



MARYLAND MONTESSORI ACADEMY

Early Education and Child Care

The Right Step Towards The Future



Application for admission for School Year 20 – 20

NOTE: Application fee \$ 75.00 (Non – refundable)

Annual supply fee \$ 100.00 (Non – refundable) – 2 Years and above

STUDENT:

First Name Middle Name Last Name Prefer to be called

Address : _____

City : _____

State : _____

Zip code : _____

Date of Birth: _____

Sex : Male Female

Child's SSN #: _____

Level or Grade to enter _____

Centers previously attended prior to MMA?

Are there any siblings already enrolled at MMA? ____Y ____N

If yes, please list names and ages? _____

Date : _____ **Date Of Enrolment:** _____

First Day of the Child Care: _____



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Family Information

Name of father / Guardian : _____

Occupation of father / Guardian : _____

E - Mail address of father / Guardian : _____

Phone Number : _____ (H) _____ (M)

Name of Mother / Guardian : _____

Occupation of Mother / Guardian : _____

E - Mail address of mother / Guardian : _____

Phone Number : _____ (H) _____ (M)

Parents Marital Status: Married Divorced Single

If divorced, who has legal custody? : _____

May the non - Custodial parent pick up the child? Yes No

MMA must be provided with court issued custodies. Paper that clearly describe the custody arrangement any person granted custody in such papers may pick up the child during the times that person has custody and may designate other persons who are authorized to pickup child at such times, unless court papers state otherwise.

Name : _____

Address : _____

Phone : _____

Name : _____

Address : _____

Phone : _____



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20 - 20 Programs and Fees

Please select one of the following Programs: -

* **Infant Program (6 weeks – 24 months)**

* **Primary Program (2 – 3 Yrs) / * Pre – Kindergarten Program (3 - 6 years)**

| | Schedule Days | Schedule Timings | Fee |
|------------------|----------------------|-------------------------|------------|
| Program 1 | 2 Full days | 6:30 AM -6:30 PM | \$580.00 |
| Program 2 | 3 Full days | 6:30 AM -6:30 PM | \$620.00 |
| Program 3 | 3 Full days | 9:00 AM -3:00 PM | \$540.00 |
| Program 4 | 5 Full days | 6:30 AM -6:30 PM | \$880.00 |
| Program 5 | 5 Full days | 9:00 AM -3:00 PM | \$720.00 |
| Program 6 | 5 Half days | 9:00 AM -12:00 PM | \$590.00 |
| Program 7 | Infants | 6:30 AM -6:30 PM | \$1110.00 |

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 could be a reason)

1. **TUITION:** We require two week's payment as a security deposit. It is the responsibility of the parent / guardian to have tuition on or before 5th of each month. All the tuition payments must be paid on a monthly basis for the upcoming month. Tuition must be paid REGARDLESS of attendance any tuition payment received after 11:00AM on 5th of each month will be accessed a late fee \$40.00.
2. **REGISTRATION FEES ANNUAL SUPPLY 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.
5. **PROVISIONAL PERIOD:** Students enrolled at (MMA for the first time will be given a 2 week provisional period. The student may be removed from the school program if (MMA 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 attempts will be made to resolve the 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. All parents/guardians of MMA students enrolled in the infant, Pre-Primary or Pre-Kindergarten program must provide a 2 week notice of withdrawal and are liable for during this period.
7. **LATE PICK-UP FEE:** DAY CARE CLOSSES AT 6:30 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 6:30 p.m. pick-up will result in the child's expulsion. STUDENTS who are not enrolled in before and after care program, after the first five minutes, there will be a \$5.00 fee per 10 minutes.
8. **EMERGENCY DAYCARE:** 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 day care the fee will be \$20.00 per hour.

3 **10215 Guilford Rd Jessup Rd, MD 20794. (240) 294-4599 www.mmachildcare.com info@mmachildcare.com**



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- 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, MMA has the right to exclude your child immediately.
- 10. **DISCOUNTS:** Discounts cannot be used in conjunction with any other offers or discounts.
 - a. Siblings discount – 5% of the oldest one.
 - b. Military discount – 5%
 - c. Single parent discount – 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. **PARENT GUIDE:** I acknowledge receipt of a MMA 'Parent Guide.' I understand that I am required to follow and abide by all policies and procedures contained in the 'Parent Guide.'
- 13. **TERMINATION OF CHILD CARE.** Child care may be terminated by the Provider or the Parent(s) only by providing the other party with two weeks advance written notice. If the Parent(s) fails to provide two weeks advance written notice, the Parent(s) agrees to pay the regular scheduled fees for the two weeks or portion of such two weeks immediately after such notice during which the Provider had no notice of such termination. **Maryland Montessori Academy retains the right to terminate this Contract without notice for the following reasons.**
 - a. The child(ren)'s behavior is destructive, uncontrollable, violent, or threatening to the other children or staff at the care facility. This determination is made at the sole discretion of the Provider.
 - b. - A Parent's behavior is threatening or abusive to the other children or staff at the care facility.
 - c. - Child care fees are 8 days or more delinquent.
 - d. - The child(ren) is absent for 8 days or more without reasonable explanation or payment from the Parent(s).

All terminations of this type can be made effective immediately.

Parent/Guardian Initials-----

- 14. **SUBSTITUTE CHILD CARE.** If Maryland Montessori Academy is temporarily unable to provide child care services due to reasons beyond its reasonable control, Maryland Montessori Academy may, but has no obligation to, arrange for a substitute child care provider with qualifications similar to the Provider's. Maryland Montessori Academy will use its best efforts to provide the Parent(s) with reasonable advance notice of the need for such substitute care, the name of the substitute provider, and the hours that the substitute will provide care. The Provider will provide the Parent(s) with a list of substitute child care providers upon request.

Parent/Guardian Initials-----

- 15. **HOLIDAYS/VACATIONS.** Maryland Montessori Academy closes on 9 federal holidays 1.New Year day 2. MLK Day 3. President's day 4. Good Friday. 5. Memorial Day, 6.The 4th of July 7.Labor Day 8. The Thanks Giving Day and 9. Christmas day. The child care fees will not be adjusted for these federal holidays during which Maryland Montessori Academy's facility is closed. Maryland Montessori Academy **WILL NOT** follows any county closings or opening.

Parent/Guardian Initials-----

- 16. **MODIFICATION OF TERMS.** Maryland Montessori Academy shall be entitled to change any of the terms in this Contract, including but not limited to fees, by providing the Parent(s) with 2 weeks advance written notice of such changes. Child care fees will be reconsidered at the end of every year.

Parent/Guardian Initials-----

- 17. **DAMAGE TO PROPERTY.** Children are expected to treat all property located at the facility with



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respect, including but not limited to toys and furniture. The Parent(s) agrees to pay for the accidental or willful destruction of any property located at the facility, whether owned by Maryland Montessori Academy or any other person, at the replacement cost, if such destruction was, in the sole opinion of Maryland Montessori Academy, caused by the child.

Parent/Guardian Initials-----

18. **DISCIPLINE.** Maryland Montessori Academy reserves the right to discipline a child when necessary. Discipline may consist of "time-outs," setting or re-defining limits, or re-directing a child's attention. If the misbehavior continues, it may be necessary for the provider to discuss the child's behavior with the parent. We will also use positive reinforcement when a child exhibits good behavior. This will encourage the child to continue this behavior.

Parent/Guardian Initials-----

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS CHOOSE TO OPT FOR

- OPTION ONE - ONE MONTHS TUITION FREE
- OPTION TWO - \$50 OFF PER MONTH FOR TWO MONTHS

*** - You have to choose one of the options above before signing.

PRINT NAME

PRINT NAME

Signature

Date

Signature

Date

FOR OFFICE USE

Date received: _____

Confirmed by: _____

Registration: Cash Check

Amt: _____

- Health Inventory
- Medication order form
- Emergency form
- Child authorization form
- Parent Authorization
- Application
- Alternate Pickup
- Medication authorization form
- Privacy Permission

Note – \$75.00 application fee and \$100.00 annual supply fee are NON-REFUNDABLE.

2 Weeks Security Deposit is required.