



Rochester Montessori School

A Montessori and International Baccalaureate School
how children learn influences who they become



Admissions Policies

Application Process

- New families are asked to tour the school and observe at least one classroom.
- Applications are accepted year round.
- An application will be considered only when the application fee is paid in full.
- No applicant is accepted without a signed Enrollment Agreement that officially offers enrollment to RMS.
- Your child may be invited for a classroom visit as a part of the application process. This usually occurs when children are applying for the Elementary and Middle School programs.
- If RMS cannot enroll your child during the application academic year, you may be asked to complete a new application for the next school year. A second application fee will not be required.

Enrollment Policies

- Enrollment Agreements will be offered to new applicants starting in early spring and continue until classroom openings are full.
- All new enrollments are subject to a 60-day probationary period during which time any issues that cannot be resolved may warrant a cancellation of the placement without an obligation on the part of RMS.
- In the case that action is taken in regards to a probationary period, tuition and fees will be refunded as described below under withdrawals and refunds.
- Although parents may request a classroom via email to the Head of School, we cannot guarantee enrollment in a specific classroom.
- Once children are placed in a class, they continue in that class until moving to the next program level. In rare cases, the school may move a child to a different room or make a mid-year move to the next program to better provide for the student's needs. This determination is made by the Head of School after lengthy discussions with parents and teaching staff regarding the child's needs.
- Throughout the school year half day students will have opportunities to move to full-day enrollment. Changes will be considered provided that space and staffing are available. The determination is made by the Head of School after discussion with parents and teaching staff.
- Generally, full-day enrollments will not be changed to half days (Toddlers & Children House). However, there are times when staff may recommend this change based upon the observed needs of the child. Changes will be considered provided that space and staffing are available. This determination is made by the Head of School after discussion with parents and teaching staff regarding the child's needs.
- A child's enrollment in the school may be continued during the school year if that child is unable to attend school for an extended period of time and if the family meets all fee and tuition responsibilities during such period.

Waiting Lists

Waiting lists are kept when classes reach maximum capacity. As openings occur, students on the waiting list are contacted and admitted based on several factors which include the application date, desired starting date, and student makeup of the requested program among other things. No applicant will be placed on the waiting list without receipt of a completed application and fee. When placing students from the waiting list into a classroom, students of current families and employees are given priority.



Program Transitions

Student transitions between programs are determined by several factors. To ensure student success, transitions are monitored by guides of the current classroom, guides of the student’s next classroom, and administration.

Factors that impact the timing of transitions include age, social and developmental needs, concentration and focusing abilities, and academic skills. Guides and administration will work closely with the parents during this process and encourage input and feedback to ensure a successful transition. All final decisions are at the discretion of the Head of School.

In general, students in our Toddler program move into the Children’s House program at the age of 3. Transitions from Children’s House to Lower Elementary must begin at the start of the academic year. Transitions between Lower and Upper Elementary and also the Middle Years Program occur at the beginning of the academic school year.

Classroom Ratios

All class sizes are designed to be large enough to optimize each child’s learning experience, but small enough to allow for appropriate guidance and supervision. Because the Montessori classroom has a three-year cycle, ratios are typically adjusted to maintain the efficacy of this structure. Our general student to adult ratios are:

- Toddler - 6:1
- Children’s House - 8:1
- Elementary - 12:1
- Middle Years Program - 12:1

Billing Policies

Tuition and Fee Payment Procedures

RMS is supported by student tuition and fees. All tuition and fees (with the exception of the application fee and the security deposit) are collected via auto withdrawal.

<i>What</i>	<i>When</i>	<i>Amount</i>
Application Fee	At the time of application	\$100 per application
Enrollment Security Deposit	At the time the Enrollment Agreement is accepted	\$500 per enrollment agreement
First Tuition Installment	June 2nd OR at the time the Enrollment Agreement is accepted if after June 2nd	1/10th of the total tuition



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<i>What</i>	<i>When</i>	<i>Amount</i>
Annual Fees - Buildings & Grounds, Family Activity Fee, Technology Fee and Classroom Fees, if applicable (all non-refundable)	August 2nd OR at the time the Enrollment Agreement is accepted if after August 2nd	\$480: Family Bldgs. & Grounds \$40: Family Activity Fee Classroom Fees: \$100: Elementary 1 \$130: Elementary 2 \$175: Middle Year Program
Second - Tenth Tuition Installment	2nd of each month, September - May	The remaining nine installments.

- The application fee is paid by check at the time of application.
- The enrollment security deposit is paid by check when the Enrollment Agreement is accepted. A voided check is required to set up future auto withdrawals.
- The Security Deposit of \$500 per child (max of \$1,500) is paid by check at the time of acceptance into RMS. This deposit is placed into a non-interest bearing account. The deposit is non-transferable.

Tuition

- The first tuition payment is paid by check if the Enrollment Agreement is accepted after June 2nd.
- All remaining payments are made through auto withdrawal.
- Tuition is paid in 10 installments. The first installment is made at the beginning of June or at the time of enrollment if enrollment occurs in June or later. The subsequent 9 installments are made monthly from September through May.
- Tuition does not cover school fees, summer school, additional services, after school studios, specialty offerings and other miscellaneous fees.
- Fee and tuition auto withdrawals are made around the 2nd of each month or the next business day if the 2nd falls on a weekend or holiday.
- Tuition statements are not sent monthly. However, a yearly account statement will be sent to each family in January. If you require a statement outside of this time frame, please contact the RMS office to request one.
- Tuition payments are required even when a student is absent due to illness, family vacations, etc.
- A tuition discount is offered to families with more than two children currently enrolled in the school – a \$500 discount for the third child and a \$1,000 discount for each additional child. In order to receive this discount, families must have at least one child enrolled in the Elementary program. In the case of triplets, quadruplets, or greater multiples, the family will receive the discount regardless of the program in which the children are enrolled.

Midyear Changes

- When midyear changes have been agreed upon and approved by the Head of School the following process will be adhered to determine new tuition costs.
 - The per day rate of tuition will be used to determine the cost of the remaining days of service for the current academic year.
 - Any adjustments to the payment schedule will be determined by RMS and communicated via email and with an updated enrollment agreement.
 - The updated enrollment agreement must be signed and returned to RMS.
 - Tuition changes and adjustments will be effective for the next month of tuition payments after the



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midyear change date.

Fee Payments

- Payment of fees are made through auto withdrawal in August and include:
 - Annual Building & Grounds Fee per family.
 - Annual Family Activity Fee per family.
 - Annual Elementary 1 Class Fee per child.
 - Annual Elementary 2 Class Fee per child.
 - Annual Middle Year Program activity fee per child.
- Collection of these fees will be due upon admission if enrollment occurs after August 2nd.
- Fee payments are required even when a student is absent due to illness, family vacations, etc.
- All fees are non-refundable.

Re-enrollment

- Enrollment for the following school year is continuous; meaning, you are automatically enrolled for the following school year.
- There is no fee for returning students during the re-registration period.
- Security deposits will be rolled over for current students who are returning for the next school year.
- Update enrollment agreements will be provided to families for signature by April 30th.

Withdrawals and Refunds

- If you intend on withdrawing at the end of the current school year, you must communicate your intention to withdraw to the Head of School via email by February 16th of the current school year.
- Current families who will not be re-enrolling for the following school year and have communicated their intention to withdraw by February 16th will have their security deposit returned on the last day of school of the current school year.
- If the statement of withdrawal is received after February 16th but before June 2nd, your security deposit will be forfeited
- If the statement of withdrawal is received after June 2nd but before the 1st day of school, the first tuition installment, any fees paid by the date of withdrawal and the security deposit will be forfeited.
- If the statement of withdrawal is received on the 1st day of the school or later, RMS will retain the tuition installment for the withdrawal month and families are responsible for payment of the 1 additional month of tuition. Any fees paid and the security deposit will be forfeited.
- If for any reason RMS formally asks a student to withdraw, refunded tuition is prorated to the day of departure, and the Security Deposit will be returned. The Security Deposit will be returned within 60 days of withdrawal.
- All fees are non-refundable.



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Non-Sufficient Funds/Non-Payment

- All tuition payments are due the 2nd of the month. Any payments received after the 7th of the month will be subject to a \$50 late fee.
- A fee of \$50.00 (fifty dollars) will be assessed for non-sufficient funds (NSF).
- Failure to remedy a NSF situation over the course of 45 days may lead to a suspension or termination of services.
- In the event that RMS must take legal action to collect delinquent accounts, RMS will also pursue collection costs.

Tuition Assistance

- Rochester Montessori School offers limited tuition assistance to families.
- Application forms are available on the RMS website and are due by April 15th for the upcoming school year.
- Applicants must annually complete an application form and send it directly to Tuition Aid Data Services (TADS). TADS will determine the level of need. RMS awards tuition assistance based, in part, on this report.
- Information provided in the application process is kept strictly confidential.
- Applications for tuition assistance submitted after April 15th will be processed but may be ineligible for assistance regardless of need.
- RMS does not guarantee tuition assistance to any person for any reason.

Additional Services, After School Studios, Summer School

- Additional Services and After School Studios are invoiced around the 15th of the month and withdrawn on the 20th or the next business day if the 20th occurs on a weekend or holiday. You will be billed for these services whenever school is scheduled to be in session based on the RMS calendar, whether you use it or not. We require a two-week notice to accommodate changes in your schedule.
- Summer School tuition is made in two installments via auto-withdrawal. The first installment occurs shortly after registration opens. The second installment is made at the end of May. Summer School registrations made after May are paid by check.