



# CHILDREN'S MANOR MONTESSORI SCHOOL

❖ 14426 Traville Garden Circle, Rockville, MD 20850 ❖ (t) 240-328-1012 ❖ (f) 240-328-1008 ❖  
❖ Web-site: [www.CMMSchool.com](http://www.CMMSchool.com) ❖ (e) [childrensmanormontessori@yahoo.com](mailto:childrensmanormontessori@yahoo.com) ❖

Student's Name \_\_\_\_\_  Male  Female Birthdate: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Name of Father/Guardian \_\_\_\_\_ Home Phone \_\_\_\_\_

Occupation of Father/Guardian \_\_\_\_\_ Work Phone \_\_\_\_\_

E-mail Address of Father/Guardian \_\_\_\_\_

Name of Mother/Guardian \_\_\_\_\_ Home Phone \_\_\_\_\_

Occupation of Mother/Guardian \_\_\_\_\_ Work Phone \_\_\_\_\_

E-mail Address of Mother/Guardian \_\_\_\_\_

Centers previously attended \_\_\_\_\_ Projected enrollment date \_\_\_\_\_

Does your child have any allergies, dietary restrictions or special medical conditions?  Yes  No

If yes, please specify \_\_\_\_\_

## CMMS OF ROCKVILLE

July 2012-June 2013: Tuition rates (per month)

PLEASE SELECT ONE OF THE FOLLOWING PROGRAMS:

### ❖ Primary Program (2-3 years old)

- 5 Half days- Monday-Friday (9:00 a.m.-12:00 p.m.).....\$770
- 2 Full days- Tuesday/Thursday (7:00 a.m.-6:00 p.m.).....\$720
- 3 Full days- Monday/Wednesday/Friday (7:00 a.m.-6:00 p.m.).....\$820
- 5 Full days- Monday-Friday (8:30 a.m.-3:30 p.m.).....\$995
- 5 Full days- Monday-Friday (7:00 a.m.-6:00 p.m.).....\$1005

### ❖ Pre-Kindergarten Program (3-6 years old)

- 5 Half days- Monday-Friday (9:00 a.m.-12:00 p.m.).....\$785
- 2 Full days- Tuesday/Thursday (7:00 a.m.-6:00 p.m.).....\$735
- 3 Full days- Monday/Wednesday/Friday (7:00 a.m.-6:00 p.m.).....\$835
- 5 Full days- Monday-Friday (8:30 a.m.-3:30 p.m.).....\$1005
- 5 Full days- Monday-Friday (7:00 a.m.-6:00 p.m.).....\$1010

### ❖ Elementary Program (Kindergarten-1<sup>st</sup> Grade)

- |   | <u>8:30 a.m.-3:30 p.m.</u> | <u>7:00 a.m.-6:00 p.m.</u> |
|---|----------------------------|----------------------------|
| <input type="checkbox"/> Kindergarten.....          | \$990                      | \$1050                     |
| <input type="checkbox"/> 1 <sup>st</sup> Grade..... | \$990                      | \$1050                     |

◆ Please note: In addition to monthly tuition, there are extra charges for:  
summer program (\$100), re-registration (\$50), supplies (varies by program),  
activities (varies by program) and textbooks (varies- only for Elementary program)

**A NON-REFUNDABLE FEE OF \$100 MUST ACCOMPANY THIS APPLICATION**

# POLICY & TUITION AGREEMENT

Please read over the policies and sign below. The Administration interprets your signature as an agreement to comply with our policies. The school reserves the right to ask any pupil to withdraw at any time, for any reason the Administration feels is sufficient (i.e. non-payment of accounts, child's inability to function appropriately in a classroom, etc. )

- 1) **TUITION:** We require payment for the **first two months of tuition with in 5 days of receiving an invoice** from CMMS, so that tuition is always paid a month in advance. Tuition is due by the fifth of every month. A late fee of \$25.00 will be charged for payments received after the fifth of the month. **Please note: We do not bill monthly for tuition. If your child does not start on the 1<sup>st</sup> or their schedule changes within the month, tuition will be pro-rated according to CMMS daily rate.**
- 2) **REGISTRATION FEES ARE NON-REFUNDABLE!**
- 3) **RETURNED CHECK FEE:** A \$25.00 processing fee will be charged for returned checks.
- 4) **ABSENTEEISM:** Full tuition must be paid regardless of absenteeism (i.e. vacations, sickness, etc.).
- 5) **PROVISIONAL PERIOD:** Students enrolled at CMMS for the first time will be given a 4 week provisional period. The student may be removed from the school program if CMMS feels that it is not or cannot meet the child's needs. A meeting with the Administration, child's teacher and parents will be held to discuss any problems and every attempt will be made to resolve any issues before any final action is taken. Please note: During the provisional period you are still required to provide the appropriate withdrawal notification as outlined below.
- 6) **WITHDRAWAL:** All parents/guardians of CMMS students enrolled in the Primary or Pre-Kindergarten programs must provide a 60 day written notice of withdrawal and are liable for tuition during this period. All parents/guardians of CMMS students enrolled in the Kindergarten-5<sup>th</sup> Grade must provide a 90 day notice of withdrawal and are liable for tuition during this period. **We do not pro-rate: tuition, supplies, activity, or textbook fees when your child is withdrawing.**
- 7) **LATE PICK-UP FEE: CARE CLOSSES AT 6:00 P.M.** If you have an extreme personal emergency and cannot pick-up your child on time, please call us as soon as you are aware of the problem. The fee for late pick-up is \$3.00 for the first five minutes, and \$1.00 per minute for every minute thereafter. Continued abuse of the 6:00 p.m. pick-up will result in the child's expulsion.  
**STUDENTS who are not enrolled in a before and after care program:** After the first five minutes, there will be a \$5.00 fee per 10 minutes.
- 8) **EMERGENCY CARE:** This applies to students who are not enrolled in a before and after care program. If once or twice a year the child must be left in daycare the fee will be \$20.00 per hour.
- 9) **HEALTH PROCEDURE:** Health records are required by law. Records must be turned in to the office on or before your child's first day. If we do not have complete records, CMMS has the right to exclude your child immediately.
- 10) **SIBLINGS:** If two or more siblings enroll in the school at the same time, the lowest tuition rate will be discounted by 5%. If the tuition rates are identical, then one of the tuition rates is discounted by 5%.
- 11) **MEDICATION:** We encourage parents to administer medication to your child prior to sending your child to school. Medical release forms must be signed by a physician before the staff will administer medication. The first dose of any medication must be administered by the parents or guardians.
- 12) **HIRING OF CMMS EMPLOYEES:** If you hire a current employee of CMMS, you will be liable for a \$2,500.00 finders fee.
- 13) **PARENT GUIDE:** I acknowledge receipt of a CMMS 'Parent Guide.' I understand that I am required to follow and abide by all policies and procedures contained in the 'Parent Guide.'

**Please note:** This registration form is good for one year from the date received. You may change your child's start date up to two times with in that year. If we do not hear from you regarding any changes and your child is not present the day they are scheduled to attend, CMMS takes this action as a notification of no longer attending (i.e. withdrawing) and your child will lose their space. You will not be held liable for withdrawal procedures until your child's first day at CMMS.

**I HAVE READ AND AGREE TO THE TERMS LISTED ABOVE:**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

Date received: \_\_\_\_\_

Confirmed by: \_\_\_\_\_

Registration:  Cash- Amt: \_\_\_\_\_  Check- Amt: \_\_\_\_\_ No.: \_\_\_\_\_