



Application for Admission

Enrollment Fees : \$350 for new students/ \$225 for returning students

Application fee: A \$50 **non-refundable/non-transferable** Application Fee is required with each new application.

Enrollment Fee: \$125 **non-refundable and non-transferable.** Upon Acceptance, a one time Enrollment Fee is required to secure your child's class placement.

Supply and Material Fee: \$100

Snack Fee: \$75 per child. The children prepare a healthy snack for the class each morning and prepare food for themselves as part of the practical life curriculum. Please advise the staff of any dietary restrictions or allergies your child may have.

Additional Funding

Atlantis Montessori Academy accepts School Readiness and VPK Vouchers through the Early Learning Coalition of Flagler and Volusia County.

VPK: Children must live in Florida and be 4 years old on or before Sept. 1 of the current school year to be eligible. If your child's fourth birthday falls between Feb. 2 and Sept. 1 in a calendar year, parents can postpone enrolling their child in VPK that year and wait until the following year when their child is 5. The state of Florida offers free prekindergarten to all 4-year-olds for a total of 540 instructional hours. This voucher does not cover all tuition costs. Additional fees may apply for children enrolled in morning care, after care, holiday care, and/or summer camp.

School Readiness: If you meet certain income, occupational guidelines, and educational guidelines, you may be eligible for School Readiness which is provided by the Early Learning Coalition. Please visit elcfv.org for complete information. This voucher does not cover all tuition costs; typically, a minimum amount of tuition is suggested by the ELC for the parent to pay (i.e. parent amount). If approved you will be responsible for the tuition difference if our tuition exceeds the recommended parent amount suggested by ELC.

If payments are not made in a timely manner your child's account will be placed on suspension until all past due balances are paid in full, at which time your child may return to school.



Enrollment Policies

Reserving a Space: A \$50 non-refundable Application Fee must be paid in order to reserve a space for your child.

Admissions: *Applicants to Atlantis Montessori Academy are accepted on the basis of age, previous experience, and a family interview. We welcome children of any race, creed, or ethnicity. The admission process continues throughout the year. Placement of new students is determined by school staff in consultation with the parents. Consideration is given to available spaces in our programs and class composition. If classes are full, applicants will be placed on a waiting list, with students previously enrolled at the school having priority, and their siblings, second priority. A non-refundable Application Fee is required to process your child's application.*

Enrollment: Upon acceptance you must pay a one time non-refundable Enrollment Fee of \$125. **Please include a copy of your child's most current health and immunization records as well as a copy of your child's birth certificate with the enrollment packet.**

The Enrollment Fee must be paid in order to secure your child's space in our program upon acceptance. **The one time Enrollment Fee is non-refundable and non-transferable.** Applications for enrollment will be processed only after the application fee, enrollment fee, completed application, shot record and health forms have been turned into the school office.

Tuition Adjustments: For families with multiple children enrolled at Atlantis Montessori a 5% discount will be applied towards the cost of tuition for each additional child that is enrolled.

Payment Terms: All payments are processed through Tuition Express. Parents may choose to pay tuition in monthly or weekly payments. Weekly Payments are processed on Fridays and are processed one week in advance. Payments for the Academic School Year begin on August 1st and end on May 1st. Declined payments will incur a \$35 fee. **A \$50 late fee will be applied to payments that are not processed on or before the agreed upon due date.** If payments are not made in a timely manner your child's account will be placed on suspension until all past due balances are paid in full, at which time your child may return to school.

Withdrawals: A signed 60-day written notice of intent to withdraw is required for release from this contract. You will be responsible for tuition during the 60-day notice whether your child attends the program or not. Records will be released when the account is paid in full.



Tax Benefit Note: An income tax credit for child-care cost may be available for families in which both parents work or a single parent works. Please consult your tax professional.

Before and After Care Programs

All account balances must be in good standing to use before and after school care. Please inform the office if your child will be participating in any extended day programs and submit the necessary forms. **Advance notice must be given for children attending before and after care to ensure proper staffing.** Children not picked-up at their scheduled dismissal time will be placed in the extended day program and will be billed at the daily drop in rate for extended care.

Morning Care: Morning care is available from 8:00 a.m. to 8:30 a.m. for families in need of care prior to the 8:30 a.m. arrival time for an additional fee of \$5 per day or \$25 per week for enrolled students.

After Care: Extended Care is available for full day students from 3:00 p.m. to 5:30 p.m. This service is provided for an additional fee of \$10 per day or \$50 per week for enrolled students.



Application for Admission 2021 - 2022

Hours of Operation: 8:00 a.m. - 5:30 p.m., Monday through Friday.

Application is hereby made for the admission of _____ on ___/___/2021.

DOB ___/___/_____ Age on September 1st 2021 : ___ yrs. ___ mos.

Gender _____ Desired Start Date _____

Half Day _____ Full Day _____ Extended Day _____ Before Care _____ After Care _____

Summer _____ Week 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ 6 ___ 7 ___

Family Information:

Mother's Name: _____ Father's Name: _____

Home Address: _____ Home Address: _____

City/Zip: _____ City/Zip: _____

Home Phone: _____ HomePhone: _____

Cell Phone: _____ Cell Phone: _____

Employer: _____ Employer: _____

Work Phone: _____ Work Phone: _____

E-mail: _____ E-mail: _____

In signing this agreement, parent or guardian has read the front and back of the Application for Admissions, and agreed to all policies and procedures stated. Both parents must sign below.

Mother's Signature: _____ **Date:** ___/___/___ **Phone:** ___-___-___

Father's Signature: _____ **Date:** ___/___/___ **Phone:** ___-___-___

To be completed by Administration:

Status: Accepted _____ Wait List _____ **Application Fee received on** ___ by: _____

Enrolled on: ___ **Enrollment Fee received on** ___ by: _____ **Snack Fee received on** ___ by: _____ **2021 - 2022**