

Libertyville Montessori School  
P. O. Box 654  
Libertyville, IL 60048  
847-362-5170

E-mail: [Libertyvillemontessori@gmail.com](mailto:Libertyvillemontessori@gmail.com)  
[www.libertyvillemontessori.com](http://www.libertyvillemontessori.com)  
FB Page: Libertyville Montessori School

## LIBERTYVILLE MONTESSORI SCHOOL

### APPLICATION FOR ADMISSION FOR PRIMARY

Academic School Year \_\_\_\_\_

Application is hereby made for admission of \_\_\_\_\_ to  
the Libertyville Montessori School. The following information is provided as part of this application for 3-6 year olds.

**Home Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
**Birthdate** \_\_\_\_\_ **Sex** \_\_\_\_\_ **Age: Yrs.** \_\_\_\_\_ **Mos.** \_\_\_\_\_

**Mother's Name** \_\_\_\_\_ **Profession** \_\_\_\_\_

**Business Address** \_\_\_\_\_ **Bus. Phone** \_\_\_\_\_

**Family E-mail Address** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**Father's Name** \_\_\_\_\_ **Profession** \_\_\_\_\_

**Business Address** \_\_\_\_\_ **Bus. Phone** \_\_\_\_\_

**Cell Phone** \_\_\_\_\_

In case of emergency, whom do we contact in the immediate area if unable to reach a parent? Please list two:

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

In case of emergency, may we contact your physician?

**Physician's Name** \_\_\_\_\_ **Address** \_\_\_\_\_

**Physician's Phone** \_\_\_\_\_

**Names and Ages of Siblings** \_\_\_\_\_

Please describe below any family circumstances that may be helpful for us to know, special physical or emotional condition regular medications; special diet; allergies or other treatment your child receives. List other preschools or schools your child has attended:

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**Admissions:** Libertyville Montessori School accepts children of any race, color, and natural or ethnic origin. Acceptance of children is on an individual basis. Consideration is given to class composition and available space and programs.

**Family Discount:** Families will receive UP to \$100 discount when two or more children are enrolled simultaneously for the academic year – discount is dependent on program registered.

**Returned Checks:** Checks returned due to insufficient funds incur a \$25 bookkeeping charge, plus bank charges to Libertyville Montessori School, if any.

**Late Charges:** Tuition payments are due on the 1<sup>st</sup> day of each month beginning August 1<sup>st</sup> and ending May 1<sup>st</sup>. **A \$25 late fee will be automatically assessed on the 6<sup>th</sup> of those months**, if payment has not been received. If arrangements are not made with the office and you are delinquent in your payments, your child's position will be forfeited.

**Supply/Party Fee:** There is a one-time supply/party fee of \$100.00 cash. This covers the cost of 5 holiday parties (goodie bags), as well as, cleaning supplies and supplies/materials the children use during work/activity time. (Parents will be responsible for paper towels, Kleenex, Clorox Wipes, and snack.)

**Enrollment & Reenrollment:**

- (1) A **\$150.00 application fee** is due with this application. **This deposit is non-refundable and non-transferable.**
  
- (2) Your application, **with deposit**, will reserve your child's position. Enrollments are on a first come, first served basis and positions will not be held without a deposit.

**Agreements:**

I agree to permit the participation of the child in the portrayal of Libertyville Montessori School activities in film, slides, photographs or other representations.

I agree to attend parent information evenings and conferences. Libertyville Montessori School assists the child in his development; accordingly, communication among the adults around the child is essential.

I understand and accept Libertyville Montessori School's policy on the dispensing of medications. I understand Libertyville Montessori School is under no obligation to administer any medications, epipens, etc., in the cases of illness, allergies, or under any other circumstances. Libertyville Montessori School will, in the case of an emergency situation, call 911 first and then notify the parent immediately.

I understand that children are admitted for the full academic year and that my agreement to pay for the school year is not subject to adjustments for illness, absence, vacation, withdrawal or holidays.

This contract may be canceled by either party (Libertyville Montessori School or parent) upon the condition that a 30day written notice is provided prior to withdrawal date. The parent will be expected to pay the tuition to cover the time the child attends the school, as well as the 30-day notice time period. Tuition refunds will be prorated 30 days from the date of the written notice.

I understand that there may be a change in regular school hours on special party days. (Winter party)

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

# Programs and Tuition

Ages 3-6 Academic year is: September thru May

## 3 Day

Select One	Options	Monthly Fee (Sept.-May)	Yearly Total	Days Available
	<b>3 Half Day Morning</b> (8:30-11:30)	\$477.00	\$4,293.00	M T W TH F
	<b>3 Half Day With Lunch</b> (8:30-12:30)	\$588.00	\$5,292.00	M T W TH F
	<b>3 Extended Day</b> (8:30-3:00)	\$800.00	\$7,200.00	M T W TH F
	<b>3 Full Day</b> (7:30-6:00)	\$1,011.00	\$9,099.00	M T W TH F

## 4 Day

Select One	Options	Monthly Fee (Sept.-May)	Yearly Total	Days Available
	<b>4 Half Day Morning</b> (8:30-11:30)	\$550.00	\$4,950.00	M T W TH F
	<b>4 Half Day With Lunch</b> (8:30-12:30)	\$667.00	\$6,003.00	M T W TH F
	<b>4 Extended Day</b> (8:30-3:00)	\$933.00	\$8,397.00	M T W TH F
	<b>4 Full Day</b> (7:30-6:00)	\$1,110.00	\$9,990.00	M T W TH F

## 5 Day

Select One	Options	Monthly Fee (Sept.-May)	Yearly Total	Days Available
	<b>5 Half Day Morning</b> (8:30-11:30)	\$627.00	\$5,643.00	Monday-Friday
	<b>5 Half Day With Lunch</b> (8:30-12:30)	\$750.00	\$6,750.00	Monday-Friday
	<b>5 Extended Day</b> (8:30-3:00)	\$1,033.00	\$9,297.00	Monday-Friday
	<b>5 Full Day</b> (7:30-6:00)	\$1,233.00	\$11,097.00	Monday-Friday

- In order to reserve a place for your child, an application must be filled out, along with a \$150.00 application fee. This amount is not refundable.
- 5% discount for corporate companies. (LMS has list)
- Up to \$100 multiple child discount will be applied toward tuition EVERY month.
- Yearly tuition payments are divided into 9 payments, and are due on the 1<sup>st</sup> day of each month beginning September 1, 2022 and ending May 1, 2023. A \$25 late fee will automatically be assessed on the 6<sup>th</sup> day of those months, if payment has not been received. If arrangements are not made with the office, and you are delinquent in your tuition payments, your child's position will be forfeited.
- Special hours for camp days/days off school. (Listed on yearly calendar)
- School is open from 7:30-6:00. Late pick-up will acquire a \$5 charge per 15 minute intervals, per child, to be paid directly to teacher.

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ACCEPTED BY LIBERTYVILLE MONTESSORI SCHOOL

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SIGNATURE OF PARENT/GUARDIAN

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DATE