



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



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