



## Program Information and Tuition Schedule – 2020-2021

Montessori School of Waukesha, Inc. offers an exceptional Montessori education for children regardless of race, creed or gender. Founded in 1964, it is the second oldest and second largest independent Montessori school in the state. Over the years, the school has built a solid reputation of excellence in the field of early childhood, elementary and adolescent education. Montessori School of Waukesha is a non-stock, non-profit corporation and is operated by the Executive Director and staff. The school is supported by tuition, Before and After-school program revenue, selected fund raising events, as well as foundation and corporate contributions.

### PROGRAMS

**PRE-CHILDREN'S HOUSE:** 8:30 - 11:45 a.m. Pre-Children's House offers a 3 (M-W), 4 (M-Th, for younger siblings of 4K students only) or 5 day (M-F) program. **Preference will be given for enrollment for 5 day applicants.** This program is for children who are 18 to 36 months old and are ready for an enriched and academic setting. The environment and curriculum are developmentally appropriate and have been designed to prepare the students to transition into one of the Children's House classrooms.

**CHILDREN'S HOUSE:** 8:30 - noon. This academic program is offered to children ages three through six years old. Children must be using the restroom independently. All areas of the Montessori curriculum are presented, including practical life, sensorial, mathematics, language and cultural studies. Spanish and music instruction are provided once per week and violin instruction is provided twice per week. District sponsored 4K is a part of this program with times of 8:15 to 11:45 a.m. Monday through Thursday.

**CHILDREN'S HOUSE EXTENDED DAY:** 8:30 a.m. - 3:00 p.m. The Extended Day program is for those children who are ready for an extension of the morning work in the Children's House. Enrichment activities include instruction in Spanish, music, art and physical education. This is for five and six year olds who will be entering first grade the following year. The program most closely resembles 5K in other schools, however the MSOW curriculum exceeds that traditional definition.

**ELEMENTARY PROGRAM:** 8:15 a.m. - 3:15 p.m. The elementary program follows the Montessori philosophy for education including: language, math, geometry, botany, zoology, geography and history. On select afternoons, lessons are also included in the following areas: Spanish, music, art and physical education. Multi-age classes are comprised of Lower Elementary (grades 1 – 3) and Upper Elementary (grades 4 – 6). Computer instruction begins in Upper Elementary. All elementary students participate in an environmental education program, which integrates classroom studies with practical experience. This program is included in tuition and during that week, the off-site program is the exclusive location for the elementary curriculum. Grades 4-8 may also elect to take French and band.

**MIDDLE SCHOOL:** 8:00 a.m. - 3:15 p.m. The Middle School, grades 7 and 8, builds upon the Montessori elementary program. The rigorous academic program includes work in core curriculum areas, as well as music, art, Spanish and physical education. The students further develop skills necessary to be successful in competitive high school environments. Middle School students practice a greater degree of self-reliance, autonomy and community building. On occasion, the program requires off-campus opportunities for learning, which may include overnight stays at additional cost.

# SCHEDULE OF TUITION

2020-2021 Academic School Year

Program	Annual	Semester	Nine Monthly Installments*	Ten Monthly Installments**
<b>Pre-Children's House (8:30a-11:30a)</b>				
3 Day (Mon.-Wed.)	\$6,372	\$3,186	\$764	\$688
4 Day (Mon.-Thu.)	See Campus Coordinator			
5 Day (Mon.-Fri.)	\$9,666	\$4,833	\$1,159	\$1,043
<b>Children's House (8:30a-12:00p)</b>	\$8,658	\$4,329	\$1,038	\$935
<b>Children's House Extended Day (8:30a-3:00p)</b>	\$10,158	\$5,079	\$1,218	\$1,097
<b>Elementary/Middle School (8:15a-3:15p)</b>	\$10,350	\$5,175	\$1,242	\$1,118
<i>3% service fee added to all credit card transactions</i>				
<i>*A Service Charge is included in the monthly installment options.</i>				
<i>**Only available for students enrolled by 8/1/20</i>				

**Discounts on tuition may apply based on date the Enrollment Contract is submitted.**

**Payments** – With the exception of applicable discounts and deadlines listed on the Enrollment Contract, Annual Payments are due on or before September 1, 2020. The first semester payment is due on or before September 1, 2020. The second semester payment will be due on or before January 1, 2021. Monthly installments will be due on the first of each month beginning August 1, 2020 for 10 month installments or September 1, 2020 for 9 month installments.

**Credit Card Payments** – A service fee of 3% is added to all credit card transactions.

**Late Payment** - All fees that remain unpaid past due will be subject to a late charge for that and each subsequent month in which the account remains in arrears. Additional information regarding this policy is contained in the Parent Handbook.

**Scholarships** - A 10% scholarship on tuition and a 10% scholarship on Before & After Care for the second child and each additional child in a family is automatically awarded and applied to invoices, based on the payment plan selected. This excludes siblings of students enrolled in a district sponsored program.

## BEFORE & AFTER SCHOOL CARE PROGRAMS

All Before & After School Care classrooms are designed and staffed especially for children who are consistently at school for most of the day. All care programs provide increased access to the Montessori prepared environment as well as supervised care and a variety of activities and free time. Prices listed are per day.

### PRE-CHILDREN'S HOUSE:

7-8am (Before School) \$7.50	11:45 – 3:00 (Lunch & Nap) \$24.38	3:00-4:30 \$11.25	4:30 – 5:45 \$9.38
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### CHILDREN'S HOUSE:

7-8am (Before School) \$7.00	Noon – 1:00 (Lunch) \$7.00	1:00 – 3:00 (Nap) \$14.00	3:00-4:30 \$10.50	4:30 – 5:45 \$8.75
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### School District of Waukesha or Kettle Moraine School District 4K:

7-8am (Before School) \$7.00	11:45 – 12:00 (Extended Recess) \$1.75	12:00 – 1:00 (Lunch) \$7.00	1:00 – 3:00 (Nap) \$14.00	3:00-4:30 \$10.50	4:30 – 5:45 \$8.75
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### CHILDREN'S HOUSE PM Enrichment and EXTENDED DAY:

7-8am (Before School) \$7.00	Educational Programming	3:00 – 4:30 \$10.50	4:30 – 5:45 \$8.75
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### ELEMENTARY/MIDDLE SCHOOL:

7-8am (Before School) \$7.00	Educational Programming	3:30 – 4:30 \$7.00	4:30 – 5:45 \$8.75
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Without advanced contractual commitment from the family, we cannot guarantee Drop-In care availability. Space may be available, but a minimum 24 hour notice is needed. In addition, a 15% surcharge will be added to any Drop-In care that is not communicated in writing five days prior to the needed care. Forms are available at the Reception Desk or online at [www.msow.org](http://www.msow.org).

## CONFERENCE CARE DAYS

These are days when school is open for care but not in regular academic session due to Parent/Teacher Conferences. Families who wish to enroll their children on these days may do so. Conference Care forms are available at the front desk or on the MSOW website. Once you have reserved placement for your child, you will be billed for the hours regardless of attendance, unless a one-week notice is given in writing to the administration office. Written notice can also be given by emailing [reception@msow.org](mailto:reception@msow.org).

**Please see school calendar for days the school is closed.**



OFFICE USE ONLY

Payment\_\_\_\_\_

Date Rec'd\_\_\_\_\_

By\_\_\_\_\_ Class\_\_\_\_\_

Copy\_\_\_\_\_ PP\_\_\_\_\_

ACT\_\_\_\_\_ QB\_\_\_\_\_

## Enrollment Contract Academic Year 2020-21

Student's Last Name\_\_\_\_\_ First Name\_\_\_\_\_ Middle Initial\_\_\_\_\_

Birthdate\_\_\_\_\_ Gender\_\_\_\_\_

### Programs

We hereby apply for enrollment for the above child in the following academic program:

#### **Pre-Children's House (18-36 Months Old)**

**Monday-Wednesday**

**Monday-Thursday**

**Monday-Friday**

#### **Children's House (3-4 Years Old)**

**Monday-Friday**

#### **Children's House Extended Day (5 Years Old by 9/1/20)**

**Monday-Friday**

#### **Elementary (Grades 1-6)**

**Monday-Friday**

#### **Middle School (Grades 7-8)**

**Monday-Friday**

\*Before & After School Care – In addition to the above program, Before School Care is available from 7-8 a.m. and After School Care is available until 5:45 p.m. in all programs. Please enroll your child on the separate Before & After School Care Contract.

Parent/Guardian\_\_\_\_\_ Work Phone\_\_\_\_\_ Home Phone\_\_\_\_\_

Address\_\_\_\_\_ Cell Phone\_\_\_\_\_ Email\_\_\_\_\_

Parent/Guardian\_\_\_\_\_ Work Phone\_\_\_\_\_ Home Phone\_\_\_\_\_

Address\_\_\_\_\_ Cell Phone\_\_\_\_\_ Email\_\_\_\_\_

**Please select from the following options for payment of tuition and potential discounts:**

\*Please choose your plan carefully, as there will be a \$25 service fee for changing tuition payment plans.

**One Annual Tuition Payment** - If Enrollment Contract and full year payment are received by March 20, 2020 deduct 3% from the 2020-2021 Tuition. No Enrollment deposit is required for this option.

**Two Semester Installments** - Due on 9/1/20 and 1/20/21.

**Nine Monthly Installments\*** - Due on the first of the month beginning 9/1/20.

**Ten Monthly Installments\*** - Due on the first of the month beginning 8/1/20.

*\*A service charge is included.*

**Payment Method:**

The amount indicated above accompanies this Enrollment Contract by Check

The amount indicated above accompanies this Enrollment Contract by Credit Card\*

*\*3% service fee is added to all credit card transactions.*

\_\_\_\_\_ Name on Card \_\_\_\_\_

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ CVC \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Agreement**

The undersigned is hereby obligated to pay the entire annual tuition and applicable fees as set forth in this contract regardless of choice of payment plan, and regardless of a later decision not to attend Montessori School of Waukesha (MSOW) during the contract year in question. Requests to be released from this contract must be made in writing to the Executive Director and such request does not ensure release.

Release from this contract will only be granted in the case of relocation in excess of thirty (30) miles from the school, if the student is withdrawn at the request of the school, or mutual parent/school agreement. Such release refers to tuition only. Families will be invoiced for tuition up through last date of attendance or 14 days from written notification, whichever occurs later.

Under no circumstances will the Enrollment Deposit be refunded. Except as noted above, the entire payment obligation remains in effect until the Executive Director grants release from the contract in writing.

Days of school missed for any reason are not refundable and may not be made up. MSOW reserves the right to recover legal fees necessary to enforce this enrollment contract from the applicable parent(s). Your child will be enrolled in the program(s) selected when the school receives the **completed and signed Enrollment Contract and the Enrollment Deposit and provides a confirmation copy of this contract.** Enrollment of any child in a selected program is subject to teacher or administrative approval. Please make checks payable to: Montessori School of Waukesha. The undersigned agrees to pay the annual tuition, in one of the methods listed above, for applicable curricular programs as set forth in the latest tuition schedule. The \$750 Enrollment Deposit will be applied to your account on or about January 20, 2021 as long as your account is current.

Past due invoices will be subject a late charge of 1.5% per month. Accounts that are past due at the conclusion of a school year are subject to "Financial Hold" in which a student may not be permitted to enroll in subsequent academic years or programs.

By \_\_\_\_\_ Date \_\_\_\_\_

*Signature of Parent or Guardian*