

Springs East Montessori School

Enrollment Packet

2025 – 2026



Enrollment Procedures:

Thank you for your interest in Springs East Montessori School. We appreciate the opportunity to meet you and your child and for you to visit the school and observe our classes in session.

To complete the enrollment process, please do the following:

- ☐ Submit the Application Form and the required \$35 Application Fee
- ☐ Sign and return the enclosed Enrollment Contract for the program you are choosing
- ☐ Enclose the 10% Enrollment Deposit
- ☐ Make your check payable to **Springs East Montessori School**
- ☐ Drop off or mail your Application Form, Enrollment Contract, and check to:

Springs East Montessori School
9429 Loveland-Madeira Road
Cincinnati, Ohio 45242
Attention: Ann Griesdorn, Director

Upon receipt of your Enrollment Deposit and Enrollment Contract, a formal Acceptance Letter will be sent to you.

Please review the School Handbook you were given during your visit. If you have any questions, please contact Miss Ann at 513-509-7671.



9429 Loveland-Madeira Rd
Cincinnati, Ohio 45242
Ph: (513) 793-7877
Fax: (513) 271-1684
Tax ID #46 - 1636807
springseastschool@cinci.rr.com

Contact Information:

Springs East Montessori School

9429 Loveland-Madeira Road
Cincinnati, Ohio 45242

Office: 513-793-7877

Fax: 513-271-1684

Email: springseastschool@cinci.rr.com

Website: www.springseast.com

Facebook Page: Springs East School

Tax ID # 46 –1636807

Founder and Director, Miss Ann Griesdorn cell 513-509-7671

Principal, Miss Sally O'Donnell 513-793-7877



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APPLICATION FORM

(Must be accompanied by a nonrefundable **\$35.00 Application Fee.**) Date of Application _____

Child's Name _____ Birth date _____ Current Age (Y.M) _____

Street Address _____ County _____

City _____ State _____ Zip _____ Local School District _____

Child's Race/Ethnicity _____ Cultural Background _____ Religion _____

Father's Name _____ Age _____

Cell Phone # _____ Email _____

Present Employer _____ # of Years _____

Present Position _____

Business Address _____ Bus. Phone # _____

Mother's Name _____ Age _____

Cell Phone # _____ Email _____

Present Employer _____ # of Years _____

Present Position _____

Business Address _____ Bus. Phone # _____

Please list names, sex, and birth date of all siblings: _____

What other schools has child attended? Please give name and dates attended: _____

How did you hear about Springs East Montessori School? _____

If accepted, how long do you plan to have your child attend? _____

Class Preference: 3-Day Preschool (*Circle 3 Consecutive Days*) Mon, Tue, Wed, Thu, Fri (ages 2.5-3 only)

5-Day Preschool/Pre-Kindergarten (ages 3-5) Half Day AM (8:45 – 11:45) _____

Full Day (8:30 – 3:30): Pre-Kindergarten _____ Kindergarten _____ Elementary _____

Would you like your child to attend our Extended Care Program? _____
(Please list expected drop off time and pick up time.)

I hereby apply for admission of _____ to
Springs East Montessori School, and agree to abide by the rules and regulations thereof.

(Signature of Parent or Legal Guardian)

(Date)

All information herein will be treated confidentially. Springs East Montessori School admits and works with students without regard to race, religion, national or ethnic origin, or physical abilities. Upon acceptance, the tuition deposit of 10% of the annual tuition must be paid in advance, or space cannot be guaranteed for your child.



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HALF DAY: Montessori Preschool Program

ENROLLMENT CONTRACT

To: Springs East Montessori School

I wish to enroll my child, _____ at Springs East
(child's name)

Montessori School for the 2025 – 2026 school year. I would like **my child** to attend the Half Day Montessori program:

Morning Session
8:45 am – 11:45 am

I understand that a non-refundable 10% Enrollment Deposit of \$ 580.00 is required to be paid in advance, (within 7 days of Acceptance, or no later than May 15th for reenrollment of continuing students) in order to guarantee my child's placement.

I understand that I will be obligated to pay the full year tuition of \$ 5,800.00. The Enrollment Deposit payment is made at the time of enrollment and guarantees that we will hold a space for your child. This is the first of your 10 tuition payments, with the balance to be paid in nine equal monthly installments. Your second payment (the first of these nine monthly installments) shall be due and payable on or before August 10th and the remaining monthly installments shall be due and payable on or before the 10th day of each consecutive month, through April. Thus, the year's tuition will be paid in full by April 10th.

Springs East Montessori School is not obligated to refund or reduce tuition for days on which my child is absent from school due to illness or days when the school is closed due to severe weather or other conditions beyond Springs East Montessori School's direct control.

This tuition amount does not include "in-house" field trips, which are a separate fee.
Classes are filled on a "first come, first served" basis.

(Signature of Parent or Guardian)

(Date)



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FULL DAY: Montessori Pre-Kindergarten / Kindergarten / Elementary Programs

ENROLLMENT CONTRACT

To: Springs East Montessori School

I wish to enroll my child, _____ at Springs East
(child's name)

Montessori School for the 2025 – 2026 school year. I would like **my child** to attend the full day Montessori program:

Pre-Kindergarten

Kindergarten

**Elementary
Grade 1, Grade 2, Grade 3**

(Please circle program your child is to attend)

The hours of the full day program are **8:30 am – 3:30 pm**.

I understand that a non-refundable 10% Enrollment Deposit of \$ 925.00 is required to be paid in advance, (within 7 days of Acceptance, or no later than May 15th for reenrollment of continuing students) in order to guarantee my child's placement.

I understand that I will be obligated to pay the full year tuition of \$ 9,250.00. The Enrollment Deposit payment is made at the time of enrollment and guarantees that we will hold a space for your child. This is the first of your 10 tuition payments, with the balance to be paid in nine equal monthly installments. Your second payment (the first of these nine monthly installments) shall be due and payable on or before August 10th and the remaining monthly installments shall be due and payable on or before the 10th day of each consecutive month, through April. Thus, the year's tuition will be paid in full by April 10th.

Springs East Montessori School is not obligated to refund or reduce tuition for days on which my child is absent from school due to illness or days when the school is closed due to severe weather or other conditions beyond Springs East Montessori School's direct control.

This tuition amount does not include "in-house" field trips, which are a separate fee.
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(Signature of Parent or Guardian)

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HALF DAY: Montessori Preschool Three - Day Program
For children ages 2.5 & 3 only; please choose 3 consecutive days

ENROLLMENT CONTRACT

To: Springs East Montessori School

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(child's name)

Montessori School for the 2025 – 2026 school year. I would like **my child** to attend the

Morning Session

8:45 – 11:45 am Mon. Tue. Wed. Thurs. Fri.

(Please circle 3 consecutive days to attend.)

I understand that a non-refundable 10% Enrollment Deposit of \$ 430.00 is required to be paid in advance, (within 7 days of Acceptance, or no later than May 15th for reenrollment of continuing students) in order to guarantee my child's placement.

I understand that I will be obligated to pay the full year tuition of \$ 4,300.00. The Enrollment Deposit payment is made at the time of enrollment and guarantees that we will hold a space for your child. This is the first of your 10 tuition payments, with the balance to be paid in nine equal monthly installments. Your second payment (the first of these nine monthly installments) shall be due and payable on or before August 10th and the remaining monthly installments shall be due and payable on or before the 10th day of each consecutive month, through April. Thus, the year's tuition will be paid in full by April 10th.

Springs East Montessori School is not obligated to refund or reduce tuition for days on which my child is absent from school due to illness or days when the school is closed due to severe weather or other conditions beyond Springs East Montessori School's direct control.

This tuition amount does not include "in-house" field trips, which are a separate fee.

Classes are filled on a "first come, first served" basis.

(Signature of Parent or Guardian)

(Date)