



# Franklin Country Day Montessori School

For office use

Date Received	School Year	\$50 Application	\$300 Enrollment	\$400/\$250 Mat/Act
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Child's Name		Sex Male Female	Date of Birth
Home Address			
Home Phone	Previous Day Care/ School Experience	Have you taken a tour of Franklin? yes no	
Is your child toilet trained? yes no Children in 3-6 year old classes must be completely toilet trained and independent in the use of the bathroom.	Please indicate any medical concerns and/or allergies that may affect your child's care.		

<p><b>Select Program</b></p> <input type="checkbox"/> Toddlers (2 year olds) - 3 days (Tuesday, Wednesday, Thursday)	<p><b>Select Calendar</b></p> <input type="checkbox"/> Traditional Year (through mid June)	<p><b>Select Hours</b></p> <input type="checkbox"/> 7:30 - 12:00 <input type="checkbox"/> 9:00 - 12:00
<input type="checkbox"/> Toddlers (2 year olds) - 5 days (Monday through Friday)	<input type="checkbox"/> Expanded Year (through mid July)	<input type="checkbox"/> 7:30 - 3:00 <input type="checkbox"/> 9:00 - 3:00
<input type="checkbox"/> Early Childhood/Kindergarten - 3 days (T, W, TH available for 3 year olds only)	Additional Hours \$10 per hour. No drop-ins from 1- 3 p.m.	<input type="checkbox"/> 7:30 - 6:00 <input type="checkbox"/> 9:00 - 6:00
<input type="checkbox"/> Early Childhood/Kindergarten - 5 days (Monday through Friday)		3 year olds nap from 1:00 - 2:30 p.m.

The Maryland State Department of Education requires children enrolled in Kindergarten to be 5 years old by September 1st. The Franklin Schools' exception policy allows children who are 5 by October 15th to enroll in kindergarten. Exceptions for children who turn 5 by December 31st will be granted if formal assessment demonstrates capabilities warranting early admission. Written requests for early admission should be submitted to the Head of Schools by November 1st.

Father's Name	Occupation
Place of Employment	Work Phone

Mother's Name	Occupation
Place of Employment	Work Phone

Marital Status (circle one) single    married    divorced    separated    widowed	Custody Concerns? yes    no
Names and ages of siblings	

This form must be accompanied with a \$50 non-refundable application fee. The \$300 non-refundable annual enrollment fee and \$400 materials & activities fee (\$250 for toddlers) is due upon acceptance of your child.

I have read and understand the Procedures and Policies on the back of this application.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_



## Enrollment Procedures and Policies

We urge you to visit The Franklin Schools before submitting an application; a visit is worth a thousand words. Please call first so we can be sure a member of our staff is available to discuss your needs and answer your questions.

**Enrollment Procedure:** Complete the application and return it to Franklin with a \$50 non-refundable application fee. Applicant will be notified if and when a space is available. With the exception of our toddler classes, all children entering Franklin must be completely toilet trained and independent in their use of bathroom facilities. Children with special needs may be enrolled at Franklin if their developmental and social needs can be met with reasonable accommodations and without fundamentally altering the educational and developmental program offered by the school. Enrollment may not commence until all required health and emergency forms, tuition and fees and signed Enrollment Contract have been received.

**Annual Non-Refundable Fees:** At the time of acceptance or re-enrollment, the non-refundable Annual Enrollment Fee and Materials and Activities Fees are due to reserve your child's place.

**Period of Enrollment:** I request that the school reserve a place for my child in the program noted. Upon acceptance of the enrollment contract by The Franklin Schools, I understand that my obligation to pay the tuition and fees for the program selected is unconditional and that no portion of fees paid or outstanding for the above student will be refunded or canceled in the event of absence, illness, failure to attend or withdrawal from the school. Failure to complete your full year obligation will result in your child not being eligible for future enrollment and school records will not be released until all financial obligations have been met.

**Notice of Cancellation:** I understand and agree to assume full responsibility for the tuition due unless written cancellation of the signed enrollment contract is received by the school's office on or before July 1. I also understand that, in the event of cancellation, the annual enrollment fee, materials and activities fee, and any paid tuition will not be refunded.

**Withdrawal:** In the event that I must withdraw after the first day of school, I understand I must submit a written letter of intent to withdraw my child accompanied by a non-refundable \$500 Withdrawal Fee. The written letter of intent and Withdrawal Fee must be submitted to Franklin's office a minimum of 30 days before the withdrawal date.

**Mandatory Withdrawal Policy:** The Franklin Schools may temporarily exclude or permanently terminate a child's enrollment as follows:

Withdrawal with two weeks' notice may result for the following reasons:

- Parental failure to abide by school policies and Enrollment Contract
- School's program is not meeting developmental or special needs of the child as determined by the Director of Education and the Head of Schools

Immediate withdrawal without prior warning may result for the following reasons:

- An account that is past due for fifteen days and/or disregard of tuition policies
- A pattern of late pick-up as determined by the administration
- Health or behavioral reasons on the part of the child
- Conduct of parent, guardian or a child that the school administration or owner of the school, in his or her sole and absolute discretion, determines is threatening to the well-being, safety or stability of the children or staff.



## Enrollment Policies

**Annual Non-Refundable Fees:** At the time of acceptance or re-enrollment, the non-refundable Annual Enrollment Fee and Materials and Activities Fees are due to reserve your child's place.

**Period of Enrollment:** I request that the school reserve a place for my child in the program noted. Upon acceptance of the Enrollment Contract by The Franklin Schools, I understand that my obligation to pay the tuition and fees for the program selected for the full academic year is unconditional and that no portion of fees paid or outstanding for the above student will be refunded or canceled in the event of absence, illness, failure to attend or withdrawal from the school. Failure to complete your full year obligation will result in your child not being eligible for future enrollment and school records will not be sent until all financial obligations have been met.

**Notice of Cancellation:** I understand and agree to assume full responsibility for the entire tuition due unless written cancellation of the signed enrollment contract is received by the school's office on or before July 1. I also understand that, in the event of cancellation, the Annual Enrollment Fee, Materials and Activities Fee, and non-refundable finance fees will not be returned to me. If written notice of cancellation is received after July 1, the entire annual tuition is due and payable.

**Withdrawal:** In the event that I must withdraw after the first day of school, I understand I must submit a written letter of intent to withdraw my child accompanied by a non-refundable \$500 Withdrawal Fee. The written letter of intent and Withdrawal Fee must be submitted to Franklin's office a minimum of 30 days before the withdrawal date.

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I have read and understand the Enrollment Policies.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

Child's Name \_\_\_\_\_