



School Enrollment Form 2020-2021

Enrollment for: _____ Entering Grade: _____
(Students Name)

OFFICE USE ONLY

APPLICATION STATUS: COMPLETE:

MISSING: _____

Staff 1 _____

Staff 2 _____



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 socialize with one another properly, 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 make them lead by helping younger friends.

WELCOME TO THE LAKE MONTESSORI FAMILY,

Mr. Hugo, Jr.
School Principal



Summary of Our Programs

TRADITIONAL MONTESSORI

Certified teachers guide our classes, our Montessori program models the auto-didactic curiosity in children by implementing a hands-on multicultural curriculum promoting the sciences, arts, and love of learning. The Montessori Method includes circle time (coaching), the three hours of uninterrupted work cycle in the mornings, the usage of traditional Montessori materials, and personal character building chores. The Montessori approach promotes an inspiring and fun learning environment with highly caring teachers in a small student-teacher ratio. Students benefit by having a personalized curriculum, a healthy snack time, a full range of learning instruments which include botany and gardening classes, physical education, and art components.



ADOLESCENT PROGRAM



MIDDLE SCHOOL

A Hybrid between Montessori and traditional, with a small but intimate feel, the middle school settings combine technology programs, drama, research projects, Montessori field trips, and a constant coaching environment. Our Middle School teacher holds an Adolescent Montessori certificate that weights in students' emotional state to form a rapport and provide an environment of learning, respect, and sociability among students and their teachers.

HIGH SCHOOL

The high school is accredited by two Independent Institutions ensuring academic excellence and preparation not just for college but the real world. The program is funded on the value of discipline, service, self-improvement, and social awareness. High school is a hands-on experience learning provided by our teachers with the APEX learning curriculum. Additionally, each student is given their own computer and an SAT workbook for the test preparation.



ENROLLMENT PROCESS

Enclosed are the Enrollment and Financial Agreement forms for the 2020 - 2021 school year. We are providing you with an Enrollment Checklist Form, which is a list of the Items you will need to enroll your student for the upcoming year.

The following forms are to be completed:

- ✓ Student Information Form (2 pages)
- ✓ Emergency Contact / Authorized Pick Up / Physician Contact Form (1 page)
- ✓ Medical Release Form (1 page) – **Must be notarized.** 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.
- ✓ Financial Agreement (3 pages) - **Please read very carefully. Keep one copy for your records.**
- ✓ Media & Photo Release Form / Field Trip Permission Form (1 page)
- ✓ School Enrollment Agreement Form (1 page)

Please be sure to fill out the entire application

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.

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 are looking forward to having your children join us this year.

Mission Statement

At Lake Montessori School, students receive a world-class education in a happy and caring environment with wonderful teachers.

STUDENT'S INFORMATION

STUDENT'S NAME: _____

GRADE ENTERING: _____ DATE OF BIRTH: _____ AGE _____

SEX: MALE: _____ FEMALE: _____ Ethnicity: _____

HOME ADDRESS – STREET: _____

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: _____

STUDENT'S INFORMATION (cont'd)

1. Does your child need any special accommodations? (Please attach IEP or 504 plan(s) if child has previously received services). **YES** **NO**
2. Is the child entirely toilet trained? **YES** **NO**
3. How many hours of sleep does your child receive through the night? _____ hours
4. Do you try to limit your child's sugar intake by avoiding soda's and highly processed foods?
5. Do you try to limit your child's exposure to technology by one (1) hour before going to sleep?
 YES **NO**
6. Is your child in any special group activity, such as Sunday School, Scouts, or dance classes, in which she/he regularly participates. **YES** **NO**
7. How many times has the family moved in the child's lifetime? _____
8. Primary Language Spoken at home: _____
9. For the well-being and safety of the children, are there any legal custody arrangements we need to be aware of? **YES** **NO** If **YES**, please attach any documents about child custody

10. Previous schools attended:

SCHOOL NAME	CITY LOCATED AT	GRADE COMPLETED

Signature for acknowledgement of records release from previous schools: _____

8. How well do you know about Montessori and the Montessori Method of Learning?
Please circle: (1 = a little, 5 = a lot) 1 2 3 4 5.
9. Has your child been referred to anyone for academic evaluation or special testing to diagnose a learning disability in the past? **YES** **NO**
10. Please note any additional information which you feel would be useful to us.

EMERGENCY CONTACT

Please identify a 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: _____

AUTHORIZED PERSONS TO TAKE STUDENT FROM THE SCHOOL:

PHYSICIAN CONTACT

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 School assumes that 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.

MEDICAL RELEASE

Student's Name: _____ Date: _____

A representative of Lake Montessori School 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 2020-2021 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 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. ****

FINANCIAL AGREEMENT
TUITION AND FEES 2020-2021

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 there is an **8% discount** if tuition is paid in full by August 12th, 2020.

<u>ACADEMIC PROGRAMS</u>	<u>PRICE</u>	<u>TOTAL YEAR TUITION</u>
<i>Primary Montessori</i> (Ages 2.5 - 4 years old)	\$ 630 x 10 Months	\$ 6,300.00
Half Day Voluntary Pre-K (4 Years old)	8:00 am - 11:30 am	Tuition Free
Half Day VPK + Montessori Benefit Lessons	\$ 280 x 10 Months (8:00 am – 3:00 pm)	\$ 2,800.00
<i>Montessori Da Vinci</i> K - 8 th Grade	\$650 x 12 Months (June 1st, 2020- May 31st, 2021)	\$ 7,800.00
<i>Montessori Adolescent Program</i> High School	\$685 x 12 Months (June 1st, 2020- May 31st, 2021)	\$ 8,220.00
Summer Camp 2021 (Ages 5 and up) Included ¹	\$150 a week (non-students)	

Terms of Financial Agreement

TUITION: The terms of tuition payment are as follows: Enrollment of your child obligates you to the 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 withdrawal from our school, unless a School Official signs an Exceptional Release. Phasing-in, short months, vacations, and absences do not affect tuition payments. Even with scholarships, 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 2019-2020 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.

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

Material Fees: An annual material fee of \$400 is due in two installments. The first installment of \$200 is due in the first week in June. The second installment will be issued in January and must be paid by January 31st, 2021. Families with multiple children enrolled will be granted a one-month extension.

Late payments will have a late fee assessed on the 11th day in the amount of \$5. 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 16th, 2021 for students in elementary levels and above. Lake Montessori School 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 2020-2021 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.

BILLING & PAYMENTS: This Agreement explains how your account will work and explains the terms that both You and Us agree to for this account. The words "we", "us" and "our" means Lake Montessori School and "you and 'your" means 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 in 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 either 1/10th or 1/12th of the tuition balance, depending on which program your child is enrolled in. For those receiving scholarship funds the minimum will be either 1/10th or 1/12th of the remaining balance after the expected funds have been applied. 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 these financial obligations 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 on 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 FORM

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

Students Name: _____

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 Terms of Financial Agreements set by our school. Please keep a copy for your records**

NONDISCRIMINATORY POLICY

The Lake Montessori School 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 on 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 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 agree to the NONDISCRIMINATORY POLICY and ADMISSION & TERMINATION POLICY

Signature _____

MEDIA AND PHOTO RELEASE



I, _____ (print name), parent/guardian of _____ (child's name), hereby grant permission to Lake Montessori School, employees or representatives, to take and use 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 school.

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

Signature of Parent/Guardian

Date

FIELD TRIP PERMISSION FORM

- 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: _____

SCHOOL ENROLLMENT AGREEMENTS FORM

In order to ensure our school provides a nurturing educational environment and a consistent world class education for all our students, in accordance to the different certification standards and requirements from the diverse institutions and organizations we adhere to, we ask parents and students to comply with the following policies and to agree to these terms:

1. Respect & Care to Lake Montessori School and staff: Please wear business casual attire for teacher meetings. If you would like to set up a teach meeting, please reach out to the front office staff. Teachers can make time after 3:15 pm or before school time.
 - We believe in fostering a culture of respect, so we ask that you greet our staff appropriately so together we can role model these values to our students.
2. Appropriate clothing is required by parents/guardians when picking up students. (No pajamas, tank tops, etc.)
3. For the safety of our students and staff, loud music is not permitted on campus during pick up and drop off times.
4. You must agree to read all the communication sent from our school and staff. We ask that you notify us when your contact information changes.
5. You must agree to monitor the technology in which students participate on and have a reasonable time where technology must be cut out and put away before going to bed.
6. We require all students from first grade and up, to wear a school uniform shirt by the guidelines stated in the Family Handbook.
7. While students must sign a technology and behavioral contract for each classroom, we ask that you agree to become aware of the rules and supervise the rules that are followed at home.
8. You agree to come to one of the education nights. These Education Nights will be announced during the school the year. Otherwise you consent to pay a \$25 fee for not attending the education night.
9. You understand a student cannot have more than 10 unexcused absences; otherwise they must make it up in summer school.
10. We ask that you avoid sending in junk food for lunch and make sure children are fed before coming in the mornings.
11. You agree to implement chores at home; An essential component of being a Montessori Student.
12. Unless work is a factor, or any other special circumstance, you agree to chaperone when asked to by one of our teachers.

PARENT/GUARDIAN: _____ DATE: _____

ENROLLMENT CHECKLIST

I intend to enroll my child _____, for the 2020-2021 school year at Lake Montessori School:

- I have completed the Student Information Form (2 pages)

- I have completed the Emergency Contact / Authorized Pick Up / Physician Contact Form (1 page)

- I have signed the Financial Agreement (3 pages) – **I have kept a copy for my records.**

- I have completed the Medical Release Form (1 page)

- I have completed the Media & Photo Release Form / Field Trip Permission Form (1 page)

- I have reviewed and signed the School Enrollment Agreement Form (1 page)

- I am including my child’s **current** Immunization Record. (Only provide updates)

- I am including my child’s **current** Physical. (Only provide yearly updates).