

Springs East Montessori School Enrollment Packet 2022 – 2023



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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

Value Our Approach Offers:

We take pride in the authentic Montessori curriculum, materials used, training of our staff, years in business, but most importantly, for the love and guidance we have provided to so many graduates of our programs over the course of the school's 55 years of operation.

We hope that you recognize our commitment to your child and the care with which we provide them with their educational foundation. We see our job to shape your child's educational foundation as most important because your child is most important.

To supplement the Montessori Programs, we offer before and after school Extended Care Programs for our students and their older siblings who can be dropped off from Sycamore and Indian Hill schools. Our Extended Care Program follows the Springs East Montessori School calendar and begins at 8:00 AM to include before school, lunch, and after school care ending at 5:30 PM. Children should bring a nutritious packed lunch each day.

Weekly cost is noted to easily compare our cost to other schools in the area that charge on a weekly basis. You will find exceptional value with regards to cost for service if you choose to compare our program to others.

Montessori School Program Costs 2022-2023:

Montessori Tuition	2022-2023 SY Cost [Deposit + 9 Monthly Payments] (August-April)	Annual Tuition Cost	Session Times	
Application Fee (one-time only) per family	\$35			
Enrollment Deposit due Upon Acceptance to hold a space for your child (Non-refundable)	10% of yearly tuition (which is applied as your payment for the month of May)			
5 Day Montessori Preschool / Kindergarten Ages 3 – 5	Half Day	\$523	\$5,230	Half Day 8:45 am – 11:45 am
	Full Day	\$838	\$8,380	Full Day 8:30 am – 3:30 pm
Elementary School – Grades 1-3	\$838	\$8,380	Full Day 8:30 am – 3:30 pm	
3 Day Montessori Preschool Ages 2 & 3 years only	\$387	\$3,870	8:45 am – 11:45 am	

Extended Care Program Costs 2022-2023:

Extended Care Programs	2022-2023 SY Cost 10 Monthly Payments (Aug-May)	Weekly Average Cost (for comparison to other daycare programs)	Session Time
A. With Full-day School Program	\$270	\$67.50	Approximately 2 hours of extended care per day
B. With Full-day School Program	\$310	\$77.50	Approximately 3 hours of extended care per day
C. With Five ½ day School Program	\$600	\$150.00	Approximately 7 hours of extended care per day
D. With Three ½ day School Program	\$162	\$40.50	Approximately 2 hours of extended care per day for 3-day program.
E. With Three ½ day School Program	\$186	\$46.50	Approximately 3 hours of extended care per day for 3-day program.
F. With Three ½ day School Program	\$360	\$90.00	Approximately 7 hours of extended care per day for 3-day program
G. Occasional Use	\$10.00 per hour for each child		Available on a now and then basis

Tuition Payments:

Tuition is paid monthly in 10 equal payments. The 10% Enrollment Deposit is due by May 15th, and is applied as a credit to your 10th and final school year payment. The balance of tuition is paid between the 1st and the 10th of the month, August through April.

For example, if your child is enrolled in the Full Day Kindergarten Program (with a total school year cost of \$8,380.00), then your monthly payment schedule would be as follows:

10% Enrollment Deposit = \$838.00 paid by May 15th, 2022 (or upon acceptance)

August thru April = \$838.00 per month

May = Enrollment Deposit credit is applied and no payment is due

If you wish for your child(ren) to continue attending Springs East Montessori School the next school year, your 10% Enrollment Deposit must be submitted by May 15th to guarantee space for your child(ren).

Extended Care Program Payments:

The Extended Care Program does not require a deposit for your child.

All payments are due by the 10th of the month, paying in advance for each month.

Therefore, you will make 10 monthly payments for August through May. [Your Extended Care Program Costs can be included in the same check you write to pay your tuition.](#)

Payment Due Dates:

Payment is due by the 10th of each month. Monthly statements are not sent unless requested. If you need to discuss an alternate payment option, please contact Miss Ann.

Checks should be made payable to **Springs East School**.

Checks can either be placed in the lock box located in the entry hall of school, directly across from the front door, or be mailed to:

Springs East Montessori School
9429 Loveland-Madeira Road
Cincinnati, Ohio 45242

Placement Policy:

Guarantee of placement for your child for the next school year is secured by the enrollment deposit. This 10% deposit is required to hold your child's place in the class for the school year. This non-refundable enrollment deposit is due by May 15th each year (or within 7 days of acceptance for new students). Placement is "first come, first served." We will make every effort to honor your preference for placement in the Morning Session or Afternoon Session.

Enrollment Deposit:

The enrollment deposit serves as your registration commitment and secures your child's placement for the upcoming school year. For returning students, the enrollment deposit is due by May 15th each year. For newly accepted students, the enrollment deposit is to be submitted within 7 days of acceptance. This non-refundable enrollment deposit is applied as a credit in May for your 10th and final tuition payment for the school year.

The enrollment deposit is non-refundable should you decide to leave Springs East Montessori School prior to the conclusion of the school year. Should a student move out of the area during the school year, the deposit will be applied as the final month's tuition payment.

Discounted Tuition:

If the entire yearly tuition is paid in advance, by August 10th, a discount of \$100.00 will be given.

Example: If your child is enrolled in the Full Day Kindergarten Program, with a total school year cost of \$8,380, and you paid the 10% enrollment deposit in May (\$838), then your remaining tuition payment would be: $\$8,380 - \$838 - \$100 = \$7,442$ paid by August 10th.

Springs East Montessori Enrollment Process:

Thank you for your interest in Springs East Montessori School! We're excited to meet your child.

To enroll your child:

- Complete the appropriate enrollment form for the program you are choosing
- Pay the Application Fee and Enrollment Deposit
 - Application Fee (payable one-time per family) is \$35
 - Enrollment Deposit is 10% of the annual tuition
- Make your check payable to **Springs East School**
- Mail your form 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 Form, a formal Acceptance Letter and School Handbook will be sent to you.

If you have any questions, please contact Miss Ann at 513-509-7671.

WELCOME TO SPRINGS EAST MONTESSORI SCHOOL!

Springs East Montessori School
9429 Loveland-Madeira Road
Cincinnati, Ohio 45242
(513) 793-7877

HALF DAY: Montessori Preschool / Kindergarten Program

ENROLLMENT FORM

To: Springs East Montessori School

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

Montessori School for the 2022 – 2023 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 \$ 523.00 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 \$ 5,230.00. The Enrollment Deposit payment is made at the time of enrollment and shall be applied to the final tuition payment in May, with the balance to be paid in nine equal monthly installments. The first of these installments shall be due and payable on or before August 10th and the remaining installments shall be due and payable on or before the 10th day of each consecutive month, through April.

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)

Springs East Montessori School
9429 Loveland-Madeira Road
Cincinnati, Ohio 45242
(513) 793-7877

FULL DAY: Montessori Preschool / Kindergarten / Elementary Programs

ENROLLMENT FORM

To: Springs East Montessori School

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

Montessori School for the 2022 – 2023 school year. I would like **my child** to attend the full day Montessori program:

Preschool Program

Kindergarten Program

Elementary Program

(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 \$ 838.00 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 \$ 8,380.00. The Enrollment Deposit payment is made at the time of enrollment and shall be applied to the final tuition payment in May, with the balance to be paid in nine equal monthly installments. The first of these installments shall be due and payable on or before August 10th and the remaining installments shall be due and payable on or before the 10th day of each consecutive month, through April.

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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HALF DAY: Montessori Preschool Three - Day Program
For children ages 2 & 3 only; please choose 3 consecutive days

ENROLLMENT FORM

To: Springs East Montessori School

I wish to enroll my child, _____ at Springs East
(child's name)
Montessori School for the 2022 – 2023 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 \$ 387.00 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 \$ 3,870.00. The Enrollment Deposit payment is made at the time of enrollment and shall be applied to the final tuition payment in May, with the balance to be paid in nine equal monthly installments. The first of these installments shall be due and payable on or before August 10th and the remaining installments shall be due and payable on or before the 10th day of each consecutive month, through April.

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)

Springs East Montessori School CALENDAR 2022 – 2023

Wednesday, August 17	Class sessions begin (Extended Care begins 8:00 am until 5:30 pm) Morning Class 8:45 – 11:45 am Full Day Class 8:30 – 3:30 pm
Monday, September 5	Labor Day – School & Extended Care Programs Closed
Friday, October 7	Trunk or Treat – time & details in Newsletter
Monday, October 10	Columbus Day – School & Extended Care Programs Closed
Saturday , November 5	Children’s Demonstration Day Sign-up sheet will be available 2 weeks in advance
Wednesday – Friday, November 23, 24, 25	Thanksgiving Holiday School & Extended Care Programs Closed
Friday, December 16	Holiday Tea Party – time and details in Newsletter Last day of School & Extended Care Program Winter Break begins (12/19/22 through 1/2/23)
Tuesday, January 3, 2023	School & Extended Care Programs Resume
Monday, January 16	Martin Luther King Jr Day – School & Extended Care Programs Closed
Friday, February 10	Valentine’s Exchange – details in Newsletter
Saturday , February 11	Children’s Demonstration Day Sign-up sheet will be available 2 weeks in advance
Monday, February 20	Presidents’ Day – School & Extended Care Programs Closed
Friday, March 24 March 27 - 31	Last Day of School & Extended Care Programs / Spring Break Begins Spring Break
Monday, April 3	School & Extended Care Programs Resume Summer Learning Program Registration Begins
Saturday , May 13 May 15 th	School Volunteer Clean Up 9 AM to Noon Enrollment Deposit Due to secure space for your child for SY 2023-2024
Wednesday, May 17	Year End Luncheon – time & details in Newsletter
Friday, May 26	Last Day of school year HAVE A HAPPY SUMMER!!
OPEN HOUSE DATES	Thursday, January 26th and Thursday, April 20th Invite interested friends/neighbors to learn about Montessori education

SUMMER LEARNING PROGRAM (Optional) = 22 learning days

Schedule, cost, and sign-up forms will be sent home with your child when registration opens after Spring Break. You are welcome to invite other family friends (preschool - 2nd grade) to apply for our Summer Learning Program as well. Please request the # of forms needed to share with them.

Thursday, June 1 **Summer Learning Program begins**

Friday, June 30 **Last Day of Summer Learning Program**
