



Alexander Graham Bell Montessori School & AEHI

9300 Capitol Drive Wheeling, IL 60090 847/850-5490



2021/2022 Enrollment Information: We encourage you to set up a classroom visit for your child so they can meet their teacher before their first day. This also gives the parents a second chance to visit the school and ask additional questions. Please call the office to set up a visit. Once you've decided to enroll, please fill out the information below and submit. New families please submit your **\$100.00 non-refundable** application fee with this form. **Only one application fee is required per family.**

New student(s) _____ Returning student(s) _____
Today's Date: _____

Parent Name: _____
Last Parent #1 Parent # 2

Address: _____
Street Address City State ZIP

Parent #1 Hm: _____ Wk: _____ Cell: _____
Parent # 2 Hm: _____ Wk: _____ Cell: _____

Parent #1 E-mail: _____ Parent #2 E-mail: _____
Birthday Gender

Name (Child 1) _____
Name (Child 2) _____
Name (Child 3) _____

<u>Child 1</u>	<u>Child 2</u>	<u>Child 3</u>
Program: _____	Program: _____	Program: _____
5 Half Days	5 Half Days	5 Half Days
3 Full Days	3 Full Days	3 Full Days
4 Full Days	4 Full Days	4 Full Days
5 Full Days	5 Full Days	5 Full Days
AM CARE (Additional Charge)	AM CARE (Additional Charge)	AM CARE (Additional Charge)
PM CARE (Additional Charge)	PM CARE (Additional Charge)	PM CARE (Additional Charge)
Hot Lunch (Additional Charge after age 3)	Hot Lunch (Additional Charge after age 3)	Hot Lunch (Additional Charge after age 3)
Ethnicity: _____	Ethnicity: _____	Ethnicity: _____

Combined Household Income: ___ <\$50,000 ___ \$50-75,000 ___ \$75-100,000 ___ \$100,000 or more ___ Prefer to not respond

Parent/Guardian Name: _____ Parent/Gaurdian Signature _____

For OFFICE USE ONLY: To complete the registration process, the following forms also need to be submitted:

- _____ Birth Certificate
- _____ Parent Contract
- _____ Child Medical Form
- _____ Enrollment Card
- _____ Health & Wellness

Registration Completed on _____

Paperwork collected and reviewed by: _____

Care for 2021/22 is as follows while still under COVID rules

After Care 3:30 p.m. – 4:15 p.m. for \$150.00 per month, care purchased on a daily basis will be \$15 per day. Care hours will be extended when restrictions are lifted or at the schools discretion.

Holiday and Closed Days Care Program for 2021/22 IF AVAILABLE – COVID SUSPENDED

Our Holiday Care program is available for several days that the school is closed.

School closing days are not included in your monthly tuition installment.

The hours care will be provided are always 8:00 a.m. – 4:00 p.m.

Holiday Care will be provided at the cost of \$40.00 for half day or \$65.00 for a full day.

Charges will be added to that month's statement. In order to staff this program we must know what each family's intentions are. Notices will be provided to families when registration is available for these days.

Hot Lunch Program for Children's House and Elementary – IF AVAILABLE – COVID SUSPENDED

Hot lunch can be provided to your child at \$6.75 per day or a \$120 full-time monthly installment that will be added to your monthly invoice.

Our organic caterer, Organic Life, brings the food at 11:15 each morning. The hot food is kept in a warming box while the cold food is kept in the refrigerator the short time until mealtime. The food will be brought to the classroom at their lunch time. Children will be encouraged to eat something from each type of food. Organic whole milk will be served with lunch.

Sibling Discount

There is a 10% discount (tuition only) for second sibling enrolled in the school full time, 15% for third child, provided the parents pay tuition and care for the other child or children as well. **This also does *not* apply to fees.**

Tuition Payments

Tuition is due in ten* (10) installments beginning **July 27, 2021 and the 27th or last business day before 27th of each month thereafter until April 27, 2022.** Parents will be required to enroll in our **Automated Clearing House ACH program by providing checking account information or credit card numbers. (Credit card transactions subject to a 2.8% service charge)

Returned Check Charge There is a \$50 charge for all returned checks or returned ACH drafts.

Delinquency Policy

If a tuition draw comes back NSF or a family does not have their tuition paid by the fifth (5th) of the month, a late fee of \$50 will be assessed. On the 5th day of the month, a note will go home to the family stating that the late fee has been charged to their account and tuition will need to be paid by the 10th of the month or their child will not be allowed to return until their tuition is current, except when there are extenuating circumstances in a given month and specific arrangements have been made between the family and the school Business Administrator as to when the tuition will be paid. On the 9th of the month, a reminder phone call will be made to the family to state that their tuition needs to be paid the following day or their child cannot attend school. Once tuition is current, the child will be able to return to school.

Deposit

Enrollment at AGBMS-AEHI is considered to be a commitment for the entire school year. Staffing levels are set and other cost commitments are made based on planned annual enrollment levels. There is a \$500.00 deposit required at the time of enrolling each new student which is credited to the first month tuition. Deposit will be forfeited if not enrolled.

***Donation Collection revised - October, December, February and April**

Each family at AGBMS-AEHI is expected to participate in raising funds for our school. Each family shall donate a minimum of \$600.00 to help cover the cost of their child's education. This \$600.00 tax deductible donation will be billed to the family in 4 payments which will be due in September, November, February and April; each billing will be in the amount of \$150.00 each. Parents are also encouraged to submit donation match requests to employers.