



Hans Christian Andersen  
Montessori School  
212 Bolton Center Road  
Bolton, CT 06043  
(860) 646-5727

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Dear Parents/Caregivers:

Thank you for your interest in Hans Christian Andersen Montessori School located in Bolton, Connecticut. Enclosed is a packet containing information about our school. Included you will find an application for enrollment, a summary of the application process, and a tuition schedule for the 2010-2011 school year.

The Hans Christian Andersen Montessori School (“HCAMS”) is affiliated with the American Montessori Society. It is also licensed by the State of Connecticut. We offer four and five day programs; full day or half day mornings. We also offer before care and after care programs. We accept children ages 2 years and nine months (by September 30<sup>th</sup>) through 6 years into our preschool and kindergarten programs.

To apply for admission, please fill out the NEW STUDENT APPLICATION FORM enclosed and remit it to the school with a non-refundable \$15.00 waiting list administrative fee. Once this documentation is received, your child’s name will be placed on our waiting list.

We will call you to confirm that we have received your application and fee. A tour/visit can be scheduled during this phone call as well. We ask that parents initially observe the classroom without their child(ren) present, as this is the least disruptive for both the students and the observing parents. If a potential opening arises, we will contact you to continue the application process by scheduling an appointment for your child to participate in the classroom for a short time under the observation of the HCAMS teaching staff.

Thank you again for your interest in HCAMS. We look forward to meeting you and your child in the near future.

Best Regards,

Mandy Blake  
HCAMS Administrator

# HCAMS.....



## APPLICATION PROCESS

Our Preschool and Kindergarten programs are open to children ages three (by December 31) through six. Registration opens to returning students and siblings during the month of January, and then opens to the general public mid February. New Student Application Forms are accepted throughout the year and are placed in the order they are received on a waiting list for the school year you request, provided your child meets the age and other criteria by the enrollment date you specify. Your place on HCAMS' waiting list is not the sole criteria by which your child can be accepted to HCAMS. A child's school readiness, as assessed by HCAMS Staff; the family's willingness to participate in the school community through HCAMS' Parent Guild; a Parent or Guardian's commitment to their child's education in a Montessori environment; and the age and gender distribution of the incoming class are all factors considered when HCAMS Staff considers your child for enrollment at the school.

The Enrollment Application Process consists of the following:

1. Submission of a New Student Application Form with a \$15.00 non-refundable Waiting List Administration Fee.
2. Parent observation of the classroom (without child). We will call to verify receipt of your New Student Application Form. If you wish to observe the classroom (strongly recommended) this can be scheduled at this time.
3. If notified of a potential opening, we will contact you at the telephone number(s) and email address(es) you provided to us on your New Student Application Form. **It is imperative that you update the school with any address or contact information changes.** *If reasonable efforts by us to contact you at the number(s) and/or email(s) you provide elicit no response from you in 48 hours, we will offer the spot to the next person on the school's waiting list.*
4. If offered a program, upon a verbal agreement to accept the spot, an Enrollment Agreement will be sent to you by mail. Timely return of the Enrollment Agreement, and any fees associated with it, by the Enrollment Agreement Due Date is a condition of retaining the offered spot.
5. Following the successful completion of #4, your child will be invited to visit the classroom where he/she will be observed by HCAMS Staff.

*The Hans Christian Andersen Montessori School admits children of any race, religion, color, national and ethnic origin.*



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**New Student Application Form**

**Child's Information**

Full Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_ City State ZIP Code

Phone: ( ) \_\_\_\_\_

**Desired Program (choose first, and if any, second choice)**

**Monday – Friday (5 Day Program)**

<input type="checkbox"/> Full Day (8:25 a.m. – 3:25 p.m.)	<input type="checkbox"/> Morning Session (8:25 a.m. – 12:25 p.m.)
<input type="checkbox"/> Before Care (7:45 a.m. – 8:25 a.m.)	<input type="checkbox"/> After Care (3:25 p.m. – 5:25 p.m.)

**Monday – Thursday (4 Day Program)**

<input type="checkbox"/> Full Day (8:25 a.m. – 3:25 p.m.)	<input type="checkbox"/> Morning Session (8:25 a.m. – 12:25 p.m.)
<input type="checkbox"/> Before Care (7:45 a.m. – 8:25 a.m.)	<input type="checkbox"/> After Care (3:25 p.m. – 5:25 p.m.)

YES NO  
  Do you plan this year as his/her Kindergarten year?

**Enrollment Date / School Year** (child must be 2 years 9 months by 9/31 to be enrolled as a three year old): \_\_\_\_\_

**Parent Information**

**Mother:**

Full Name: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_ City State ZIP Code

Home Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Business Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Community, Philanthropic or Social Organizations: \_\_\_\_\_ Occupation: \_\_\_\_\_

Special Interests/Talents to share with your child's class or the school community: \_\_\_\_\_

**Father:**

Full Name: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
\_\_\_\_\_  
City State ZIP Code

Home Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Business Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Community, Philanthropic or Social Organizations: \_\_\_\_\_ Occupation: \_\_\_\_\_

Special Interests/Talents to share with your child's class or the school community:

**\*\*NOTE: If offered a spot, we will attempt to reach you at the contact number(s) and email address(es) you list. Please be sure they are valid addresses & telephone numbers. Please update the school with changes.**

**General Questions – Complete on Back of Form if Needed**

From whom did you hear about Hans Christian Andersen Montessori School?

Why have you chosen to look into a Montessori learning environment for your child?

What are you looking for in a pre-school program and in a school?

What role would you like to play in your child's education?

Siblings Names and ages: (Note any former or current HCAMS students and years in attendance)

Child's prior school experience (school name, dates of attendance) and any prior day care experience.

**If accepted:**

**Include** my Name, Address, Home Telephone Number, and Email Address on a Parent Contact Sheet or other materials which are distributed to all HCAMS families.

**DO NOT include** my Name, Address, Home Telephone Number, and Email Address on a Parent Contact Sheet or other materials which are distributed to all HCAMS families.

**Include only:**  Name  Address  Home Telephone Number  Email Address

**Method of Payment**

Ten installments

Advanced Payments

If accepted, I agree to be responsible for payment of tuition \_\_\_\_\_





## **2010/2011 TUITION RATES & SCHEDULES**

<b>Monday – Friday (5 Day Program)</b>	<b>Annual Rate</b>	<b>Monthly Rate (10 Installments)</b>
<b>Full Day</b> (8:25 a.m. – 3:25 p.m.)	\$ 8,400.00	\$ 840.00
<b>Morning</b> (8:25 a.m. – 12:25 p.m.)	\$ 5,000.00	\$ 500.00
<b>Monday – Thursday (4 Day Program)</b>	<b>Annual Rate</b>	<b>Monthly Rate (10 Installments)</b>
<b>Full Day</b> (8:25 a.m. – 3:25 p.m.)	\$ 7,000.00	\$ 700.00
<b>Morning Session</b> (8:25 a.m. – 12:25 p.m.)	\$ 4,400.00	\$ 440.00

### **Tuition Deposit**

All families will pay a tuition deposit to be paid in two installments as follows:

- 1<sup>st</sup> installment – due March 1, 2010
- 2<sup>nd</sup> installment – due May 1, 2010

### **Annual Tuition Payment Options**

1. **Lump Sum Payment.** Families choosing the annual plan will make one payment in full on or before September 1, 2010 and will receive a 2% discount on their tuition rate. The payment due will be the full rate less 2% and less the Tuition Deposit due in full on May 1, 2010.
2. **Semi-Annual Lump Sum Payment.** Families choosing the semi-annual plan will make two payments (September 1, 2010 and January 15, 2011) and will receive a 1% discount on their tuition rate. The September 1, 2010 payment due will be the full rate less 1% divided by two. The January 15, 2011 payment due will be the full rate less 1% divided by two and less the Tuition Deposit due in full on May 1, 2010.
3. **Monthly Payments by Cash/Check.** Nine (9) consecutive monthly payments are due, WITHOUT invoice. Payment 1 is due September 1<sup>st</sup>, 2010; thereafter payment is due the 1<sup>st</sup> of each month from October 2010 through May 2011. A Late Fee of \$50.00 will be assessed and will be due with the next (or replacement) payment in the event of late payment or insufficient funds. If as of June 1, 2011, all payments have been made (including any late fees or other charges) in accordance with this Agreement, the Tuition Deposit required to be paid on or before May 1, 2010 will be applied to the month of June 2011.

***If two or more children from the same family are enrolled during the same academic year, a ten percent (10%) discounted is granted off the Annual Rate of the child with the lowest cost program.***

**Add-on Options:**

<b>Optional Programs</b>		<b>Annual Rate</b>	<b>Monthly Rate (10 Installments)</b>
	<b>5 Day/ Before Care</b> (7:45 a.m. – 8:25 a.m.)	\$ 950.00	\$ 95.00
	<b>5 Day/After Care</b> (3:25 p.m. – 5:25 p.m.)	\$1,750.00	\$175.00

	<b>4 Day/Before Care</b> (7:45 a.m. – 8:25 a.m.)	\$ 750.00	\$ 75.00
	<b>4 Day/After Care</b> (3:25 p.m. – 5:25 p.m.)	\$1,400.00	\$140.00

**If you prefer not to enroll in before care or after care for the entire year, but would like your child to participate in either optional program on an occasional basis, you may pre-purchase an “Extras Card” for \$70 (before care) and \$120.00 (after care). The Extras Card MUST be purchased in advance and be on file in the HCAMS office and allows your child to attend 10 before care or 10 after care sessions.**

**ENROLLMENT FEE AND ACTIVITY FEE**

In addition to tuition, the following fees are applicable for the 2010-2011 school year:

Enrollment fee.....\$ 50.00 (new students only)

Activity fee.....\$125.00

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