**Michele’s Montessori School**

**1025 E. Wheeler St. Midland MI 48642**

**(989) 835-3999 ~ micheles.montessori@yahoo.com**

**michelesmontessorischool.com**

**2024-2025 ApplicationForm**

**$200 Non-refundable Placement/Registration Fee per child**

Dear Parents,

It’s Re-enrollment Time!! Hopefully our classroom and childcare program are going well for you and your child/children. If your family’s plan is for your child/children to attend next year’s Fall Session here at Michele’s Montessori School, please fill out and return the necessary paperwork and fees to secure their spot by the given deadline. After the deadline date, we will be opening up spots to new children from the public.

For those families who have children attending Kindergarten next year please remember, as you work to figure out your schedules, that our Before and After School Program can be used if they will be needing transportation to/from their elementary school. Our vans are filled on a first come first serve basis.

**Please contact Miss Kailia if you have any questions or concerns.**

**Deadline Information**

**We are asking that a response be made by Friday, January 26thto reserve your child’s spot. Please return the completed form along with your $200 non-refundable re-enrollment fee by this date.**

**After January 26th we will not be able to guarantee a spot for your child.**

**\*Some programs are limited in size, along with transportation availability.**

**Please Note: All spots are filled on a first come basis.**

**2024-2025 Program Tuition Costs**

Infant (6wks-1.5 yrs) AM 7:00-12:00 $620 monthly

7:00-6:00 $1135 monthly

Toddler (1.5-2.75 yrs) AM 7:00-12:00 $570 monthly

7:00-6:00 $1055 monthly

Pre-k Program I AM 9:00-12:00 $370 monthly

PM 12:30-3:30 $370 monthly (Non-Nappers only)

Pre-k Program II  AM 7:00-12:00 $545 monthly

PM 12:30-6:00 $545 monthly (Non-Nappers only)

Pre-k Program III 7:00-6:00 $815 monthly

Get Ready for Kindergarten 8:30 - 3:30 $660.00 monthly (Class Day)

7:00 - 6:00 $835.00 monthly

**Before and After School Elementary Programs**

Morning Care Only AM 7:00-8:45 $200.00

After Care Only PM 3:30 - 6:00 $235.00

Both Before and After Care $355.00

**Transportation for Kindergarten through 12 yr. olds**

Transportation spaces are limited and are on a first come basis.

$50 one way per month $100 both ways per month

**All tuition payments are monthly and are due on or before the first of every month.**

**A late charge of $40 applies if your payment arrives after the 5th of the month.**

**Program Philosophy:**

The philosophy of our school is to give every child the opportunity to grow and mature in a nurturing environment. Montessori is a method of education developed by Dr. Maria Montessori. Through this method she believed that the child develops at his or her own rate. The child’s rate of motivation to learn is encouraged through the development of their own coordination, concentration, independence, and order.

To encourage this voluntary action, the child is free to choose in a non-competitive classroom, stimulated by both older and younger children. The Montessori classroom is called the Prepared Environment. This belief allows that every object in the classroom has a specific place and purpose.

**Michele’s Montessori Policies**

**Admission**

1. Non-Discrimination Policy
   1. Michele’s Montessori School shall operate on a non-discriminatory basis and all rights and privileges of the school shall be afforded to all students.
   2. The admissions policy shall never deny students admission based on race, sex or national origin.
2. Age
   1. The Montessori Pre-k Program is open to all children ages 2.75 to 5 years.
      1. Young Children must be toilet trained.
   2. The Get Ready for Kindergarten Program is open to children ages 4.5 to 6 years.
   3. The Before and After Care Program is open to all children ages 6 to 12 years.
   4. The Toddler Program is open to children ages 18 months to 2.75 years.
   5. The Infant Program is open to children ages 6 weeks to 18 months.
3. Applications
   1. A completed application consists of the Application for Admission form and a $200 non-refundable placement/registration fee.
   2. Completed applications will be processed starting January of the year for which the application is being made. New students will be placed after the re-enrollment deadline for existing students.
4. Enrollment Contract
   1. Parents/Guardians will receive an Enrollment Contract once their application form is returned. There will be an enrollment packet to complete along with this contract that will need to be signed and returned to complete the admissions process.

**Withdraw/Dismissal Policy**

1. Parents will be notified of possible dismissal of their child for the following reasons:
   1. Non-payment of tuition for a two-month period.
      1. Suitable arrangements must be made.
      2. Reinstatement may be considered only if all payments have been made in full.
   2. Persistent disruptive behavior in the classroom or repeated acts of bodily harm to self or others.
   3. If at the conclusion of a 1-month probationary period for the new student, it appears that the student is not ready for Montessori.
2. The following steps must be implemented in order to dismiss a student:
   1. Notification by the teacher to director.
   2. Notification to the parents of the problem.
   3. Child is placed on a probation period.
   4. At the end of the probationary period, a parent-teacher conference will be held.
   5. Final termination.

**Discipline Policy**

1. Because of the unique nature and structure of the Montessori program, most children quickly become self-disciplined. Sometimes, however, there will be a need for some type of disciplinary action. A child may need to be reminded of appropriate behavior in the classroom or on the playground. Usually that will be enough. Calm and rational talking at the child’s level will help them to develop self-control.

**Snack and Lunch Procedures:**

**NO NUTS!!**

1. Snack: Snacks are provided by families and each family will be assigned multiple snack weeks throughout the year. Lists with suggestions and more details are sent home the week before. Snacks would be for the mornings and afternoons Tuesday-Thursday. You will also be asked to provide two sides for Pizza day.
2. Lunches: You are responsible for sending in a lunch for your child each day.

We have refrigerators available to store the lunches.

1. Pizza Days: Wednesday’s we will offer the option to purchase two slices of pizza from a local Pizza bakery for $3.25. You may also pay for the entire Semester for $58.50. (CASH ONLY)

**Emergency Procedures:**

In the event of a medical emergency, accident, or injury all efforts will be made to contact the parent/guardian and/or the person designated on the emergency card. If none of these people can be reached in a timely manner, a staff member will accompany the child to an appropriate emergency care facility either in a private vehicle or in an emergency vehicle. Michele’s Montessori School will not be held liable for any fees incurred in doing so. Michele’s Montessori School also assumes no financial liability in the event of any non-insured party.

**Illnesses:**

The following guidelines are adhered to in order to maintain the healthiest environment possible for all children and staff. **DO NOT** bring your child to school if he or she has any of the following symptoms.

And **please** be advised that in fairness to the staff and other children, if your child should become ill while in our care, you will be contacted and asked to take them home.

1. **Fever** of 100 F or more until it subsides for 24 hours. Medicine will not be given to control a fever. **We cannot keep any medications in the school that contain fever reducers.**
2. **Earache** until the cause has been determined by a doctor. If a child has an ear infection, the child needs to be on medication for 24 hours before returning to school.
3. **Nasal Discharge** that is thick and/or discolored (green/yellow), until it clears or the doctor gives permission for your child to return to school.
4. **Sore Throat** until redness clears and a doctor determines that is not strep throat or any other Contagious Disease. Please provide written confirmation that your child has been seen by a physician. If your child has strep throat, they must be taking an appropriate medication for 24 hours before returning to school.
5. **Persistent cough** until it stops, or the doctor gives permission for your child to return to school.
6. **Upset Stomach or Vomiting** the night before or morning of the school day. Please make sure your child has no more symptoms of this before returning to school
7. **Rash of Undetermined Cause** until doctor gives you written confirmation that is **NOT** contagious.
8. **Chicken Pox.** Parents are to notify us as soon as blisters appear. The child may return to school at the advice of your doctor.
9. **Diarrhea** the night before and/or the morning of the school day. May return after it clears or the doctor gives permission for your child to return to school.

**Non-emergency injuries or incidents or behavioral issues:**

You will be contacted by the Director or a staff member about any non-emergency injuries or incidents or behavioral issues. This contact may be made verbally, via phone call, message in Brightwheel, email or by written note. With each situation being different the Director or staff member will determine the best course of communication.

**Center’s Licensing Notebook:**

Our licensing notebook is available for your viewing during our regular business hours. This notebook is which is kept in our main office includes all licensing inspection and special investigation reports and related corrective action plans since 2010, so please ask a staff member if you wish to look it over. You can also check out the childcare licensing website at [**www.michigan.gov/michildcare**](http://www.michigan.gov/michildcare)for any reports from the previous 2 years.

**Calendar Information (Subject to change)**

We are assuming that the first day of our Fall Program will be Tuesday, August20th.

A more detailed calendar will be given out in July/early August.

Michele’s Montessori School follows the Midland Public School Schedule - with the exception of any half day schedules that may be on the MPS calendar.

Childcare for Midland Public School (MPS) Professional Development days, Breaks and weather related days will be offered for Preschool Programs II, III, Get Ready for Kindergarten – Full day, Toddler Program – Full day, and Infant Program – Full day children but advanced sign up is required for proper staffing. All other programs are welcome to attend as well with proper sign-up and will receive a $50 Drop-in Charge. Advanced call in is suggested to ensure staff arrival and that proper child to staff ratios are maintained.

The building will be closed on the following Holidays:

Labor Day

Thanksgiving Day & the Friday after

December 25th

January 1st

Good Friday

Memorial Day

July 4th

**(The building may be closed on other days around Holiday dates which will be determined by the Owner/Director or lack of sufficient children signed up for attendance.)**

A copy of the school calendar is distributed closer to the beginning of the school year with the Parent Info Letter, typically coming to you Mid-July to early August. You can also check out the calendar via the website at [www.michelesmontessorischool.com.](http://www.michelesmontesorrischool.cam.)

**A Typical Day at Michele’s Montessori School**

**(Subject to Change)**

**7:00 – 8:30 Arrivals and Breakfast**

**8:15 Begin Departures to Elementary Schools**

**8:30 – 3:30 Get Ready for Kindergarten**

**8:45 – 8:55 Story**

**9:00 – 11:30 AM Montessori Class/Childcare/Snack**

**11:30 – 12:00 Outside Time/Class Departures**

**12:00 – 12:30 Lunch**

**12:30 – 3:00 PM Montessori Class/Rest Time (12:45 - 2:45)/Snack**

**3:00 – 3:30 Outside Time/Class Departures**

**3:30 - 4:15 Children return from Elementary Schools/Snack**

**4:15 - 5:15 Outside Time for all ages/Departures**

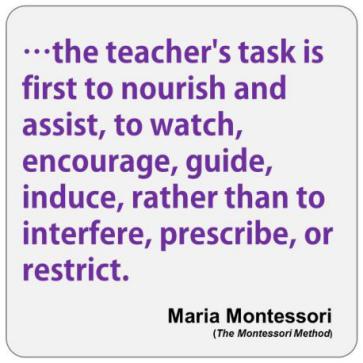
**5:15 – 5:40 Free Time/ Art/ Gross Motor/Departures**

**5:40 – 5:50 Clean-up/Departures Continue**

**6:00 Building Closes**

**(Late pick-up charge of $10 per 30mins. any time after your selected programs end time.)**

**The Application, Acknowledgment of Information and Multi-age classroom forms are on the pages following.**



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**2024 - 2025 Re-enrollment Application Form**

**$200 Non-refundable Placement/Registration Fee per child**

Child’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last First Middle

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State:\_\_\_\_\_\_\_\_\_\_\_ Zip Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex: Female\_\_\_\_\_\_ Male \_\_\_\_\_\_

Father’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please indicate with an \* next to it, any information you do not want shared with other families.**

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

**Program Preference**

Infant (6wks-1.5 yrs) \_\_\_\_\_ AM 7:00-12:00 $620 monthly

\_\_\_\_\_ 7:00-6:00 $1135 monthly

Toddler (1.5-2.75 yrs) \_\_\_\_\_ AM 7:00-12:00 $570 monthly

\_\_\_\_\_ 7:00-6:00 $1055 monthly

Pre-k Program I \_\_\_\_\_ AM 9:00-12:00 $370 monthly

\_\_\_\_\_ PM 12:30-3:30 $370 monthly (Non-Nappers only)

Pre-k Program II \_\_\_\_\_ AM 7:00-12:00 $545 monthly

\_\_\_\_\_ PM 12:30-6:00 $545 monthly (Non-Nappers only)

Pre-k Program III \_\_\_\_\_ 7:00-6:00 $815 monthly

Nap? \_\_\_\_\_ Yes \_\_\_\_\_ No

Get Ready for Kindergarten \_\_\_\_\_ 8:30 – 3:30 $660.00 monthly (Class Day)

Get Ready for Kindergarten \_\_\_\_\_ 7:00 – 6:00 $835.00 monthly

Before and After School Elementary Program

Morning Care Only \_\_\_\_\_ AM 7:00-8:45 $210.00 monthly

After Care Only \_\_\_\_\_ PM 3:30 - 6:00 $245.00 monthly

Both Before and After Care $365.00 monthly

**Transportation for Kindergarten through 12 yr. olds**

Transportation spaces are limited and are on a first come basis.

$50 one way per month $100 both ways per month

\_\_\_\_\_ Transportation is needed. What School/Teacher? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ What grade? \_\_\_\_\_\_

Please write any special requests or food allergies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return your $200.00 non-refundable placement/ registration fee per child**

**with this application in order to guarantee a spot for your child/children.**

**The forms on the back of this Application form must also be filled out and signed.**

**~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~**

Office Use Only: Date Received\_\_\_\_\_\_\_\_\_\_\_\_\_ Payment: \_\_\_\_\_\_\_\_\_\_\_

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**By signing below, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the parent/guardian of**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acknowledge that I have received written information**

**covering the areas in R. 400.8146 sub rule (1) listed below:**

**Admission and withdrawal**

**Schedule of operation – Calendar**

**Fees and policy**

**Discipline policy**

**Food service policy**

**Program philosophy**

**Daily Routine**

**Parent notification plan for accidents, injuries, incidents, and illnesses**

**Exclusion policy for child illnesses**

**Availability of Center’s licensing notebook**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/guardian Signature Date**

**~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~**

**Parental Permission of Enrollment in**

**Michele’s Montessori School’s Multi-age Program**

**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the parent/guardian of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**understand that by enrolling my child in Michele’s Montessori School at 1025 E. Wheeler St.**

**Midland, MI 48642, he/she will be in a multi-age classroom of children 6 weeks to 1.5 years of**

**age (Infant), 1.5 years to 3 years (Toddler), 2.75 years to 6 years (Pre-K), 4.5 years to 6 years**

**(GRFK), or 6 years to 12 years (Before and After). I also understand that within the daily school**

**environment and overall program, there will be times when my child will be with children 6**

**weeks to 12 years of age.**

**My signature below indicates my understanding of and permission for my child’s**

**enrollment in the above stated programs.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/guardian Signature Date**