



**The New School, Inc.**  
*A Montessori Center for Children*

**Re-enrollment Information for the 2012-2013 School Year**

Dear Parents,

Thank you for being a part of our New School Montessori community during the 2011-2012 School Year. We have very much enjoyed the privilege of being a part of your children's education and lives. We also thank you for your continued support and assistance. You are the school's most important asset.

Please find enclosed the re-enrollment forms for the upcoming 2012-2013 school year. The information below will guide you through this process. Please retain this information sheet for your records, and return the enrollment contract to the school.

**Application Process**

- Please provide the requested information on the top of the first page of the re-enrollment contract. Then initial in the box next to the program to which you are applying. Please complete one form per child.
- If you are applying for fewer than 5 days per week, on the other side of the first page of the contract, please place your initials inside the box of the program and schedule to which you are applying. Please note that unless you have been grandfathered into an alternate schedule, all two-day programs are Monday and Tuesday; all three-day programs run from Wednesday to Friday; and four-day programs are flexible but are preferably on consecutive days.
- Next, please select your payment plan by placing your initials next to your preferred payment option (10-month or 12-month plan).
- The New School is a not-for-profit corporation, and as such we rely heavily on your involvement. Please place your initials next to the box indicating how many hours of volunteer time you will be required to complete. A \$10 fee for each incomplete volunteer hour will be added to your final tuition payment (April 28<sup>th</sup>).
- Please read the entire contract carefully. By signing the contract you are agreeing to abide by the terms and conditions stated within the contract and the current Parent Handbook (available on our website).
- Your enrollment contract should be submitted with a check for the appropriate deposit amount (either \$300 or \$500 depending upon the payment plan you selected). As you are a returning family, there is no application fee. Please note that this deposit is **non-refundable**.
- Re-enrollment forms are due no later than Friday, March 2<sup>nd</sup>, 2012. Our policy is to reserve spaces for our returning students before admitting new families (including those on our waiting list). It is important to submit your re-enrollment on time in order to guarantee your space. After March 2<sup>nd</sup>, we admit all late re-enrollments and new applications on a first-come, first-serve basis.

### **Sibling Discount**

Families with two children will receive a \$100 sibling discount off the annual tuition for each of their children. Families with three children will receive a \$200 discount off the annual tuition for each of their children.

### **Older Sibling Children's House Schedule**

We have instituted a new schedule for parents who have children in both our Elementary and Children's House programs. The Older Sibling schedule allows for parents to have the same 3:30pm departure time for both their Children's House and Elementary children. Safety permitting, your younger child may accompany your elementary student in carpool.

Also, if you have children in both our Elementary and the Infant/Toddler Ones or Toddler Twos Programs, you can request a 3:30pm schedule. Appropriate tuition will be set at that time. For safety reasons, your toddler may not accompany your elementary student in carpool.

### **Classroom Placement**

All classroom placements are decided by the administration. It is very important for the normalization of our classrooms to balance the demographics (especially age groups) and the total number of students enrolled in each class. Of course, we understand that parents sometimes have special requests for classroom placements (e.g. having a prior relationship with a particular teacher, etc.) All special requests must be submitted in writing using our Classroom Request Form. We strongly urge all parents with such requests to observe other classrooms before making their request. Please note that the school will do whatever it can to satisfy these requests but can make no guarantees.

### **Early Drop-off and After-School Fees**

The fees for the before and after-school care are as follows:

#### **Early Drop-Off (7:30am – 8:30am)**

Under 24 months - **\$7.80/hr**

Over 24 months - **\$5.20/hr**

#### **Late Pick-Up (4:30pm – 6:00pm)**

Under 24 months - **\$7.80/hr**

Over 24 months - **\$5.20/hr**

#### **Extended Class Hours (12:00pm – 4:30pm – for children not on a 4:30 schedule)**

Under 24 months - **\$9.80/hr**

Over 24 months - **\$7.20/hr**

### **Notice of Nondiscriminatory Policy**

The New School Inc. does not discriminate on the basis of race, gender, religion, or ethnic or national origin in the administration of its educational programs, admissions and hiring policies, or any other rights, privileges, or other school-related activities made available to the students and families at the school.

### **Tuition Assistance**

The school offers need-based tuition assistance for families who qualify. To find out more about this program, please visit our website at [www.montessoricenter.org](http://www.montessoricenter.org).

Please feel free to contact the school if you have any questions. You may also refer to the website for more information on program descriptions, enrollment procedures, and tuition. We look forward to continuing to serve you and your children in the future.



Date Received	Process Date	Filed By
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**The New School, Inc.**  
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**Re-Enrollment Contract for the 2012-2013 School Year**

I wish to re-enroll my child in the New School Montessori Center for the 2012-2013 School year.

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

**Please place your initials in the appropriate box below.**

Check Box	Programs	Tuition Rates and Annual Fees
	<b>Half Day Infant</b> <i>(6 weeks to 12 months)</i> <b>8:30am to 12:00pm (M-F)</b>	<b>\$7,050.00 Total</b>
	<b>Full Day Infant</b> <i>(6 weeks to 12 months)</i> <b>8:30am to 4:30pm (M-F)</b>	<b>\$11,550.00 Total</b>
	<b>Half Day Toddler Ones</b> <i>(12 months to 24 months)</i> <b>8:30am to 12:00pm (M-F)</b>	<b>\$6,750.00 Total</b>
	<b>Full Day Toddler Ones</b> <i>(12 months to 24 months)</i> <b>8:30am to 4:30pm (M-F)</b>	<b>\$11,100.00 Total</b>
	<b>Half Day Toddler Twos</b> <i>(24 months to 36 months)</i> <b>8:30am to 12:00pm (M-F)</b>	<b>\$6,450.00 Total</b>
	<b>Full Day Toddler Twos</b> <i>(24 months to 36 months)</i> <b>8:30am to 4:30pm (M-F)</b>	<b>\$10,350.00 Total</b>
	<b>Half Day Children's House</b> <i>(3 years to 6 years)</i> <b>8:30am to 12:00pm (M-F)</b>	<b>\$5,640.00 Total</b>
	<b>Extended Day Children's House</b> <i>(3 years to 6 years)</i> <b>8:30am to 3:00pm (M-F)</b>	<b>\$7,800.00 Total</b>
	<b>Elementary Sibling Children's House</b> <i>(3 years to 6 years)</i> <b>8:30am to 3:30pm (M-F)</b>	<b>\$8,250.00 Total</b>
	<b>Full Day Children's House</b> <i>(3 years to 6 years)</i> <b>8:30am to 4:30pm (M-F)</b>	<b>\$9,150.00 Total</b>
	<b>Lower Elementary</b> <i>(6 years to 9 years)</i> <b>8:30am to 3:30pm (M-F)</b>	<b>\$8,600.00 Total</b>
	<b>Upper Elementary &amp; Middle School</b> <i>(9 years to 12 years)</i> <b>8:30am to 3:30pm (M-F)</b>	<b>\$9,100.00 Total</b>

## Part-Time Schedules

If you are enrolling your child for **fewer than 5 days per week**, please place your initials in the appropriate box below:

### Infant Program

Two-Day Schedule		Three-Day Schedule		Four-Day Schedule	
<b><u>Half Day Program</u></b> (8:30am – 12:00pm)		<b><u>Half Day Program</u></b> (8:30am – 12:00pm)		<b><u>Half Day Program</u></b> (8:30am – 12:00pm)	
\$3,290.00 Total	<input type="text"/>	\$4,935.00 Total	<input type="text"/>	\$5,992.50 Total	<input type="text"/>
<b><u>Full Day Program</u></b> (8:30am – 4:30pm)		<b><u>Full Day Program</u></b> (8:30am – 4:30pm)		<b><u>Full Day Program</u></b> (8:30am – 4:30pm)	
\$5,390.00 Total	<input type="text"/>	\$8,085.00 Total	<input type="text"/>	\$9,817.50 Total	<input type="text"/>

### Toddler Ones Program

Two-Day Schedule		Three-Day Schedule		Four-Day Schedule	
<b><u>Half Day Program</u></b> (8:30am – 12:00pm)		<b><u>Half Day Program</u></b> (8:30am – 12:00pm)		<b><u>Half Day Program</u></b> (8:30am – 12:00pm)	
\$3,150.00 Total	<input type="text"/>	\$4,725.00 Total	<input type="text"/>	\$5,737.50 Total	<input type="text"/>
<b><u>Full Day Program</u></b> (8:30am – 4:30pm)		<b><u>Full Day Program</u></b> (8:30am – 4:30pm)		<b><u>Full Day Program</u></b> (8:30am – 4:30pm)	
\$5,180.00 Total	<input type="text"/>	\$7,770.00 Total	<input type="text"/>	\$9,435.00 Total	<input type="text"/>

### Toddler Twos Program

Two-Day Schedule		Three-Day Schedule		Four-Day Schedule	
<b><u>Half Day Program</u></b> (8:30am – 12:00pm)		<b><u>Half Day Program</u></b> (8:30am – 12:00pm)		<b><u>Half Day Program</u></b> (8:30am – 12:00pm)	
\$3,010.00 Total	<input type="text"/>	\$4,515.00 Total	<input type="text"/>	\$5,482.50 Total	<input type="text"/>
<b><u>Full Day Program</u></b> (8:30am – 4:30pm)		<b><u>Full Day Program</u></b> (8:30am – 4:30pm)		<b><u>Full Day Program</u></b> (8:30am – 4:30pm)	
\$4,830.00 Total	<input type="text"/>	\$7,245.00 Total	<input type="text"/>	\$8,797.50 Total	<input type="text"/>

## Children's House Program

Two-Day Schedule	Three-Day Schedule	Four-Day Schedule
<b><u>Half Day Program</u></b> <i>(8:30am – 12:00pm)</i>	<b><u>Half Day Program</u></b> <i>(8:30am – 12:00pm)</i>	<b><u>Half Day Program</u></b> <i>(8:30am – 12:00pm)</i>
\$2,632.00 Total	\$3,948.00 Total	\$4,794.00 Total
<b><u>Extended Day Program</u></b> <i>(8:30am – 3:00pm)</i>	<b><u>Extended Day Program</u></b> <i>(8:30am – 3:00pm)</i>	<b><u>Extended Day Program</u></b> <i>(8:30am – 3:00pm)</i>
\$3,640.00 Total	\$5,460.00 Total	\$6,630.00 Total
<b><u>Older Sibling Program</u></b> <i>(8:30am – 3:30pm)</i>	<b><u>Older Sibling Program</u></b> <i>(8:30am – 3:30pm)</i>	<b><u>Older Sibling Program</u></b> <i>(8:30am – 3:30pm)</i>
\$3,850.00 Total	\$5,775.00 Total	\$7,012.50 Total
<b><u>Full Day Program</u></b> <i>(8:30am – 4:30pm)</i>	<b><u>Full Day Program</u></b> <i>(8:30am – 4:30pm)</i>	<b><u>Full Day Program</u></b> <i>(8:30am – 4:30pm)</i>
\$4,270.00 Total	\$6,405.00 Total	\$7,777.50 Total

**Important Note:** If your child is of Kindergarten age, you must first request administrative approval before enrolling your child in fewer than 5 days. We also strongly advise for all Kindergarten children to be enrolled in at least an Extended Day program in order to enhance and reinforce their academic skills.

## Payment Plans

The New School offers two payment plans for your convenience. Please indicate which plan best fits your needs by placing your initials in the margin next to the appropriate box.

### 12-Month Plan

Your tuition payments will begin on May 28, 2012 and will end on April 28, 2013. This option requires a **\$300.00 non-refundable** deposit with the submission of this form.

### 10-Month Plan

Your tuition payments will begin on July 28, 2012 and will end on April 28, 2013. This option requires a **\$500.00 non-refundable** deposit with the submission of this form.

The deposits for these plans are considered as part of your 2012-2013 tuition. Therefore, the deposit will be deducted from your annual tuition bill. Please note that re-enrollment deposits are **non-refundable** as part of your commitment for the school year.

## Volunteer Requirement

The number of volunteer hours is dependent on how many children you have enrolled in the school. If you are unable to fulfill this obligation, \$10.00 for each hour of incomplete volunteer time will be added to your last tuition statement (April 28<sup>th</sup>).

I have **one child** enrolled in the school and agree to complete a total of **10 hours** of volunteer time during the school year.

I have **two children** enrolled in the school and agree to complete a total of **15 hours** of volunteer time during the school year.

I have **three children** enrolled in the school and agree to complete a total of **20 hours** of volunteer time during the school year.

## Tuition and Billing Information

By signing this contract, you acknowledge and agree to the following:

- Tuition payments must be made on the 28<sup>th</sup> of each month (or within 5 days of receiving your invoice).
- A five-day grace period will follow the due date. If payments are received after the grace period, a \$15 fee will be charged to your account.
- No relief from the obligation to pay the full amount of your tuition shall be granted except as stated under the terms of withdrawal.
- If your child is absent from the program for illness, vacation, or other reasons, you agree to continue to pay tuition.
- The New School cannot guarantee the ability to switch the days your child attends in the event of either a scheduled or non-scheduled absence.
- The New School reserves the right to reject your application if your current account is not up to date.
- If you leave the classroom or playground later than when you clock out, you may be charged the hourly rate for this time.

## Withdrawal

If you decide to withdraw your child from The New School, a **30-day written notice** must be submitted to the Head of School using the Withdrawal Request Form. You are responsible for tuition payments **30 days** after the New School receives your Withdrawal Request Form. Please note that the re-enrollment deposit is **non-refundable** regardless of the reason for departure.

**Medical**

Children must be in good health and free of communicable diseases each day he or she attends the school. Parents who may be inaccessible during the day must have contingency plans in place to have their child picked up in the event their child becomes ill.

All medicine provided to the school by parents must be within the expiration date, in the original container, handed directly to a teacher or administrator, and be accompanied by clear, written instructions. If the school has medicine for a child from the prior school year, parents must re-date and sign the medical permission form. Please refer to the Parent Handbook for more detailed information regarding our medical policies.

**Emergency Contact Forms**

You will be required to fill out a new emergency contact form and submit it to the school before the beginning of the 2012-2013 school year.

If **any** contact information changes during the year, parents must inform the school immediately.

**Notice of Nondiscriminatory Policy**

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Please note that **all** responsible parties for tuition must sign this agreement.

**I understand that upon signing this contract, I agree to abide by the policies and procedures of the New School Montessori Center, Inc., as stated in the Parent Handbook and as set forth above.**

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date