

# Montessori Country Day School

53 Vermont Road, Sinking Spring PA 19608

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Web: [www.mcdsberks.org](http://www.mcdsberks.org) Facebook: [www.facebook.com/MCDSchool](http://www.facebook.com/MCDSchool)

## **PRESCHOOL/PRE-KINDERGARTEN/KINDERGARTEN PROGRAM** **2017–2018 SCHOOL YEAR**

**For Children Ages 2 Years 10 Months and Older, by September 1, 2017**

The Montessori classroom provides a specially prepared environment designed to encourage the child to work at an individual pace towards an understanding of the world. Activities are self-correcting and entice the child to learn through hands-on experiences. The curriculum includes language, math, practical life, and sensorial activities. Music, art, science, geography, world cultures, and computer use are also an integral part of the classroom. Gym, library, and French classes are incorporated on a weekly basis and a formal art class is offered bi-weekly (these special activities cannot be guaranteed for students choosing less than a 5 day schedule.) Special programs and field trips are held throughout the year.

In accordance with Pennsylvania regulations, our classrooms are licensed by the Department of Education. Kindergarten students must be 5 years old by October 31<sup>st</sup> of the enrolled school year. Each school district has its own age requirements and acceptance policies for 1<sup>st</sup> grade. Enrollment in our program does not guarantee 1<sup>st</sup> grade placement by your school district for the following year; parents must familiarize themselves with their school district policies.

### **2017–2018 Rates for Preschool/Pre-K/Kindergarten Programs (Staff/Child Ratio is 1:10)**

| <b>2017–18 PreS/PreK/K</b><br>(Circle Desired Program) | <b>Days</b><br>(Circle Requested Days) | <b>Hours</b>  | <b>Hourly Rate</b> | <b>10 Monthly Payments of:</b> |
|--|--|---------------|--------------------|--------------------------------|
| <b>AM Only</b>   |  |               |                    |                                |
| 2 Day AM*  | M T W Th F                             | 9:00 to 12:00 | \$12.75            | \$ 275                         |
| 3 Day AM*  | M T W Th F                             | 9:00 to 12:00 | \$12.75            | \$ 413                         |
| 5 Day AM   |  | 9:00 to 12:00 | \$ 9.20            | \$ 497                         |
| <b>PM Only</b>   |  |               |                    |                                |
| 2 Day PM   | M T W Th F                             | 1:00 to 4:00  | \$ 9.20            | \$ 199                         |
| 3 Day PM   | M T W Th F                             | 1:00 to 4:00  | \$ 9.20            | \$ 298                         |
| 5 Day PM   |  | 1:00 to 4:00  | \$ 8.19            | \$ 442                         |
| <b>AM with some PM</b>                                 |  |               |                    |                                |
| 5 Day AM + 2 Day PM                                    | M T W Th F                             | 9:00 to 4:00  | \$ 9.20            | \$ 762                         |
| 5 Day AM + 3 Day PM                                    | M T W Th F                             | 9:00 to 4:00  | \$ 9.20            | \$ 894                         |
| <b>Full Day</b>  |  |               |                    |                                |
| 2 Day AM/PM*   | M T W Th F                             | 9:00 to 4:00  | \$ 10.72           | \$ 540                         |
| 3 Day AM/PM*   | M T W Th F                             | 9:00 to 4:00  | \$ 10.72           | \$ 811                         |
| 5 Day AM/PM  |  | 9:00 to 4:00  | \$ 8.19            | \$ 1032                        |

\*Subject to limited availability

The lunch hour is included in the tuition for the 9:00 to 4:00 program.

*If you have any additional questions about the program or registering your child, please contact Cindy Rusnak, Cathy Robinson or Jamie Rusnak at 610-777-3080.*

## **Registration Fee and Payment Policies**

A \$50.00 registration fee is required to guarantee placement and must be returned with the registration form. This is NON-REFUNDABLE. All tuition payments are due on the first of the month, June 2017 and then September 2017 through May 2018. The first payment is due June 1<sup>st</sup>, 2017 and is necessary to insure placement for your child. If you choose to withdraw after making that first payment, you must do so in writing by August 1<sup>st</sup>, 2017. After receipt of the written request, the first tuition payment will be reimbursed to you. Invoices are sent home prior to the 1<sup>st</sup> of each month. Receipts must be requested from the office.

## **Additional Daycare and Lunch Hours**

Additional daycare hours are available from 7:00 to 9:00 AM, noon to 1:00 PM, and 4:00 to 6:00 PM. Students must provide a lunch from home when using the lunch hour. Prescheduled care is an additional cost of \$11.25 per hour. Drop-in care is available at a cost of \$12.50 per hour.

*Pre-scheduled daycare is daycare that has been scheduled through the office and paid for one month in advance, as part of the tuition payment. Drop-in daycare must also be scheduled through the office and paid for at the time of service. Arrangements will be made for drop-in care after staff and child ratios are considered.*

## **Specials and Non-Standard Schedules**

You are encouraged to enroll your student for 5 days per week. We find that children do best with a 5 day schedule. We do understand that for some families, a different schedule is preferred. If you choose to enroll your student for less than 5 days per week, you are encouraged to choose a standard M/W/F or T/Th Full Day schedule. While we endeavor to get every child to each special activity (library, gym, art, and French), it may not be possible when students are enrolled less than 5 days per week.

## **Half-Day Programs**

We offer two half day programs: the AM program, and the PM program. The content of our afternoon program is identical to our morning program. We use the same classrooms, materials, and teachers.

## **Sickness, Vacation and Withdrawal Policies**

**FULL TUITION IS DUE EVEN IF YOUR CHILD IS SICK OR ON VACATION.** This payment is necessary to hold your child's slot in the program. If you choose to withdraw your child from our program anytime during the school year, you will not be obligated to pay the remainder of your child's annual tuition. **YOU WILL NOT, HOWEVER, BE REFUNDED ANY PORTION OF TUITION ALREADY PAID TO THE SCHOOL.**

## **Rolling Admission**

If there is available space, children can be enrolled at any time throughout the school year. Monthly tuition rates may be different from the rates printed in the chart on this form. Tuition is based on a 180 day school year calendar. Tuition will be pro-rated depending on the time of year your child begins in the program and the number of days remaining in the school year.

## **Registration Procedures**

Please complete the attached form. Sign and submit it to the school with a non-refundable \$50.00 deposit. Thank you.

**Montessori Country Day School**  
**PRESCHOOL/PRE-KINDERGARTEN/KINDERGARTEN PROGRAM**  
**2017–2018 SCHOOL YEAR**

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

*Mother's Information*

*Father's Information:*

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

Home/Cell Phone: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_

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

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

Business Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_

**2017–2018 Rates for Preschool/Pre-K/Kindergarten Programs—Staff/Child Ratio is 1:10**

*All rates based on 180 day school year calendar. Any student starting after the first day of the school year or adding additional hours after the start of the school year will have tuition amount adjusted according to the days remaining in the year. Please circle the program you are registering your child for in the 2017–2018 school year.*

| <b>2017–18 PreS/PreK/K<br/>(Circle Desired Program)</b> | <b>Days<br/>(Circle Requested Days)</b> | <b>Hours</b>  | <b>Hourly Rate</b> | <b>10 Monthly<br/>Payments of:</b> |
|---|---|---------------|--------------------|------------------------------------|
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\*These are subject to limited availability.

The lunch hour is included in the tuition for the 9:00 to 4:00 programs.

OVER, PLEASE →

Child's Name: \_\_\_\_\_

**2017–2018 Rate for Prescheduled Daycare is \$11.25 per hour**

| <b>Daycare Times</b>   | <b>Days<br/>(Circle Desired Days)</b> | <b>List Desired Times</b> |
|--|---------------------------------------|---------------------------|
| AM CARE, 7:00–9:00 AM  | M T W Th F                            |                           |
| LUNCH CARE, 12–1:00 PM<br>(included in full day student fee) | M T W Th F                            |                           |
| PM CARE, 4:00–6:00 PM  | M T W Th F                            |                           |

Tuition is not reduced due to absence, illness, vacation, or holidays. Tuition is calculated by the number of days in the school year, not in the school month; therefore the ten monthly payments are equal and predetermined.

*Registration applications are recorded in the order that they are received. Programs are assigned in that order. If you would like to request a particular classroom or teacher, please note your request in the space provided. We will try to accommodate requests when assigning children to classrooms. However, consideration must be given to class size and the gender and age ratios in the classrooms. It is our policy, when possible, to keep returning students with their teachers. In the best interests of the children we serve, we place siblings in different classrooms.*

*First Choice Teacher Request:* \_\_\_\_\_

*Second Choice Teacher Request:* \_\_\_\_\_

***I have read and understand the registration information.***

Mother's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Father's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE RETURN THIS FORM WITH A \$ 50.00 NON-REFUNDABLE DEPOSIT. YOU WILL RECEIVE REQUIRED SCHOOL YEAR PAPERWORK FOR YOUR CHILD IN MAY 2017. THANK YOU!