

Registration

Most "Summer in the Meadow" programs are one week long. You may register for one week, all weeks, or any combination. To register, complete and submit the registration form. When registering more than one child, please submit a separate form and separate check for each child. A non-refundable \$25 registration fee per class registered must accompany the registration form, or a \$50 registration fee is required to hold your child's space in the Summer Extended Time Care (Extended Time Care & summer classes \$175 per week) that must be submitted by June 2nd.

Please be sure that the course(s) you select matches the grade your child will enter in September 2009, (the upcoming 2009-10 school year).

All participants will receive a confirmation letter, along with mandatory emergency cards and health forms. Program and registration materials can also be found on the Meadow Montessori School website at www.meadowmontessori.org

Waitlists

Many classes fill quickly. We recommend that you register as early as possible. Waitlists will be kept in the event a class fills. You will be notified if a space becomes available. Registration fees for waitlisted classes will be refunded.

Registration Fees

Registration fees are applied toward the tuition cost of each course and will not be refunded for withdrawals made at any time after June 2, 2006, unless the class has been canceled.

Refunds, Withdrawals, & Transfers

Remaining balances (the total paid less deposit) will be refunded for withdrawals made on or before the deadline of **June 5, 2009**. Those who must withdraw after this date will be responsible for full tuition (full cost of the course). A **withdrawal** is defined as dropping a class without replacing it with another. A **transfer** is defined as dropping one class and replacing it with another. Transfer fees may be assessed at the discretion of the Director of Finance. Exceptions will be made only for medical circumstances that keep the child from participating in a class for which he/she is

Refunds, Withdrawals, & Transfers cont...

enrolled. A signed note from the child's doctor must be presented.

Remaining Balance

Remaining balance payments for classes and prepared Extended Time Care (childcare) fees are due in full by **June 12, 2009**. The remaining balance is calculated by deducting each payment of deposit from the course tuition total. Please contact the Director of Finance for any questions regarding this matter.

Health and Emergency Forms

All children (including Meadow Montessori students) are required to submit basic health and emergency forms. This is not required if you have a current form on file. These forms must be submitted prior to Camp and are due by **June 12, 2009**.

Health and information forms will be mailed with your confirmation letter. To ensure your child's space in the classes for which you register, completed and signed health and emergency forms must be received by **June 18, 2009**. Please do not wait until the first day of class.

Arrivals and Departures

Students must be signed IN when they arrive everyday and OUT when they leave. Rosters for signing in/out are kept on clipboards in the Commons (located across the lobby in the Elementary Building - this is the 'south' building) for all Upper and Lower Elementary students, and in the Early Childhood Building for all Preschool students. It is recommended that students arrive 10 to 15 minutes early on the first day of each week to leave time for signing in and locating classes.

Infant and Toddler

A non-refundable registration fee of \$125.00 per child is required to guarantee his/her enrollment in the Summer Sessions. Your fee will be applied to your child's first week of enrollment.

Sibling discounts are available. Please contact the Director of Finance for information.