



Application and Enrollment 2022 - 2023

Enrollment Fees: Enrollment, Application, Supply & Materials, and Snack Fees are **non-refundable and non-transferable**. All fees must be paid in full and submitted with a completed enrollment packet to secure your child's placement in our program.

Enrollment Fees: \$375 for new students/ \$250 for returning students (break down of fees below).

- **Application Fee:** A \$50 Application Fee is required with each new application, per child per year. (School Year and Summer).
- **Supply & Materials Fee:** \$100 per child, per year.
- **Snack Fee:** \$100 per child, per year. 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 VPK Vouchers and School Readiness through the Early Learning Coalition of Flagler, Volusia and Lake 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, aftercare, holiday care, and/or summer camp. Children who are participating in our VPK program must attend school regularly. Children will be unenrolled from the program if they are absent for more than 16 days during the school year.

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

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. The 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 all application and enrollment fees have been paid in full. Children will not be permitted to attend school until a completed application form, tuition contract, current shot record, and current health form 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 Monday mornings 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 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. **Advance notice must be given for children attending before and aftercare 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.

School Contact Information

Atlantis Montessori Academy
4390 Grand Avenue
DeLeon Springs, Florida 32130
386.277.2099
admin@atlantismontessori.com



2022 - 2023 School Calendar

June 13 - First Day of Summer Camp

July 29 - Last Day of Summer Camp

August 12 - New Parent Orientation 4:00 p.m.

Meet and Greet Picnic/ Meet the Teacher 4:30 p.m. - 5:30 p.m.

August 15, 16 & 17 - Orientation Days 8:30 a.m. - 11:15 a.m.

August 18 - First Full Day of School 8:30 a.m. - 3:00 p.m.

September 5 - Labor Day/ School Holiday

September 19 - Staff Day/ Student Holiday

October 17 - Staff Day/ Student Holiday

October 31 - Halloween Parade, Early Dismissal 11:30 a.m.

November 11 - Veterans Day/ School Holiday

November 18 - Thanksgiving Feast, Early Dismissal 11:30 a.m.

November 21 - 25 - Thanksgiving Break/ School Holiday

December 15 - Holiday Party 6:30 p.m.

December 16 - Staff Day/ Student Holiday

December 19 - January 2 - Winter Break/ School Holiday

January 16 - Martin Luther King's Birthday / School Holiday

February 17 - Half Day, Early Dismissal 11:30 a.m./ Staff Development/ A.M.I. Conference

February 20 - Presidents Day/ A.M.I. Conference/ Student Holiday

March 10 - Staff Day/ Student Holiday

March 13 - March 17 - Spring Break/ School Holiday

April 7 - Good Friday/ Early Dismissal 11:30 a.m.

April 10 - Easter Break/ School Holiday

May 26 - Last Day of School for Students/ Early Dismissal 11:30 a.m.

June 12 - First Day of Summer Camp

July 28 - Last Day of Summer Camp

*Holiday and Summer camps are available for families in need of care during school closures at an additional charge. Please contact the front office for additional information.



Application for Admission 2022 - 2023

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

Application is hereby made for the admission of _____ on ____/____/20____

DOB ____/____/____ Age on September 1st 2022 : ____ 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:

Parent 1- Name: _____ Parent 2- 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, the parents or guardians acknowledge they have read the Application for Admissions, and agreed to all policies and procedures stated. Both parents must sign below.

Parent's Signature: _____ Date: ____/____/____ Phone: ____-____-____

Parent'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: _____ 2022 - 2023



EMERGENCY INFORMATION RECORD 2022 - 2023

CHILD'S NAME: _____ D.O.B: ____/____/____
Last First Middle

ADDRESS: _____

City State Zip

PARENT'S NAME: _____

Day phone: _____ Work Phone: _____ Cell Phone: _____

PARENT'S NAME: _____

Day phone: _____ Work Phone: _____ Cell Phone: _____

We are required by DCF to have a MINIMUM OF THREE local emergency contacts other than parents. Please list adults who may be called in case of an emergency and/or are allowed to pick up. Check appropriate spaces.

1. Non-Parent Name: _____ Emergency Contact _____ Pick Up _____

Relation: _____ Daytime Phone : _____ Cell Phone: _____

2. Non-Parent Name: _____ Emergency Contact _____ Pick Up _____

Relation: _____ Daytime Phone : _____ Cell Phone: _____

3. Non-Parent Name: _____ Emergency Contact _____ Pick Up _____

Relation: _____ Daytime Phone : _____ Cell Phone: _____

4. Non-Parent Name: _____ Emergency Contact _____ Pick Up _____

Relation: _____ Daytime Phone : _____ Cell Phone: _____



Tuition Contract 2022 - 2023

Rates/Terms/Conditions

Enrolling Child's Name: _____ Desired Start Date: _____

Date of Birth: ____/____/____ Age: ____ Age as of September 1: _____ Gender: ____ Start Date: _____

ENROLLMENT/TUITION RATES

Desired Programs	Academic Program	Hours	Days	Tuition and Rates
	Morning Care	8:000 a.m. - 8:30 a.m.	Monday - Friday	\$5 / day
	After Care	3:00 p.m. - 5:30 p.m.	Monday - Friday	\$10 / day
	Half Day	8:30 a.m. - 11:30 a.m.	Monday - Friday	\$5600 / full academic year \$560 / month \$155.56 / week
	Full Day	8:30 a.m. - 3:00 p.m.	Monday-Friday	\$6800 / full academic year \$680 / month \$188.89 / week
	Summer Program	8:30 a.m. - 5:30 p.m.	Monday-Friday	____ \$150 Half Day ____ \$175 Full Day

***Short months, vacations, holidays, closures due to natural disasters or government mandates, and absences do not reduce payment amounts. Payments may be processed weekly, monthly, or in one full payment. A 5% discount will be applied to all payments made for the full Academic Year Tuition Rate prior to August 1st.**

* Payments are to be drawn ____ Monthly ____ Weekly ____ 1 Full Payment*

I/We, The person(s) responsible for paying tuition for the applicant, have read both the front and back pages of the Atlantis Montessori Academy, Inc. Tuition Contract. I/We, understand and agree to comply with all rates, terms, and conditions. Both parents and all Legal Guardians must sign below.

Parent's Signature: _____ Date: ____/____/____ Phone: ____-____-____

Parent's Signature: _____ Date: ____/____/____ Phone: ____-____-____

Legal Guardian's Signature: _____ Date: ____/____/____ Phone: ____-____-____

Legal Guardian's Signature: _____ Date: ____/____/____ Phone: ____-____-____

Atlantis Montessori Academy, Inc. admits any student of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students. Atlantis Montessori Academy, Inc. is a non-profit corporation.



AGREEMENTS: Please initial each item and sign below.

_____ I will pay the full tuition as indicated per the current published schedule. Tuition is not subject to adjustment because of illness, holidays, absence, unannounced withdrawals, mandated state or government closures due to pandemics and/or natural disasters.

_____ I understand that completion of a school year is necessary for consistency in my child's education. I am accordingly enrolling my child for the full school year [or remainder thereof]. I understand furthermore that Montessori philosophy embraces three learning cycles considered fundamental to every child's education; namely, Primary[3-6 years].

_____ I agree that, if I should decide to withdraw my child from his/her program prior to the end of the school year, I will provide written notice 60 days in advance, or assume responsibility for two months of tuition beyond un-notified withdrawal.

_____ The Head of School has the right to request the withdrawal of a child at any time if it is deemed to be in the best interest of the student body. In this event, compensation will be made for prepaid tuition.

_____ A current medical exam, immunization record, and birth certificate will be submitted before admittance to the class.

_____ I agree to attend parent information meetings and conferences as listed on the school calendar. The School can best assist a child's development when communicating effectively with the child's primary care providers.

_____ I agree to follow procedures and policies explained in the Parent Handbook and memos to parents.

_____ In case of emergency, permission is granted for my child to be treated at a hospital.

_____ I acknowledge and agree that I have read the Parent Handbook and that I understand it and that I have had the opportunity to discuss the school policies and procedures with my child's teacher.

_____ I agree to have my contact information listed in the school directory

_____ I agree to permit the participation of my child in portrayals of school activities in photographs, films, slides, or other representations of the school.

_____ I agree to permit the participation of my child in any field trips organized by the school.

_____ The parent/guardian received a copy of and agrees to adhere to the rules and guidelines set forth in The Atlantis Montessori Handbook. The parent/guardian received a copy of our food policies, our discipline policies, our expulsion policies, our illness policies and "Know Your Child Care Facility" form, "The Distracted Adult" form, "The Rilya Wilson Act" form, and the "Influenza forms" 08/01/2022.

Signature: _____ **Date:** _____



Field Trip Release Form 2022 - 2023 School Year

I grant permission for my child, _____, to participate in field trips, including walking field trips off the school campus throughout the year (2022-2023).

Signature of Parent or Guardian

Date

Discipline Policy

There are only three important rules in the classroom. The three rules are: we do not hurt, destroy, or disturb. If a child is having difficulty following the rules, he or she first is reminded quietly, then redirected by being asked what work he or she would like to choose. We have found this method to be very effective. If the problem persists, the child is removed from the setting temporarily to think about what he or she would like to do depending on the situation. They are then given the choice of going back to work when ready.

While on the playground we allow the children to interact freely. Often they settle their own disagreements. We do step in if the play or actions could result in injury to anyone. Specific rules for using playground equipment are taught and enforced. Children may not be denied active play as a consequence of misbehavior. Methods of discipline practices will not include the use of spanking or other forms of physical punishment, nor should they be associated with food, rest, and/or toileting. Discipline methods permitted are age appropriate and constructive.

Our classrooms are social environments. The children are engaged not only in academic learning but also in learning the rules of social interaction. This is not possible in an environment that inhibits interaction between students. As long as an interaction does not hurt, disrupt, or disturb, it is allowed.

Signature of Parent or Guardian

Date

“A child’s liberty should have as its limit the interests of the group to which he belongs. Its form should consist in what we call good breeding and behavior. We should therefore prevent a child from doing anything which may offend or hurt others, or which is impolite or unbecoming. But everything else, every act that can be useful in any way whatever, may be expressed.”

-Maria Montessori, The Discovery of the Child, chapter 3, page 51



MEDICAL INFORMATION 2022 - 2023

ALLERGIES/DIETARY RESTRICTIONS:

CURRENT MEDICATIONS:

OTHER CONCERNS:

PHYSICIAN:_____

TELEPHONE:_____



Educational and Family Background

Please answer the questions applicable to your child's age

- Please list any schools/daycare centers your child has attended:

Name of School _____

City, State: _____ Dates Attended: _____

Name of School _____

City, State: _____ Dates Attended: _____

- Describe your child's first transition from parental care:
- Please explain reasons for changing schools if applicable:
- Describe your child's greatest interest or favorite activity:
- Does your child have any clinically diagnosed learning differences?
- Has any testing, tutoring, or counseling been suggested for your child (eg. physical, occupational or speech therapy)? If so, what steps were taken?
- Why do you want your child to attend a Montessori school?

Continued on next page



Family and Child Care Information Questions:

- **Siblings:**

Name: _____ Age: _____ School: _____

Name: _____ Age: _____ School: _____

Name: _____ Age: _____ School: _____

Name: _____ Age: _____ School: _____

- **Describe the relationship between siblings:**

- **Child Lives With:**

- Weekdays-
- Weekends-
- Custody: Parent 1 ____ Parent 2 ____ Both ____ Other ____

- **Who takes care of the child besides the parent(s)?**

- **What is the primary language spoken at home?**

- **Is your child involved in other group participation activities?**

- Please describe these: