

# Montessori Country Day School

53 Vermont Road, Sinking Spring PA 19608  
Phone: 610-777-3080 Email: [info@MCDSBerks.org](mailto:info@MCDSBerks.org)  
Web: [www.mcdsberks.org](http://www.mcdsberks.org) Facebook: [www.facebook.com/MCDSchool](http://www.facebook.com/MCDSchool)

## Toddler Program: 2020–2021 School Year

For Children Ages 12 Months Through 2 Years 9 Months, by September 1, 2019

The Montessori toddler classroom is designed to meet the needs of the 12-month to 33-month old child. Based on the Montessori philosophy of “learning by doing,” the materials are designed to entice the child’s senses, encouraging the toddler to explore the environment through hands-on experiences. Songs, finger plays, and socialization activities are a vital and fun part of the curriculum.

Our full day program is designed for parents who need full time care. The afternoon program includes supervised lunch period, gross motor activities, quiet time, naptime, and snack. Afternoon hours can be prearranged for one or more days of the week.

### 2020–2021 Rates for Toddler Programs—Staff/Child Ratio is 1:5

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

2020–2021 Toddler	Days**	Hours	Hourly Rate	10 Monthly Payments of:
<b>AM Only</b>				
2 Day AM*	T Th	9:00 to 12:00	\$14.33	\$ 310
3 Day AM*	M W F	9:00 to 12:00	\$14.33	\$ 464
5 Day AM		9:00 to 12:00	\$11.47	\$ 620
<b>Full Day</b>				
2 Day AM/PM*	T Th	9:00 to 4:00	\$ 10.37	\$ 523
3 Day AM/PM*	M W F	9:00 to 4:00	\$ 10.37	\$ 784
5 Day AM/PM		9:00 to 4:00	\$ 8.69	\$1095

\*These are subject to limited availability

\*\* You are encouraged to enroll your student for 5 days per week. We find that children do best with a 5-day schedule. We 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 pick either a M/W/F or a T/Th schedule. Choosing a non-standard schedule will result in a 10% tuition increase, for example, a M/T/Th or a W/F schedule.

## 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 2020 and then September 2020 through May 2021. The first payment is due June 1<sup>st</sup>, 2020 and is necessary to ensure placement for your child. If you choose to withdraw after making that 1<sup>st</sup> payment, you must do so in writing by August 1<sup>st</sup>, 2020. After receipt of the written request, the first tuition payment will be reimbursed to you. We use an online software system to post tuition charges. All families are able to access the amount due each month. We accept cash, checks, e-checks and credit cards as payment. If you choose to pay with a credit card, you will automatically be charged a 3% convenience fee per transaction. 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 \$11.50 per hour. Drop-in care is available at a cost of \$13.00 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.***

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

## Montessori Country Day School Toddler Program 2020-2021 School Year

FOR OFFICE USE ONLY	
Date received:	_____
Deposit received:	_____
Cash/Check #:	_____
Received by:	_____
[ ] Entered into school software	

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

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

Parent/Guardian Information

Parent/Guardian Information

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

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

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

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

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

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

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

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

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

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

**2020–2021 Rates for Toddler Programs—Staff/Child Ratio is 1:5**

*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 2020–2021 school year:**

<b>2020–2021 Toddler (Circle Desired Program)</b>	<b>**Days</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>10 Monthly Payments of:</b>
<b>AM Only</b>				
2 Day AM*	T Th	9:00 to 12:00	\$14.33	\$ 310
3 Day AM*	M W F	9:00 to 12:00	\$14.33	\$ 464
5 Day AM		9:00 to 12:00	\$11.47	\$ 620
<b>Full Day</b>				
2 Day AM/PM*	T Th	9:00 to 4:00	\$ 10.37	\$ 523
3 Day AM/PM*	M W F	9:00 to 4:00	\$ 10.37	\$ 784
5 Day AM/PM		9:00 to 4:00	\$ 8.69	\$1095

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

\*These are subject to limited availability.

\*\*Choosing options other than the days listed on this table will result in a 10% tuition increase.  
(Example: a M/T/Th or a W/F schedule)

OVER, PLEASE →

2020–2021 Rate for Prescheduled Daycare is \$11.50 per hour

<b>Daycare Times</b>	<b>Days</b> (Circle Desired Days)	<b>List Desired Times</b>
AM Care, 7:00–9:00 AM	M T W TH F	
Lunch Care, 12:00–1:00 PM (included in full day student fees)	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.***

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form with a \$50.00 non-refundable deposit.  
You will receive required paperwork for your child in May 2020. Thank You!