



Highland Montessori School

614 Highland Avenue, San Mateo, CA 94401

www.highlandmontessori.com

650-347-6450

Application Form 2017-2018 School Year

\$100 application fee must accompany your submitted form. This application does not guarantee acceptance to Highland Montessori. ** Applications for returning students must be submitted by Friday, February 27, 2017.

Child's Information		Start Date:	
Full Name:		Preferred Name:	
Date of Birth:		Age:	Gender:
Home Address:		City:	Zip Code:
Home Phone:			
Mother's/Guardian's Information			
Full Name:		Email Address:	
Occupation:		Employer:	
Business Address:		City:	Zip Code:
Cell/Daytime Phone:		Business Phone:	
Father's/Guardian's Information			
Full Name:		Email Address:	
Occupation:		Employer:	
Business Address:		City:	Zip Code:
Cell/Daytime Phone:		Business Phone:	
Emergency Information			
In case of an emergency please contact:			
Contact's Address:		City:	Zip Code:
Contact's Phone:		Alternate Phone:	
Pediatrician's Name:		Pediatrician's Phone:	
Please list ALL of your child's Allergies :			
Please describe your child's experience in other childcare programs?			
How did you hear about Highland Montessori?			
<input type="checkbox"/> Internet <input type="checkbox"/> Childcare Referral Agency <input type="checkbox"/> Current Student <input type="checkbox"/> Other _____			

OFFICE USE ONLY

Date Received: ____/____/____	Application Fee/Check #: _____	Waitlist: Y N # _____
Notes:		

Highland Montessori School

2017-2018 Fee Schedule

Please carefully review the fee schedule for the 2017-2018 school year. Tuition covers your child's attendance for regular school hours throughout the year.

Full Day Class		Days	Annual Tuition Full payment due August 1, 2017	Installment Plan <i>12 Monthly installments with 1st installment due August 1st, 2017.</i>
	8:30am-3:30pm	Monday-Friday	\$16,500	\$1,375

Before & Afterschool Childcare

We offer additional childcare from 7:30am-8:30am and from 3:30pm-5:30pm daily in addition to our regular school hours. **Pre-registration** for this additional childcare is required and will be added to your yearly or installment plan fees. Drop-In Care for \$15/hr is available on a space available basis.

Please check the box for care hours you will need.

Before/After Care		Days	Annual Tuition Full payment due August 1, 2017	Installment Plan <i>12 installments with first installment due August 1st, 2017</i>
	7:30am-8:30am	Monday-Friday	\$1,200	\$100
	3:30pm-4:30pm	Monday-Friday	\$1,200	\$100
	4:30pm-5:30pm	Monday-Friday	\$1,200	\$100

Please initial your acknowledgment of fee requirements.

_____ **Application Fee:** There is a **\$100 non-refundable** application fee for Highland Montessori. This application does not guarantee acceptance into Highland Montessori. We strive to provide a balanced enrollment of ages. Enrollment will be conducted according to spaces available by age and schedule requested.

_____ **Potty Training Fee:** There will be a \$50 fee added to the monthly tuition installment for all children not potty trained. Highland Montessori staff will determine whether a child is fully potty trained, typically when a child has been accident free for two (2) consecutive weeks.

_____ **Deposit:** Applications for NEW students that are submitted prior to August 1, 2017 will require a deposit (50% of installment) to be applied towards your 1st tuition installment.

_____ **Cancellation Fee:** Should you choose to cancel your enrollment, a Cancellation Fee is required and is calculated by the number of months remaining on your contract. Please refer to the Financial Agreement for full details.

_____ **Late Fees:** All fees scheduled through the installment plan are due on the first day of each month (Aug-May). Payments made after the 5th day of the month will be subject to a \$30 late fee.

_____ **First Payment Due August 1st, 2017**

Parent/Guardian Signature: _____ **Date:** _____