



To be completed by school	
Start Date:	
Termination Date:	

Child's First Name: _____

Middle Name: _____

Family Name: _____

Date of Birth: _____

Age: _____

Please check the correct age group and times you would like to contract for your child to attend BMS in the appropriate fee schedule below. Add the fees and enter a total amount in the column.

Tuition Policies:

Tuition is based upon the selected enrollment option. A current tuition rate schedule is attached. Tuition is separate for our two sessions: a nine-month academic school-year session (mid August through May), and a separate summer session (June through mid August). You may pay the tuition in full or in monthly installments due on the first day of each month. There is no tuition reduction for scheduled closures, unscheduled shutdowns due to hazardous or weather related conditions, or holidays since the tuition is fixed for the full session. The school cannot give refunds or credit for absences since the school's disbursements are unaffected by such. However, we reserve the right to make exceptions under extenuating circumstances, such as unexpected medical conditions of a serious and prolonged nature.

Tuition payment is due on or before the first day of each month. Please make checks payable to Bilingual Montessori School, LLC. Please keep the invoice as your tax record and record the invoice number on your check. And either mail or deliver to the school by the first of the month. There will be a \$75 charge for any check returned by the bank unpaid. Payment via check will have \$10 plus tax as a processing fee.

BMS provides a 10% tuition discount for siblings of existing students living at the same residence.

Tuition Payments Due Date

Payments are due on the 25th of every month regardless of which day of the week the day falls on. Late payments trigger a \$75 late fee.

Other Fees

Registration Fees

School Year (mid August-May)- \$200.00

Supplies Fees - For purchasing required Montessori Materials and supplies for the children.

School Year (mid August-May) - \$200.00 (200.00 for ½ day enrollment)

If you sign up for Extended Care (\$60 plus tax) you will be charged for the secured dates and times whether your child is in attendance during this time or not.

If your child is attending an extracurricular activity conducted at BMS during Extended Care hours, you will be charged the Extended Care fee, separate from the activity's teacher fee. If the extracurricular activity occurs during Basic Program hours, there is no rebate for the time spent in the extracurricular activity. (This holds true ONLY for the dates that school is in session.). There will be grace period (5 minutes before and after the scheduled hours for drop offs and pick ups but NO grace period for pick-ups after 5:30pm. You will be charged \$3.00 per minute plus tax. Late Fees are \$6.00 plus tax.

Child must be present during the Basic Program hours any day when Extended Care is used.

Admission Policies:

Waiting List: Names will be placed on waiting lists for each program, and granted enrollment on a first-come, first-served basis. Children are assigned to the appropriate program with consideration to Montessori experience, sex, and age.

The emotional and physical well being of all children at all times is the foundation of a Montessori classroom. All children are enrolled at BMS on a provisional basis. It is possible that a particular child will not adjust or be suited to the Montessori environment. If this occurs, and if in the judgment of the Teacher or the Director, the child is not benefiting from the Montessori experience, and/or is interfering with the class functions, the parent may be instructed to withdraw the child, without financial obligations thereafter.

Remember: Applicants must complete, sign, and return the personal information form and the application form accompanied with the registration/supply fees. **New students please submit the first month tuition including the New Mexico tax.**

Registration/Supplies fees are NOT refundable.

Registration Fee for new students is \$200 and Supply Fee is \$200.

Summer Registration is \$190 and Supply Fee is \$100.

*** Children already attending BMS do not pay Registration Fee only Supply Fee.**

Program Options (Monthly Fees)

5 Days Monday – Friday

4 Days (days have to be the same every week)

Program	Age	Basic Program	FEES	Extended Care		Check if Applicable
				Monthly Hours	Monthly Fee (5-4 days)	
Infant 6 weeks – 12 months Note: Fee for occasional drop-in or extended hours = \$6.00/hr		8:30am - 3: 30 pm NO ½ days	\$880.00 (5 days) \$827.00 (4 days)	7:30-8:30 am	\$95-\$80	_____
				3:30-4:30 pm	\$95-\$80	_____
				4:30-5:30 pm	\$95-\$80	_____
				Total	=	_____
Toddler 12 months -3 years Note: Fee for occasional drop-in or extended hours = \$6.00/hr		8:30am - 3: 30 pm	\$850.00 (5 days) \$800.00 (4 days)	7:30-8:30 am	\$95-\$80	_____
				3:30-4:30 pm	\$95-\$80	_____
				4:30-5:30 pm	\$95-\$80	_____
				Total	=	_____
Pre -Early Childhood, Early Childhood & Kindergarten 3 years – 4 years ----- 4 years – 6 years Note: Fee for occasional drop-in or extended hours = \$6.00/hr		Pre-Early Childhood 8:30am – 3:30pm ----- 8:30am – 3:30pm Kindergarten – 5 days only	\$825.00 (5 days) \$745.00 (4 days)	7:30-8:30 am	\$90-\$75	_____
				3:30-4:30 pm	\$90-\$75	_____
				4:30-5:30 pm	\$90-\$75	_____
				Total	=	_____

Parent's Name: _____

Parent's Signature: _____

Date: _____

New Mexico Gross receipts tax (7.3135 %) will be added to the monthly statement. (Subject to change)