



# Alexander Graham Bell Montessori School & AEHI

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



**2022/2023 Enrollment Information:** Once you've decided to enroll, please fill out the information below and submit. Email or call Mary Joe at maryjoe.mcnamara@agbms.org to review application and enrollment documents. New families please submit your **\$150.00 non-refundable** application fee with this form. **Only one application fee is required per family.**

New Student(s) \_\_\_\_\_ Returning Students \_\_\_\_\_

Parent Name \_\_\_\_\_ Parent Name \_\_\_\_\_

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

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Parent #1 \_\_\_\_\_

Home Phone \_\_\_\_\_ work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Parent #2 \_\_\_\_\_

Home Phone \_\_\_\_\_ work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Parent #1 \_\_\_\_\_ Parent #2 \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

Child #1 \_\_\_\_\_

Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Gender \_\_\_\_\_

Child #2 \_\_\_\_\_

Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Gender \_\_\_\_\_

Child #3 \_\_\_\_\_

Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Gender \_\_\_\_\_

Child#1 Program	Child#2 Program	Child#3 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

Ethnicity: \_\_\_\_\_ Ethnicity: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

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

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

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

- Enrollment Form
- Parent Contract
- Health & Wellness
- Child History
- Physical & Immunization Form
- Sunscreen Waiver
- Emergency Card
- ACH Form
- Bullying Acknowledgement Form
- Other

Registration Completed

On: \_\_\_\_\_

Paperwork collected and reviewed by: \_\_\_\_\_

Notes:

### **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 for 2022/23 School Year**

Tuition is due in ten\*(10) installments beginning July 26, 2022 and the 26th or last business day before 27th of each month thereafter until April 27, 2023. 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 3% service charge)

**Returned Check Charge** There is a \$100 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 third (3rd) of the month, a late fee of \$100 will be assessed. On the 4th 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 5th 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 2nd 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**

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.

Contacts for .....

Enrollment questions? [MaryJoe.McNamara@agbms.org](mailto:MaryJoe.McNamara@agbms.org)

Tuition questions? [Kim.Roscoe@agbms.org](mailto:Kim.Roscoe@agbms.org)

Curriculum questions? [Julissa.Zenteno@agbms.org](mailto:Julissa.Zenteno@agbms.org)



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education that transforms lives  
Accredited Member School