



Pewaukee Lake Montessori Academy

(owned and operated by Global Montessori Inc.)

Mailing Address: 7448 Pleasant Rd.

Waterford, WI 53185

262-290-0595

www.pewaukeelakemontessori.org

Admission Process

- All prospective parents are required to come for a school tour, accompanied by the child. We will set up a date and time that is mutually convenient. To schedule an appointment please call Toni Schneider, School Administrator at 262-290-0595.
- After the school tour the parents will be invited to attend the school while the class is in session to observe the children at work. We ask that you sit and watch quietly as this can be very disruptive to the environment.
- Following the observation, the parents will be given an enrollment packet to take home and review. If you are interested in enrolling your child call the school and tell us your anticipated start date and then send in your enrollment documents listed below along with the required deposit.

Please send in the following: (You can mail it to the address listed above or bring them in to the school.)

- Signed Enrollment Contract
- A \$100 deposit is required with the enrollment form. If you change your mind about enrolling your child prior to the start date the deposit is non refundable. If your child starts on the contracted date, the deposit will be applied towards the first months tuition.
- A \$75.00 supply fee which is non refundable
- Photocopy of birth certificate
- Authorization form for alternative pick-ups with photo
- Photo consent form
- Emergency medical treatment form
- Vaccination and health records

PLMA welcomes all children. We do not discriminate with respect to race, creed, color, national origin, gender, age, religion or physical ability.

Enrollment Contract 2011/2012

Child's Name: _____

Age: _____

This is a 9-month contract valid from September 1, 2011 to May 31, 2012.

Programs

Toddler	20 - 24 month	2,3,4 or 5 days
Pre Primary	24 - 36 months old	3,4 or 5 days
Primary	3 and 4 year olds	4 or 5 days
Kindergarten	5 and year olds	5-7 hour days

Our school is open from 6:30 a.m. to 5:30 p.m.

All children will need to bring a bag lunch and we will provide milk and water.

The number of hours you choose to enroll your child must include the academic portion of the day which is 8:30 to 12:30 for children ages 20 months to 4 years, and 8:30 to 3:30 for children who are 5 and enrolling in the kindergarten program.

Please circle the number of days and hours you are enrolling your child for.

Number of days	4 hours	7 hours	8 hours	9 hours	10 hours	11 hours
two	\$230	\$275	\$310	\$345	\$375	\$395
three	\$325	\$385	\$440	\$495	\$535	\$560
four	\$420	\$495	\$565	\$635	\$680	\$710
five	\$490	\$585	\$660	\$740	\$760	\$795

Days of Attendance

Arrival Time

Departure Time

Monday

Tuesday

Wednesday

Thursday

Friday

Pewaukee Montessori Academy (GMI) accepts all children. We do not discriminate with respect to color, national origin, gender, age, religion or physical ability.

Child care when school is not in session: For days when school is not in session child care is available upon request, for an additional fee of 5.00 per hour. You will receive an email with a sign up deadline date. (see the school calendar)

Child care: If you require occasional child care or extra days the charge will be \$5.00 per hour payable when the child is dropped off.

Late Pick up Fees: A fee of \$1.00 per minute will be charged after your contracted pick up time. Therefore if you are suppose to pick up your child at 5:00 and you pick up your child at 5:05, you will be charged \$5.00. Late fees must be paid at time of pick up and will not be billed. Please call us if you are going to be late

Discounts: Though we are not affiliated with the Church of the Resurrection, we offer a 10% courtesy discount for church members. Confirmation of membership is required by the church pastor.

Family Tuition Discount: 10% discount for second child and 50% discount for subsequent children.

*Each family is eligible for only one discount. If you are a church member and you receive the 10% discount you will not get an additional sibling discount.

Tuition Policy: PLMA has a 9-month academic program and a 3 month summer program. We divide the year for families who either do not want their child to attend school in the summer or who only want to attend a few weeks. Families who need care all summer may sign up for all the weeks available and will receive a 10 % discount.

The 9 month academic program is based on a full year's tuition which has been divided into 9 equal monthly payments for your convenience. **They are not monthly charges.**

Payments are billed on the 1st of the month beginning September 1 and ending May 1. **A \$25 late fee** is billed for tuition payments arriving on the 3rd or later. Tuition is not refunded or pro-rated due to absences caused by illness, vacations, withdrawal, dismissal, or otherwise. If the tuition check is later than 7 days after the first of the month your child will not be permitted to return to the school until the payment has been received.

Returned checks are subject to a \$25 service fee.

Withdrawal: This agreement may be terminated by the parent upon 60 day written notice to the school. Parents will be responsible for payment of tuitions and fees for sixty days following the director receiving the written notice of withdrawal. Parent agrees that withdrawal or dismissal of their child after the execution of this agreement, whether as a result of accident, transfer, relocation due to parent's occupation, financial difficulty, sickness, disciplinary action, disagreement with teaching style, school policies, or otherwise, does not relieve the parent of the responsibility of fulfilling the school's tuition policy.

Dismissal by PLMA: The school reserves the right to discharge, at any time, any child, who, in the opinion of the director and their teacher is not benefiting from the instruction or whose behavior is detrimental to the school program. Withdrawal is not undertaken unless the school can see that it is in the best interest of the student, and/or the classroom. We the parents and student agree to support all PLMA, rules as outlined in the Parent Handbook.

PLMA reserves the right to require withdrawal of a student in situations including but not limited to the following:

- a) Repeated or serious violations of the schools rules.
 - b) Serious academic problems;
 - c) If a student's influence is considered harmful or undesirable;
 - d) For any breach of this enrollment contract; or
 - e) If any material information contained in the Application for Admission is false.
- PLMA, also reserves the right to require a student to withdraw for medical or psychological reasons. The final decision will be made by the school director.

Student's Full Name _____
Nickname: _____
Date of birth: _____ Sex: _____
Telephone number _____
Address: _____
Email Address _____
Mother: _____
Mother's Occupation: _____
Work Phone Number: _____
Cell Phone: _____
Father: _____
Father's Occupation: _____
Work Phone Number: _____
Cell Phone: _____
Names and ages of siblings: _____

Doctor's Name _____ Phone Number _____
Doctors Address: _____
Dentists Name _____ Phone Number _____
Preferred Hospital in the case of Emergency (only if there is time for a choice otherwise
the child will be transported to the closest facility)

Emergency Contacts List, Name 3

Persons Authorized to Pick Up Your Child Other than Parents: (We need a photo of this
person on file.)

About Your Child

How does your child interact with other children?

Is your child permitted to participate in household activities, such as dish washing,
clothes folding?

At what age was your child toilet trained?

Does your child have any allergies or sensitivities?

What is their reaction?

Does your child take any daily medication? (You must fill out a form for us to administer it, this includes epipens)

Describe your child's general health:

Describe your child's eating habits:

What foods are typically eaten for breakfast?

How much television does you child watch on a daily basis?

How frequently do you read to your child?

Does your child rest well at night?

Has you child had previous group experience? (Please describe)

Does your child experience separation anxiety when you leave him/her with a babysitter?

AGREEMENTS (Please initial the following if you agree)

____ The parent/guardian gives authorization for the child to participate in school's activities and field trips.

____ PLMA, agrees to notify the parent/guardian whenever the child becomes ill and the parent/guardian will arrange to have the child picked up as soon as possible.

____ The parent/guardian authorizes PLMA to obtain immediate medical care if any emergency occurs when he/she cannot be located immediately. I understand that all medical and emergency transportation payments are my responsibility.

____ Enrollment is for the full year from September to June. Parents agree to the set yearly tuition and school schedule.

____ I understand that individuals on the transportation list are authorized by me to pick up my child. I understand that my child cannot be released to any individual who has not been authorized. If that person is not recognized by the staff they will be asked to present photo identification.

____ I give my permission to have my child photographed for publicity purposes.

____ A health form signed by my physician with evidence of a physical within one year of attendance date, vaccination records, and a copy of my child's birth certificate will be brought in on my child's first day of school.

____ I have read the Parent Handbook and agree with the policies set by PLMA.

Enrollment: We the parents hereby enroll our child for the 2011-2012 school year, starting September 2011 in the PLMA program indicated above, under the terms of this contract. A non refundable \$100 deposit and \$75 supply fee is included with this contract to secure a space in the school.

Your child will be enrolled in the program selected when the school receives the completed and signed Enrollment Contract and the Enrollment Deposit and provides a confirmation copy of this contract. Enrollment of any child in a selected program is subject to prior teacher or administrative approval.

**Please make checks payable to:
Global Montessori Inc.**

The undersigned agrees to pay the annual tuition, for curricular and Before and After School Care programs as set forth in the this tuition schedule for the applicable program.

Dated: _____

By: _____

(Signature of Parent or Guardian)

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