



NOVI NORTHVILLE MONTESSORI CENTER

23835 Novi Road

Novi, MI 48375

(248) 348-3033

nmcmi@gmail.com

FALL REGISTRATION APPLICATION

September 6, 2022 – June 2, 2023

CHILD'S FIRST NAME:

CHILD'S LAST NAME:

5 Half-day Session ____ AM 9:00 – 12:00 ____ PM 12:00 – 3:00	5 Full-Day Session ____ 9:00 AM – 3:00 PM	3 Full-Day Session (T/W/TH) * ____ 9:00 AM – 3:00 PM
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*Days NOT subject to change

	New <u>Student</u>	Returning <u>Student</u>	New <u>Student</u>	Returning <u>Student</u>	New <u>Student</u>	Returning <u>Student</u>
Registration:	\$200	\$200	\$200	\$200	\$200	\$200
Field Trips (3):	\$40	\$40	\$40	\$40	\$40	\$40
Special Pizza Lunch:	---	---	\$50	\$50	---	---
Sweatshirt:	\$18	---	\$18	---	\$18	---
Total Registration Fee	\$258	\$240	\$308	\$290	\$258	\$240
Due Upon Enrollment:						

Please Print Legibly – We use these documents for student records and emergencies.

Parent's Name (Please Print)

Parent's Signature

Date

Parent Email Address 1

Parent Email Address 2

Please make checks payable to: Minto's Casa Novi. To pay online please contact the office at nmcmi@gmail.com. **NOTE:** We do not issue invoices for monthly tuition. If you require a receipt or statement for your flexible / dependent spending account, please inform the office.



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Child's Name: _____

Pre-K Kindergarten (Child must be 5 by 9/1/22) 1st Grade (Already Enrolled)

5 FULL DAYS 5 HALF DAYS 3 FULL DAYS

Birth Date _____ Boy _____ Girl _____

Allergies or foods which should not be eaten:

DAYCARE: Yes No (Circle One)

Special Health Problems: _____

Father, Stepfather, or Male Guardian (circle)

Mother, Stepmother, Female Guardian (circle)

1. _____
Print Full Name
2. _____
Home Address Apt. # City Zip
3. _____
Home Phone
4. _____
Name of Employer
5. _____
Business Telephone
6. _____
Cell Phone

1. _____
Print Full Name
2. _____
Home Address Apt. # City Zip
3. _____
Home Phone
4. _____
Name of Employer
5. _____
Business Telephone
6. _____
Cell Phone

Name of person you would prefer us to call first: _____ Phone: _____

Name of person to be notified when Parent is not Available: _____ Phone: _____

Name of person other than Parent child may be released to: _____ Phone: _____

Name of person child may NOT be released to: _____

Who does child live with: _____ Who is responsible for payment? _____

Physician's Name: _____ Address: _____ Phone: _____

Health Insurance Carrier: _____ Policy # _____

Medication being taken (name and purpose if applicable): _____

MEDICAL RELEASE: I hereby declare that I, the parent, or legal guardian of the above-named child, give my consent, in the event that all reasonable attempts to contact me or designated persons above have been unsuccessful, for Novi Northville Montessori Center personnel to seek treatment by the Physician named above. In the event the preferred physician is not available, then by another licensed physician. I hereby release and discharge Novi Northville Montessori Center, its employees, and officers, from all claims, demands, actions, or judgments which the undersigned ever had, or has, or may have against the school, its successors or assigned, for all personal injuries or illnesses, which the child named above may suffer or incur as a result of the actions of Novi Northville Montessori Center in procuring medical treatment. I certify that the child named above is in good health and free from any communicable disease or illness.

Parent's or Guardian's Signature _____ Date _____



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Child's Name _____

Last

First

School child is currently attending: _____

Previous schools or childcare experiences and dates enrolled: _____

How did you learn about our school - Novi-Northville Montessori? _____

Are there any other problems or circumstances, which we should know about in order to help your child? _____

Any dietary DO's or DON'Ts? _____

General behavior and temperament of the child? _____

What is your child's toilet habits? _____

If there are any other things you feel the staff should know about your child, please describe them below. These insights often can be very helpful to the teacher working with your child. _____

Would you like your child to nap each day? Yes ____ No ____

Students nap between 1:00 and 2:30 p.m.



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Does your child need DAYCARE? Yes _____ No _____

If yes, check which days:

Mon _____ Tues _____ Wed _____ Thur _____ Fri _____

Please list hours (AM Daycare 7-9) (PM Daycare 3-6)

AM Start Time: _____ PM End Time: _____

Daycare fees please choose one:	_____ hourly rate	_____ 5AM monthly rate	_____ 5PM monthly rate	_____ 5AM/PM monthly rate
	\$10.00	\$140 (5 days)	\$200 (5 days)	\$260 (5 days)
		\$ 90 (3 days)	\$120 (3 days)	\$160 (3 days)

Occasional Drop-in Daycare must be scheduled 24 hours in advance at a rate of \$12.00 / hr. if space is available (minimum 1 hr.)

FIELD TRIPS: There are 3 field trips during the school year. One will be held at NNMC, and the others will be offsite requiring at least one parent attends.

SPECIAL PIZZA LUNCH - Full-day Students only: Each month we have a special pizza lunch for all our full-day students. We usually serve this on the last Friday of the month. Charges for field trips and pizza lunch are not refundable.

NNMC SWEATSHIRT: All new students need to purchase an NNMC sweatshirt. Please indicate size on the registration application and include \$18.00 with your enrollment fee.

TUITION AND DAYCARE CHARGES: Monthly tuition payments are due the first of each month - the office does not send reminders. Please keep this sheet as a ready reference. Monthly tuition payments received after the 5th working day after the due date is subject to a \$50 late fee/month. Tuition not paid for more than one month can result in dismissal of the child from NNMC. A 10% discount on the tuition amount will be given to the second child enrolled from the family in the current year.

Students enrolled in our daycare program may also choose an hourly rate of \$10.00 per hour with one-hour minimum per day. Drop-in daycare is available at \$12.00 per hour (1-hour min.). Drop-in daycare must be scheduled a day in advance and is available if capacity is not exceeded. Daycare charges will be billed at the end of the month. Daycare payments received after the due date are subject to a \$25 late fee. Daycare is provided until 6:00 PM only. If there is a delay in picking up your child, there will be a late charge of \$10.00 for every 5 minutes or part thereof after 12:00 p.m. or 3:00 p.m. or 6:00 p.m. If this occurs more than once, there will be an additional \$25 late fee penalty.



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REGISTRATION and REFUND POLICY: The enrollment is valid upon completion of the registration packet and payment of both the NON-REFUNDABLE registration amount and the first payment amount - by cash or check (For online payment, please contact the office at nnmcmi@gmail.com). The first payment and the registration amount are not a deposit. It is not refundable any time of the school year or if you decide to disenroll for any reason.

The first month will be considered an assessment period. If, in the determination of the Novi Northville Montessori Center (NNMC), the child is not suited for the Montessori environment, the enrollment will be cancelled and a full refund of the first payment amount will be made. **If the parents decide to disenroll their child, there is no refund.**

ENROLLMENTS OCCURRING DURING THE 2022-2023 SCHOOL YEAR AFTER OCTOBER 1, 2022: For enrollments occurring after October 1, 2022, the first payment will be prorated. The first payment fee will be reduced by 10% per month for students enrolling after October 1, 2022. There is no tuition in June or July.

TUITION IS NOT SUBJECT TO ADJUSTMENT DUE TO ABSENCE, ILLNESS, VACATIONS, SNOW DAYS OR HOLIDAYS: Tuition is not subject to adjustment due to absence, illness, vacations, snow days or holidays. If your child will be absent from school for an extended period, you have the choice of canceling your child's enrollment and reenrolling upon your return - or paying the monthly fee while your child is absent in order to retain the spot for your child. If you choose to re-register, we cannot guarantee a spot for your child, and you will need to pay a registration fee again and a prorated first payment fee depending upon the month you are reenrolling. NNMC will follow ALL snow days as the Novi School District. No makeup days or reimbursements are given for snow days or any other emergencies.

PERMISSION TO RELEASE CHILD: Please inform the school if your child is going to be picked up by someone else other than you. Please make sure their contact information is listed on the child information record you completed with your registration form. **WE MUST HAVE WRITTEN PERMISSION VIA EMAIL OR A PHONE CALL TO THE SCHOOL OF YOUR INTENTIONS. YOUR CHILD WILL NOT BE RELEASED TO ANYONE ELSE WITHOUT YOUR PERMISSION.**



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RELEASES AND STATEMENT OF AGREEMENT

MEDICAL RELEASE: I hereby declare that I am the parent or legal guardian of the above-named child. I give my consent, in the event that all reasonable attempts to contact me or designated persons above have been unsuccessful, for Novi Northville Montessori Center personnel to seek treatment by the physician named above, or in the event the preferred physician is not available, by another licensed physician.

I hereby release and discharge Novi Northville Montessori Center, its employees, and officers, from all claims, demands, actions, or judgments which the undersigned ever had, or has, or may have against the school, its successors or assigned, for all personal injuries, illnesses, or administration of epi-pen if needed, which the child named above may suffer or incur as a result of the actions of Novi Northville Montessori Center in procuring medical treatment. I certify that the child named above is in good health and free from any communicable disease or illness.

MODEL/PUBLICITY RELEASE: I give permission for the above-named child's name, photograph, video, or voice recording to be used for informational or publicity purposes in news stories, press releases, or similar items.

FIELD TRIP PERMISSION/RELEASE: I give permission for the above-named child to participate in field trips or outings with Novi Northville Montessori Center. On any field trip or outing, I understand that NNMC is not responsible for unavoidable accidents, negligence or actions of persons not employed by or acting for NNMC.

LUNCH AGREEMENT: I agree to provide lunch for my child on days when she/he will be at the school during the lunch period.

PAYMENT AGREEMENT: I understand that children are enrolled from September to the 1st week of June and that my agreement to pay tuition for the full period of enrollment is not subject to adjustment because of illness, absence, emergencies, snow days or withdrawal from school. I agree to pay, when applicable, other fees. These may include registration, first payment, hourly daycare, late payment or NSF fees, late pickup charges, charges for field trips or lunch. I understand that my child may be denied admission to school and that records may be held if tuition or fees are not paid in a timely manner.

STATEMENT OF UNDERSTANDING: I have read, and have been given a copy of, the program description, policies, and information, daycare policies, and the tuition and fee schedule of NNMC. I understand and agree to abide by these policies and tuition and fee schedules.

PARENT'S OR GUARDIAN'S SIGNATURE: _____ **DATE:** _____