning and holistic lessons rather than providing more work packets.

Everything we do in this school is focused on the overall well-being of each child. We want to promote happiness, instill the love of learning and to prepare them for college and the real world. From selecting high-grade learning instruments and materials to teaching the children how to properly socialize with one another; everything is done to enhance the best academic and holistic education possible.

In an age of virtual communication, children must be taught how to properly talk to friends, how to apply self-respect and how to be proactive in challenging situations. Our circle time is intended to illustrate the holistic side of education such as allowing children to share how they feel about a particular lesson, practice effective public speaking, as well as mindful listening and good habits.

Unlike other schools that try to teach values and holistic learning by standing in front of the board, we model them. Just like in the real world and college, our students don’t have to raise their hands to go to the bathroom. Classrooms are composed of mixed age children of various ages, races, and religions, and we coach the children how to deal with different types of people. What an excellent way to prepare the children to interact and collaborate with various individuals, learn from older mentors and prepare them to lead by helping younger friends.

WELCOME TO THE LAKE MONTESSORI FAMILY,

*Mr. Hugo Jr.
School Principal*

Enclosed are the enrollment and Financial Agreement forms for the 2018 -2019 school year.

Please be sure to fill out the entire application.

- Student Information - Change of address, telephone numbers, emergency contacts, student pick up, medication, allergies etc.
- Financial Agreement - Please read very carefully. Keep one copy for your records.
- Medical Release - This form is mandatory for your child to attend field trips. The information you provide will be the only contact information we would have in case of an emergency while on a field trip. For this reason, the form must be completed every year.

OFFICE USE:

Student Information - Financial Agreement - Medical Release STAFFER: _____

Forms should be returned to the school office. Siblings of presently enrolled students will be given priority. Please ask in the office for an enrollment package for new students.

Outstanding balances, other than upcoming tuition and upcoming Educare payments, must be cleared when re-enrolling. If specific arrangements are required to satisfy the balance, this must be done before the application can be processed.

If you need more information about any aspect of the school or need to make special arrangements for tuition payment, please contact the office immediately. We appreciate your prompt attention for re-enrollment. We are looking forward to having your children with us again next year.



ENROLLMENT APPLICATION 2019-2020

-CONFIDENTIAL- STUDENT'S INFORMATION

STUDENT'S NAME _____

GRADE ENTERING _____ DATE OF BIRTH _____ AGE _____

SEX: MALE _____ FEMALE _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP _____ HOME PHONE _____

SIBLING INFORMATION:

Name of Sibling _____ Age _____ Name of School _____

Name of Sibling _____ Age _____ Name of School _____

GUARDIAN #1 INFORMATION:

NAME (First, Last) _____ BIRTHDATE _____

HOME ADDRESS _____ OCCUPATION _____

CITY/STATE/ZIP _____ EMPLOYER _____

HOME PHONE _____ E-MAIL ADDRESS _____

MOBILE PHONE _____ BUSINESS PHONE _____

GUARDIAN #2 INFORMATION:

NAME (First, Last) _____ BIRTHDATE _____

HOME ADDRESS _____ OCCUPATION _____

CITY/STATE/ZIP _____ EMPLOYER _____

HOME PHONE _____ E-MAIL ADDRESS _____

MOBILE PHONE _____ BUSINESS PHONE _____

EMERGENCIES

Relative or friend to be notified in case of illness or emergency, in the event a parent cannot be reached.

1. NAME: _____ RELATIONSHIP TO STUDENT: _____
HOME PHONE: _____ WORK PHONE: _____
MOBILE PHONE: _____

2. NAME: _____ RELATIONSHIP TO STUDENT: _____
HOME PHONE: _____ WORK PHONE: _____
MOBILE PHONE: _____

PERSONS AUTHORIZED TO TAKE STUDENT FROM THE SCHOOL:

PHYSICIANS

STUDENT'S DOCTOR: _____ PHONE: _____

OFFICE ADDRESS: _____

STUDENT'S DENTIST: _____ PHONE: _____

OFFICE ADDRESS: _____

A birth certificate, current immunization record and proof of a physical must be on file in the office within one week of entry into the school.

List any medication the student is taking regularly: _____ None

- **List any allergies:** _____ None

- **List any physical limitations that will prevent him/her from participating fully in school programs:** _____ None

The Lake Montessori assumes the complete information concerning any allergies, physical limitations, and other medical directions or cautions will appear on the physical examination form completed by the doctor or will be detailed in a letter from the student's doctor.

Our Programs

MONTESSORI LEVELS

Named after history's most prime exemplar of the "Universal Genius" or "Renaissance Man", Leonardo Da Vinci was regarded by many historians and scholars as an individual of "unquenchable curiosity". Our Da Vinci program models the auto-didactic curiosity in children by implementing a hands-on multicultural curriculum promoting the sciences, arts and the Discovery method pedagogy. The Da Vinci Montessori approach promotes a fun and inspiring learning environment with highly trained teachers who teach lessons in a small student-teacher ratio. Students benefit by having a personalized curriculum, a healthy snack time, uninterrupted work cycle, botany and gardening classes, physical education, art appreciation and performing arts.



MIDDLE SCHOOL

A Hybrid between Montessori and traditional, with a small but intimate feel, the middle school settings combines technology programs, drama, research projects, Montessori Field trips and a caring environment. Changes in the body, new chemicals in the brain, and the pressures of society can weigh heavily on adolescents who range from 11-13 years old. However, at Lake Montessori, we understand this tension and we embrace every stage that our students move through. We know that all stages of your child's life are important and valuable for learning, growing, and developing into who they are meant to be. The middle school years should never be written off or diminished, and our policy is that these years are critical for transitioning into high school.



HIGH SCHOOL

A combination of Florida Virtual School—two classes per semester—and personalized hands-on experience learning provided by our teachers. Each student is given their own computer and an SAT workbook for the test preparation. Lake Montessori uses FLVS accreditation system and it is in the process of receiving regional and national accreditations through NIPSA and AdvancED by May 1st 2019

**FINANCIAL AGREEMENT
TUITION AND FEES 2019-2020**

Providing a good quality education is not cheap, and it has many overhead charges. That is why we want our parents to be aware that tuition is based on a full year's tuition. In many cases, we pro-rate tuition and fees to new students that join us after the academic year commences. We encourage you to reach out to the office to discuss a payment plan or any other additional financial consideration. All modified payment plans must be signed in person at the office including verbal agreements. Please be aware that there is a new family fee and a material fee for each individual student as well as a **8% discount** if tuition is paid in full by August 9th 2019.

<u>ACADEMIC PROGRAMS</u>	<u>PRICE</u>	<u>TOTAL YEAR TUITION</u>
Primary Montessori (Ages 2.5-4 year olds)	\$630 10 Months	\$6,300
Tuition Free VPK half day (4 Year olds)	8 a.m.-11:30 a.m.	
Full Day VPK	8 a.m.- 3 p.m. \$250	
Montessori Da Vinci (K- 8 th Grade)	\$650 12 Months (June 1st 2019- May 31st 2020)	\$8,160
Montessori High School	\$680 12 Months (June 1st 2019- May 31st 2020)	\$8,160
Summer Camp 2020 (Ages 5 and up)	\$150 a week (non-students) Included ¹	

Terms of Financial Agreement

Tuition: The terms of tuition payment are as follows: Enrollment of your child obligates you to a total full year's tuition corresponding to the academic program they enroll in. An early withdrawal still binds you to a full year's tuition, payable immediately upon withdraw to our school, unless a School Official signs an exceptional release. Phasing-in, short months, vacations, and absences do not affect tuition payments. Even with scholarship, you are responsible for the full yearly tuition corresponding to your child's academic program. You must agree with our description of services, FEES, merchant agreement, and merchandise to enroll in our school. Any outstanding balance must be cleared before the beginning of school. Summer Camp 2020 is included for parents with children ages 5 and up that have submitted this enrollment. You must agree to the annual contract, including all fees and tuition, before the last day of classes of the 2018-2019 school year .

FEES: ONE-TIME REGISTRATION FEE FOR NEW FAMILIES: For families that are new to Lake Montessori, there is a one-time registration fee of \$100 that is due with the material fee upon acceptance of your child. The fee applies per family, so if a family registers multiple children, the fee remains only \$100. Returning families do not pay this registration fee. Material Fees: Material Fee is due immediately with submission of 2019-2020 school enrollment form. All re-enrolling students have an annual material fee of \$500 due in two installments. The first installment of \$250 is due in the first week in June. The second installment will be issued in January and must be paid by January 31st. 2020. New families first installment will be \$250 the first month of enrollment. Families with multiple children will be granted a month extension for each material fee per child

Late Fee payments will be charged on the 11th day at the rate of \$5 a day. You may pay the New Balance shown on your Billing Statement each month. If you do not pay the new balance in full, you agree to pay by the payment due date at least the minimum due. Your payment will be used first to pay the material/supply fee then pay the remaining tuition balance. There is a \$50 testing fee due by March 1st. 2020 for students in elementary levels and above. Lake Montessori is not responsible for registering and paying for the PSAT, SAT, and ACT college admissions test for participating students. A tardy fee of \$5 for every 5 marked late days will be included for the 2019-2010 school year.

EDUCARE (before and after care): For your convenience, fees for Educare are assessed separately from the Montessori school tuition and are based on the hours the child attends the program. The charge is \$5.50 per hour. The minimum charge within the first hour is \$5.50, and charges are assessed on an hourly basis. You may drop your child off at Educare as early as 7 a.m. There is no charge between 7:50 a.m. and when your child begins class. However, you will be charged at the regular Educare rate if your child arrives before 7:50 a.m. For example, a child dropped off at 8:05 will have no charge, while one dropped off at 7:49 am will have a \$5.50 charge.

If your child is not picked up from his Montessori class within fifteen minutes of class dismissal, they will be placed in Educare until you arrive at the regular Educare rate. Educare charges begin at 3:30 pm at \$5.50 per hour. Special consideration may be made for siblings with different dismissal times. If you are in this situation, please contact the office. The closing time for Educare is 6:00 p.m. Educare closes at 6:00 pm. Parents who arrive late will be charged \$1 per minute until the child has been picked up. ALL ACCOUNTS MUST BE IN GOOD STANDING TO USE EDUCARE & SUMMER CAMP.

¹ For those students in good financial standing to their contract agreements.

BILLING & PAYMENTS: This Agreement explains how your account will work and explains the terms that both You and Us agree to follow this account. The words “we”, “us” and “our” means Lake Montessori School and “you and ‘your” mean everyone who signs this Agreement or who is liable for payment on this account. By your use of this account, you agree to the terms of this Agreement. PROMISE TO PAY: You are responsible to pay in U.S. dollars the standard full tuition amount for each corresponding age group your child is at the beginning of the academic year. You promise to pay the monthly payment amount at the beginning of each month, no later than the first 10 days. MINIMUM PAYMENT: Your minimum payment each month will be 50% of the monthly payments for up to two months with a minimum of \$110 per student. Added to the minimum payment will be any portion of the prior month’s minimum payment not paid, late charges and charges for items returned for non-sufficient funds. If you can’t meet payment we have the right to terminate your child from our school. BILLING RIGHTS SUMMARY: In case of errors or questions about your bill- if you think your bill is wrong, or if you need more information about a transaction your bill, please submit a written statement to the office so we can look at your account. OUR RIGHTS: We reserve the right to change our form of collection and payment communication including but not limited to working with a third-party financial company. We also hold the right to charge a transaction fee at our discretion in comparison to similar business practices. In the event of any dispute between the parties concerning the terms and provisions of this agreement, the party prevailing in such dispute shall be entitled to collect from the other party all costs incurred in such dispute, including attorney’s fees.

FINANCIAL AGREEMENT

I have read, understand, and agree to the above terms and explanation for Lake Montessori TUITION, FEES, EDUCARE, BILLING & PAYMENTS.

Academic Program: _____ Monthly out-of-pocket tuition cost _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

Social Security Number and Name (PARENT): _____

**** By signing, you agree to all financial terms listed above. Please keep a copy for your records.**

NONDISCRIMINATORY POLICY

The Lake Montessori admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities accorded or made available to students of the school. It does not discriminate by race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs

ADMISSION & TERMINATION POLICY

Each student who initially enrolls at Lake Montessori School is in a two week probation. Students must wear the school uniform as directed by the administration. We carefully evaluate the child’s development and ability to blend into an everyday learning environment. The parent(s) / guardian(s) have the right to request and sign-up for interviews to discuss the progress and the re-enrollment of their child. Lake Montessori School has the right to terminate a student at any point in time if we find it is not a good fit. We often find most children will seamlessly adapt to their new surroundings. If, however, we face a scenario in which a child encounters difficulty, we will work diligently with the parents(s)/ guardian(s) to reach a solution that best supports the child’s transition. Please be aware, a conference may be required with any applicant. All accepted transfer students are placed on provisional status.

I have read and agreed the NONDISCRIMINATORY POLICY and ADMISSION & TERMINATION POLICY

Signature _____

ENROLLMENT & PERMISSION FORM



I am enrolling my child _____,
for the 2019-2020 school year at Lake Montessori:

- I am including the material/supply fee.
- I am including \$100 new family fee.
- I am including my child's **current** Immunization Record. (current students provide updates only)
- I am including my child's Birth Certificate (only new students must provide).
- I am including my child's **current** Physical (current students provide yearly updates only).
- My child has received prior schooling, and I am including or have signed a Records Release Form.
- Photographs of my child may be used in any school advertisement or publication, (website, Facebook, newspapers, magazines, postcards, television, school photos, etc.).
- I agree to come to two (2) education nights. Otherwise I consent to pay a \$50 fee per education night missed.

PARENT/GUARDIAN: _____ DATE: _____

- My child has permission to go on short field trips to locations within walking distance of the school, accompanied by a staff member. Your permission is required if your child will be staying in Educare.

PARENT/GUARDIAN: _____ DATE: _____

VOLUNTEER & EDUCATION NIGHT COMMITMENTS

Volunteering at the school is a great way to be involved in your child's world. Your involvement at the school creates relationships with the adults and children who know your child and let you become more intimate with the programs and values that the school fosters.

In order to ensure the safety of the children, we require all volunteer parents to have fingerprints retained in the office and a level two background screening through FDLE. Please contact the office for more information.

The following is a list of areas where we like to encourage parents to participate. Many activities can be tailored to suit your schedule and time capabilities. Please mark any area that interests you. If your interests are not on our list, please list them in the space marked 'other.'

- Gardening
- Books - preparing new books/repairing damaged books
- Materials - cutting paper/making copies/organizing
- In class work (Foreign Language, Reading, Recess, Lunch distribution, Art, Drama)
- Special school-wide projects (floats, parades, sets, etc.)
- Lend-A-Hand
- Field trips Other _____



Media and Photo Release



I, _____ (print name), parent/guardian of _____ (child's name), hereby grant permission to Lake Montessori Camp, employees or representatives, to take and use for photographs and digital images, videotape, audio recording or quoted remarks of my child for use in promotional or educational materials such as printed publications or materials, electronic presentations and websites pertaining to the camp.

I agree that my child's name and identity may be revealed in descriptive text or commentary in connection to the image(s).

I authorize the use of these materials indefinitely without compensation to me. All negatives, positives, print reproductions and video/audio recording belong to Lake Montessori School.

Signature of Parent/Guardian

Date

MEDICAL RELEASE

Student's Name: _____ Date: _____

A representative of Lake Montessori is hereby authorized to give consent to and employ, on my behalf, a licensed physician (M.D.) for medical treatment of my son/daughter in connection with any injury, accident, illness, or disease he or she may suffer or sustain while in their charge during the 2019-2020 school year and to obtain hospitalization if recommended by said physician.

Student's local physician: _____

Phone: _____

Medical Insurance: _____

Policy # _____

Parent or Guardian (Print): _____

Parent or Guardian Signature: _____

Address: _____

Home Phone: _____ Work Phone: _____

Emergency Phone Number: _____

Notary: _____
State: _____
County: _____

The foregoing instrument was acknowledged before me this by _____ who is personally known to me or who has produced _____ as identification and who did take an oath.

***** Please indicate any health concerns such as allergies, diet, medicines allowed to take etc., below. *****

