



Admission Procedure Checklist

Thank you for your interest in Palencia Montessori Academy and for considering a Montessori education for your child. Provided below is a checklist of the admissions procedures for our School:

- Classroom Observation and/or Tour:** All parents seeking enrollment for their children should observe or tour in the Toddler classroom and/or the Pre-Primary classroom room. Please contact our Director, Megan Merlini at 904-217-7137 or email her at megan@palenciamontessori.com. This visit is for adults only.
- Application Fee:** A one time \$150 application fee is due along with the Palencia Montessori Enrollment Form. This fee is nonrefundable if we accept your child to our program.
- Assessment:** The next step is to schedule a time for an assessment through our Director. Our objective is to establish the developmental readiness of your child for the class, and to determine whether the Montessori Method of education is the right choice for your child. Your child will spend time in one of our classrooms during the Montessori work cycle and a certified Montessori educator will evaluate how your child learns best.
- Enrollment Packet:** Once your child is accepted to our School, the Child History, and Authorizations Forms in addition to Palencia Montessori Academy's General Release and Hold Harmless Agreement must be submitted with the Registration Fee below. We will hold this spot for your child for one week after the assessment. We recommend making a decision as soon as possible to insure space for your child.

Registration Fee: A \$450 registration fee is required with the Enrollment Packet. This is required to hold a space for your child and is not refundable.

Supply Fee: The Supply Fee is due on August 1, 2017. (\$225 for Pre-Primary and Toddlers and \$275 for Kindergarten.)

Tuition: Tuition is due beginning August 1st. See the tuition schedule and feel free to talk with us about any questions you may have.

Summer Student Orientation: – We recommend Pre-Primary students attend at least two weeks of the summer program. If this is not possible, please speak with our Director to make other arrangements. Toddler students are asked to attend a two-day summer orientation program prior to their enrollment date. Additional information is available upon request.

Shot & Physical Records: – It is required for Palencia Montessori Academy to have a copy of your child's up-to-date Immunization and Physical records on a State 680 form. We must receive these records at least 30 days prior to your child's enrollment date.