



January 11, 2018

Dear Parents,

As we welcome the start of the 2018 and begin our re-enrollment process for the 2018-2019 school year, I am sure that you share my opinion that this has been an outstanding first half of the school year for your child, with the promise of continued academic, social, and emotional growth for the second half. Growth comes in many countless moments creating endless possibilities for each child, be it writing their own name, separating without tears, learning to read, being a role model, to name but a few.

As partners in understanding quality early education, we know what a strong educational foundation means for future life success. With this in mind, we invite you to secure your child's spot by completing the attached forms and submitting the \$560 non-refundable deposit during your priority re-enrollment period (**Jan. 15 – Feb. 15, 2018**) thereby availing of the early incentive approved by the Board of Trustees.

**IMPORTANT notes for securing your child's spot:**

<b>Priority Re-enrollment</b>	Jan. 15 – Feb. 15
<b>Incentive</b>	Jan 15 – Feb 15 for Toddler, Early Childhood and Kindergarten. Please refer to attached tuition schedule for details.
<b>Complete and submit Registration and Financial Contract</b>	Attn: Auris Vanderbilt, Admissions Department
<b>Submit Deposit of \$560</b>	\$60 non-refundable registration fee; \$500 non-refundable deposit credited to tuition on the first billing cycle.
<b>Feb. 15 Deadline</b>	Forms and fees received after the Feb. 15, 2018 deadline will be considered to the extent that spots are available.
<b>Ambassador Referral</b>	Don't forget to tell your friends and neighbors about our referral program: a \$500 bonus towards Tuition, Extended Day, Afterschool classes, or Summer Camp will be awarded upon enrollment of a new family for a full academic year contract.
<b>Scholarship/Financial Support</b>	For consideration, please contact Auris Vanderbilt, Director of Admissions

We thank you for entrusting your child's early education to Westmont; it is our privilege.

With best regards,

Colette B. Cross  
Head of school



# 2018-2019 REGISTRATION

**The Westmont Montessori School**  
577 Route 24  
Mendham, NJ 07945  
908-879-6355 ~ Fax 908-879-8127  
www.westmontmontessori.org  
admissions@westmontmontessori.org

**For Office Use Only:**  
Date Rec'd: \_\_\_\_\_  
Check #: \_\_\_\_\_  
Confirmation: \_\_\_\_\_

Please return all forms and non-refundable fees to the above address to secure your child's spot.

**Registration Fee: \$60.00 — Deposit: \$500 — Matriculation Fee for New Families Only: \$250**  
(Deposit will be credited toward your tuition at first billing cycle)

**APPLICANT**

\_\_\_\_\_  
(Full Name of Child) (Nickname) (Date of Birth) (Sex)

\_\_\_\_\_  
(Address) (City) (State) (Zip) (Home Phone #)

\_\_\_\_\_  
(Ethnic Origin) **Known Allergies:** \_\_\_\_\_  
(Please specify)

**LITTLE STEPS (LS)** Age 1-1/2+

**Session IA** - T/TH - mid-Sept. to mid-Dec. 2018 - 8:45am—10:30am   
**Session IB** - T/TH - mid-Sept. to mid-Dec. 2018—10:45am—12:30pm   
**Session IIA** - T/TH - mid-Jan. to mid-April 2019 - 8:45am—10:30am   
**Session IIB** - T/TH - mid-Jan. to mid-April 2019 - 10:45am—12:30pm

**TODDLER (T)** Age 2 by October 1

(Check choices below)  
1<sup>st</sup> Choice 2<sup>nd</sup> Choice

**Half Day**  
**AM**  
3 half days – M/W/F – 8:45am - 11:15am    
2 half days – T/TH – 8:45am - 11:15am    
**PM**  
3 half days – M/W/F – 12:30pm - 3:00pm    
2 half days – T/TH – 12:30pm - 3:00pm

**Full Day\* (8:45 AM – 3:00 PM)**  Call Admissions for details  
*\*Based on enrollment*

**EARLY CHILDHOOD (EC)** Age 3 by October 1

(Check choices below)  
1<sup>st</sup> Choice 2<sup>nd</sup> Choice

**Half Day**  
**AM**  
5 half days – M-F – 8:30am—11:30am    
3 half days – M/W/F – 8:30am—11:30am    
**PM**  
5 half days – M-F – 12:30pm - 3:30pm    
3 half days – M/W/F – 12:30pm - 3:30pm

**Full Day (8:30 AM – 3:30 PM)** (Check choice below)  
 5 full days—M-F  
 3 full days/2 half days—M/W/F (full day) & T/TH (half day)  
 2 full days/3 half days—T/TH (full day) & M/W/F (half day)

**KINDERGARTEN (K)** Age 5 by October 1

**Full Day**  
 5 full days—M-F—8:30am—3:30pm

The Westmont Montessori School reserves the right to make the final decision regarding class assignments.  
**(Please Initial):** \_\_\_\_\_

**FAMILY**

Title (*circle*): Mr. Mrs. Ms. Miss Dr. Prof. Other\_\_\_\_\_

Title (*circle*): Mr. Mrs. Ms. Miss Dr. Prof. Other\_\_\_\_\_

**(Parent 1/Guardian Name)**

**(Parent 2/Guardian Name)**

(Address)

(Address)

(City, State, Zip)

(City, State, Zip)

(Home Phone #)

(Cell Phone #)

(Home Phone #)

(Cell Phone #)

(E-mail Address)

(E-mail Address)

(Please check one box for preferred email )

(Employer)

(Employer)

(Title)

(Title)

(Business Telephone)

(Extension)

(Business Telephone)

(Extension)

Employer to participate in matching funds? Yes \_\_\_ No\_\_\_

Employer to participate in matching funds? Yes\_\_\_ No\_\_\_

(Educational Background / Degrees)

(Educational Background / Degrees)

**Tuition Payment Options** (Please check one)

**Two installments:** June and November

**Monthly installments** (\$100 payment plan fee applies): 1<sup>st</sup> and 2<sup>nd</sup> installments due June 15th; 3<sup>rd</sup> - 10<sup>th</sup> installments due monthly on the 15th, August through March.

**Tuition/Extended Day/Field Trip Payment Methods** (Please check all that apply)

**Personal check:**  All fees  Tuition only

**Automatic payment:** The automatic payment program authorizes Westmont to withdraw payment directly from your bank account. You will have 5 days to review invoices before payment is withdrawn. Please request form at front desk or contact our Finance Manager at [bhart@westmontmontessori.org](mailto:bhart@westmontmontessori.org) for more information.

All fees  Tuition only  ED and Field trips only

**Electronic payment:** Via **Chase.com/QuickPay**. You don't have to be a Chase customer to take advantage of this easy payment process; a simple one time set up is required and then you can use this option to pay future invoices. Please contact our Finance Manager at [bhart@westmontmontessori.org](mailto:bhart@westmontmontessori.org) to activate.

All fees  Tuition only  ED and Field trips only

**Jason K. Jacobs (JKJ) need-based partial Scholarship/financial support (T / EC / K)** –  I am interested in applying. Please contact Auris Vanderbilt, Director of Admissions for additional details.

**Board of Trustees** -  I am interested in learning more about becoming a Westmont Board of Trustees member.

**Photographs**

Throughout the year, parents, teachers, and staff document school activities and events with photographs/videos. Occasionally, Westmont will use these photographs/videos in brochures, journals, webpages, press releases, and other online/digital marketing materials. No personal information about a student will be shared. Parents must notify the Director of Admissions in writing if they do not want their child's photo to be included in any of the aforementioned.

**Parent/Guardian Signature:** \_\_\_\_\_

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



## THE WESTMONT MONTESSORI SCHOOL

577 Rt. 24, Mendham, NJ 07945  
 (908) 879-6355  
 www.westmontmontessori.org  
 A Not-for-Profit Corporation

THE WESTMONT MONTESSORI SCHOOL Tuition Schedule 2018-2019	Enrollment Incentive Prior to February 15, 2018	Tuition	Initial Deposit Due at Registration*	Due June 15	Due Nov. 15
<b>Little Steps</b> age 1-1/2+					
Session I - T/TH - mid-Sept. - mid-Dec. - Morning <i>Additional \$500 payments due mid-Sept., mid-Oct., &amp; mid-Nov.</i>	N/A	\$ 2,000	\$ 500		
Session II - T/TH - mid-Jan. - mid-April - Morning <i>Additional \$500 payments due mid-Jan., mid-Feb., &amp; mid-March</i>	N/A	\$ 2,000	\$ 500		
Application/Registration fee		\$ 75	\$ 75		
<b>Toddler (T)</b> age 2 by October					
2 Half Days - T/TH	\$ 5,600	\$ 5,900	\$ 500	\$ 3,500	\$ 1,900
3 Half Days - M/W/F	6,950	7,300	500	3,500	3,300
Full Day options based on enrollment. Please call for details.					
<b>Early Childhood (EC)</b> age 3 by October					
3 Half Days - M/W/F	9,175	9,650	500	5,800	3,350
5 Half Days - M-F	9,275	9,750	500	5,800	3,450
2 Full Days - T/Th (FD) plus 1/2 days M/W/F	13,150	13,850	500	8,400	4,950
3 Full Days - M/W/F (FD) plus 1/2 days T/TH	14,900	15,700	500	9,200	6,000
5 Full Days - M-F	15,500	16,300	500	9,800	6,000
<b>Kindergarten (K)</b> age 5 by October					
5 Full Day - M-F	15,500	16,300	500	9,800	6,000
<b>Extended Day**</b> 7:30 am - 6:00pm					
Hourly drop-in fee	N/A	\$10/hr			
Enrolled sibling discount when attending at same time. <i>(Non-enrolled sibling discount not available.)</i>	N/A	\$6/hr			
<b>Other Fees</b>					
Application	\$ 75	\$ 75			
New Family Matriculation	250	250			
Registration	60	60			

\*Deposit will be credited toward your tuition at first billing cycle.

Tuition is paid semi-annually, June 15 and November 15, and is not transferable. Please contact our Financial Manager for information on sibling tuition discount, alternative payment schedule, and pricing for the 7:30am-6:00pm schedule.

### \*\*Extended Day Discount Packages:

Package	Number of Hours	Reg. Hourly Rate	Bundled Rate	Ext. Total
Bundle "A"	200	\$10	\$9.50	\$1,900
Bundle "B"	300	\$10	\$9.00	\$2,700

Packages are for enrolled students and must be used during the September-June school year.



## THE WESTMONT MONTESSORI SCHOOL

577 Route 24 Mendham, New Jersey 07945

(908) 879-6355 ~ Fax (908) 879-8127

westmontmontessori.org

A Not-for-Profit Corporation

### 2018–2019 Financial Contract

CHILD'S NAME: \_\_\_\_\_

#### Responsibilities of the School:

The Westmont Montessori School is accredited by the American Montessori Society (AMS) and Middle States Commission on Elementary Schools (MSCES) and meets all applicable state, federal, and local licensing requirements. Students are accepted without regard to their sex, race, religion, ethnicity, or national origin. The Westmont Montessori School agrees to provide an academic year from September through mid-June. Each classroom is taught by a Montessori certified teacher with the help of an assistant. Classes will meet at The Westmont Montessori School at 577 Route 24, Mendham, NJ.

#### Responsibilities of the enrolled child's parent or guardian:

Upon execution of this commitment, Westmont agrees that the above-named child shall be deemed enrolled for the entire academic year. In consideration of Westmont's commitment, the parent or guardian signing below agrees that tuition must be paid for the entire year pursuant to the schedule provided by the school's administration. **In the event a parent or guardian executes a commitment for a student's attendance and subsequently withdraws for any reason, the parent or guardian remains responsible for that academic year's tuition in accordance with the following schedule:**

- ◆ **Withdrawal before April 1:** No tuition charge; no refund of deposit, registration, or matriculation fee.
- ◆ **Withdrawal after April 1 but before June 1:** Responsible for 50% of entire academic year's tuition; no refund of deposit, registration, or matriculation fee.
- ◆ **Withdrawal after June 1:** Responsible for 100% of entire academic year's tuition; no refund of deposit, registration, or matriculation fee.
- ◆ **Families enrolling after April 1 or after the start of an academic year:** Responsible for any and all tuition from child's start date to the end of the academic year; no refund of deposit, registration or matriculation fee.

Please be aware that the withdrawal deadlines refer to April and June preceding the academic year for which your child has been enrolled. Westmont is a not-for-profit organization that depends upon filling enrollment spaces for an academic year. If and when enrolled students withdraw, the school remains liable for all costs associated with operating and maintaining the school. **Under no circumstances shall any tuition be forgiven or deposit, registration, or matriculation fees be refunded except in accordance with the preceding withdrawal schedule.** Further details on the operation of the school are described in the Parent Handbook, available on [www.westmontmontessori.org](http://www.westmontmontessori.org).

- ◆ Please consult your tuition schedule for payment amounts and due dates.
- ◆ Your deposit will be deducted from your tuition.
- ◆ Payment plans require all tuition be paid in full by March 2019.
- ◆ A late fee of \$50.00 will be charged on all balances 15 days overdue.
- ◆ If it becomes necessary to take legal action to collect any sums due under this agreement, you will be responsible for reasonable attorneys' fees and costs of suit.

I have read the above terms and agree to them.

\_\_\_\_\_/\_\_\_\_\_  
Signature of parent or legal guardian      Date

\_\_\_\_\_/\_\_\_\_\_  
Printed Name of parent or legal guardian      Date

**Please retain one copy for your records**

1/11/18



# Summer Camp at The Westmont Montessori School

2018

## Summer Fun for Toddlers

Join us for a small group class and experience a multi-age Montessori environment through play, song, and exploration. Choose the summer option that you feel will best support your child's next step towards independence before the school year officially begins. Children may be enrolled in one or multiple sessions.

### Camp MONTESSORI & Me

**Ages 15 - 24 months of age WITH parent**

**Program hours: 9:00am—11:00am**

**Week 1: June 25, 27, 29**

**Week 2: July 2 & 6 (closed 7/4)**



### Camp Little STEPS

**Ages 18 - 36 months of age WITHOUT parent**

**Program hours: 9:00am - 11:00am**

Choose 3-day (M/W/F) or 2-day (T/TH) options each week

**Week 1: June 25—29**

**Week 2: July 2—6 (closed 7/4)**

**Week 3: July 9—13**

**Week 4: July 16—20**

**Week 5: July 23—27**

**Week 6: July 30—Aug. 3**

**Week 7: August 6—10**

**Week 8: August 13—17**

## Montessori Morning Camp

Summer is no reason to stop the fun of school! Enroll your child in our Montessori Morning Camp and give them the best of both worlds: summer favorites like crafts, songs, athletics, and water play, along with the familiar classrooms and learning activities your children enjoy during the school year.

Whether your child is transitioning from a Toddler class to the EC program or they have been in EC or Kindergarten already, the Montessori Morning Camp is the perfect place to enjoy the summer and keep skills sharp.

### Montessori Morning Camp

**Ages 3 - 6 years**

**Program hours: 9:00am - 12:00pm**

**Week 1: June 25—29**

**Week 2: July 2—6 (closed 7/4)**

**Week 3: July 9—13**

**Week 4: July 16—20**

**Week 5: July 23—27**

**Week 6: July 30—Aug. 3**

**Week 7: August 6—10**

**Week 8: August 13—17**



### Extended Day Camp

**Ages 18 months—6 years ~ ~ 8:00am - 9:00am and/or 11:00am - 4:00pm**

Let the summer fun continue with our Extended Day Camp. Afternoon activities include music, story time, crafts, games, and outdoor time with friends. The Extended Camp program is available hourly, daily or weekly and drop-ins are welcome.



# Summer Camp at The Westmont Montessori School - 2018 Registration

## Camp MONTESSORI & Me

Ages 15 - 24 months of age WITH parent

DATES	9:00-11:00	SUBTOTAL	\$5% discount if paid by Feb. 15	WEEKLY TOTAL
June 25, 27, 29	<input type="checkbox"/> \$210 (M/W/F)			
July 2 & 6 (no 7/4)	<input type="checkbox"/> \$140 (M/F)			

Child's Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Total Submitted: \_\_\_\_\_

- Payment in full must be made to secure a spot in camp and must be received by February 15, to receive discount
- Additional forms required by the State may be picked up in the office or found on our website and must be completed and returned before the first day of camp
- **NO REFUNDS** issued after June 1st

## Camp Little STEPS and Extended Day Camp

Ages 18 - 36 months of age WITHOUT parent

Choose 3-day (M/W/F) or 2-day (T/TH) options

DATES	AM Care ~ 8:00-9:00 \$12.50/hr.	M/W/F Camp 9:00-11:00	T/TH Camp 9:00-11:00	PM Care ~ 11:00-4:00 \$12.50/hr.	SUBTOTAL	\$5% discount if paid by Feb. 15	WEEKLY TOTAL
June 25-29	<input type="checkbox"/> # hours _____ = \$ _____	<input type="checkbox"/> \$210	<input type="checkbox"/> \$140	<input type="checkbox"/> # hours _____ = \$ _____			
July 2-6 (no 7/4)	<input type="checkbox"/> # hours _____ = \$ _____	<input type="checkbox"/> \$140 (M/F)	<input type="checkbox"/> \$140	<input type="checkbox"/> # hours _____ = \$ _____			
July 9-13	<input type="checkbox"/> # hours _____ = \$ _____	<input type="checkbox"/> \$210	<input type="checkbox"/> \$140	<input type="checkbox"/> # hours _____ = \$ _____			
July 16-20	<input type="checkbox"/> # hours _____ = \$ _____	<input type="checkbox"/> \$210	<input type="checkbox"/> \$140	<input type="checkbox"/> # hours _____ = \$ _____			
July 23-27	<input type="checkbox"/> # hours _____ = \$ _____	<input type="checkbox"/> \$210	<input type="checkbox"/> \$140	<input type="checkbox"/> # hours _____ = \$ _____			
Jul. 30-Aug. 3	<input type="checkbox"/> # hours _____ = \$ _____	<input type="checkbox"/> \$210	<input type="checkbox"/> \$140	<input type="checkbox"/> # hours _____ = \$ _____			
August 6-10	<input type="checkbox"/> # hours _____ = \$ _____	<input type="checkbox"/> \$210	<input type="checkbox"/> \$140	<input type="checkbox"/> # hours _____ = \$ _____			
August 13-17	<input type="checkbox"/> # hours _____ = \$ _____	<input type="checkbox"/> \$210	<input type="checkbox"/> \$140	<input type="checkbox"/> # hours _____ = \$ _____			

## Montessori Morning Camp and Extended Day Camp ~ Ages 3 - 6 Years

DATES	AM Care ~ 8:00-9:00 \$12.50/hr.	Camp 9:00-12:00	PM Care ~ 12:00-4:00 \$12.50/hr.	SUBTOTAL	\$5% discount if paid by Feb. 15	WEEKLY TOTAL
June 25-29	<input type="checkbox"/> # hours _____ = \$ _____	<input type="checkbox"/> \$290	<input type="checkbox"/> # hours _____ = \$ _____			
July 2-6 (no 7/4)	<input type="checkbox"/> # hours _____ = \$ _____	<input type="checkbox"/> \$232	<input type="checkbox"/> # hours _____ = \$ _____			
July 9-13	<input type="checkbox"/> # hours _____ = \$ _____	<input type="checkbox"/> \$290	<input type="checkbox"/> # hours _____ = \$ _____			
July 16-20	<input type="checkbox"/> # hours _____ = \$ _____	<input type="checkbox"/> \$290	<input type="checkbox"/> # hours _____ = \$ _____			
July 23-27	<input type="checkbox"/> # hours _____ = \$ _____	<input type="checkbox"/> \$290	<input type="checkbox"/> # hours _____ = \$ _____			
Jul. 30-Aug. 3	<input type="checkbox"/> # hours _____ = \$ _____	<input type="checkbox"/> \$290	<input type="checkbox"/> # hours _____ = \$ _____			
August 6-10	<input type="checkbox"/> # hours _____ = \$ _____	<input type="checkbox"/> \$290	<input type="checkbox"/> # hours _____ = \$ _____			
August 13-17	<input type="checkbox"/> # hours _____ = \$ _____	<input type="checkbox"/> \$290	<input type="checkbox"/> # hours _____ = \$ _____			

**Office Use:**

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

Check #: \_\_\_\_\_

Total: \_\_\_\_\_

Registered: \_\_\_\_\_