



# MONTESSORI SCHOOLS

*DEVELOPING THE FOUNDATION FOR A LIFETIME OF SCHOOL SUCCESS!*

Dear Parents,

A child's first steps are an unforgettable milestone for all parents. Moving from crawling to walking and eventually running is a time of dramatic growth and emerging self-reliance and independence. As our children move into toddler and pre-school ages their realities become more complex than just the simple physical. Intellectual, academic, social and creative growth makes up the complex foundation of their future foundation and success.

At Apple Montessori Schools we are very proud of our 42 year allegiance to excellence in education and we commend you for pursuing that excellence for your child! Together as educators and parents we will work to strengthen autonomy and a love of learning as we impart the skills needed for overall intellectual and social success. Our commitment to your child and our ability to provide an exceptional education in a safe, nurturing environment is stronger than ever!

Apple's "Montessori Plus" approach to learning offers our students a well-rounded, rich curriculum that combines Montessori with the best modern learning materials, games and programs. With an emphasis on basic skills and comprehensive programs in Music, Art, Foreign Language, Technology and Character Education, we instill in our students a desire to learn as independent thinkers and eventually productive citizens. The love of reading and learning shown by our students is truly infectious and something we are very proud of!

As a parent of an Apple Montessori student, we respect your commitment to the schools and look forward to maintaining our highest educational visions for the future and for your child. Thank you for this opportunity and privilege as we lay the foundation for a lifetime of school success!

Sincerely yours

AMS

Dear Parents,

It's that time of year again. Registration for the 2014-2015 school year. **We will be opening our registration first to our current Apple Montessori School families with a return date of January 31<sup>st</sup>.** If we do not receive your application by January 31<sup>st</sup> we cannot guarantee enrollment for the 2014-2015 school year. We will then open registration to all new families with a return date of **February 14<sup>th</sup>.** New families need only send \$200 Registration Fee (Non-refundable) with the application. You will be notified of acceptance by **March 3<sup>rd</sup>.** At that time you will be required to send the balance of fees required by **March 14, 2014** to secure your child's enrollment. Please be aware that there will be a limited number of half day sessions available in each class.

For your convenience, please use this as a tool during your completion of the school application and all the paperwork attached. As you complete each form, please use each check off box to make sure you have signed and completed all the forms before returning them along with your deposit to the Office of Student Affairs.

- ☐ Completed Application (front and back) initialed and signed by both parents/guardians.  
*Please check off on front of application if your child is a New Student or a Returning Student.*
- ☐ FasTrackKids Application completed and signed by parent/guardian (if applicable)
- ☐ AMS Tuition Policy Agreement-initialed and signed by both parents/guardians
- ☐ Photo/Security/Transportation/Solicitation Form-initialed and signed by both parents/guardians
- ☐ Daycare Registration Form-completed and signed by parent/guardians (if applicable)

**FOR RETURNING STUDENTS ONLY:**

☐ Please send (2) separate checks made payable to "Apple Montessori School". One check should include registration fee, supply fee, book fee (if applicable), field trip fee (if applicable) and FasTrack registration fee. The second check should be for one month's tuition which will be applied to June 2015 and the June 2015 FasTrack monthly fee (if applicable) and one month's daycare fees for Unlimited, AM or PM daycare (if applicable). Please include your child's first and last name and the school location in the memo section of the check. \*Infant/Toddler deposit will be applied to August 2015.

\*If you are a returning parent or have been accepted into the program, the remainder of the tuition payments for the school year will be paid through Tuition Express. Your account or credit card will be charged automatically each month for the tuition payment. Please return one of the following to enroll in Tuition Express for the school year 2014-2015:

- ☐ HOB-CCA Credit Card Payment Authorization (2.0% transaction fee)
- Or
- ☐ HOB-BAA Bank Debit Authorization- (no fee)

**Upon receipt of the form, the Office of Student Affairs will enroll you in Tuition Express and you will be emailed your Tuition Express account so that you can sign in and register to obtain receipts and account information.**

**NEW ENROLLMENT:**

☐ Please send a check made payable to "Apple Montessori School" for \$200 which is the registration fee (non-refundable) along with your application. At time of acceptance into the program you will be asked for the balance of the fees and the June 2015 deposit. Infant/Toddler deposit will go to August 2015.

\*Your application will not be processed unless it is returned with all of the above. All documents must be signed and initialed in the proper areas by both parents/guardians. Any form missing a parent/guardians signature or initial will be returned to you and delay the enrollment process.

Please use the remittance envelope provided and mail all paperwork along with the proper fees to:  
Apple Montessori School, 170 Kinnelon Road, Suite 24, Kinnelon, NJ, 07405  
(Attn: Hoboken)

If you have any questions, please contact the Office of Student Affairs department below:

**Hoboken: [1055maxwelllane@applemontessorischools.com](mailto:1055maxwelllane@applemontessorischools.com)**



# MONTESSORI SCHOOLS

DEVELOPING THE FOUNDATION FOR A LIFETIME OF SCHOOL SUCCESS!

## Apple Montessori Hoboken School Application

☐

New Student

☐

Returning Student

• 600 Gorge Road  
Cliffside Park, NJ 07010  
(201) 840-1703

• 8 Adelaide Place  
Edgewater, NJ 07020  
(201) 224-6603

• 1876 Route 27  
Edison, NJ 08817  
(732) 650-1060

• 2825 Woodbridge Ave.  
Edison, NJ 08817  
(732) 494-4111

• 106 70th Street  
Guttenberg, NJ 07093  
(201) 854-6176

• 1055 Maxwell Lane  
Hoboken, NJ 07030  
(201) 963-4949

• 10 Maple Lake Rd.  
Kinnelon, NJ 07405  
(973) 838-2122

• 192 Ramapo Valley Rd.  
Oakland, NJ 07436  
(201) 337-0183

• 75 East Ramapo Ave.  
Mahwah, NJ 07430  
(201) 512-1141

• 12 Center Street  
Metuchen, NJ 08840  
(732) 205-1515

• 1339 Littleton Road  
Morris Plains, NJ 07950  
(973) 538-1276

• 470 Milbrook Ave.  
Randolph, NJ 07869  
(973) 328-7737

• 9 Waughaw Rd.  
Towaco, NJ 07082  
(973) 331-8141

• 1219 Ratzer Road  
Wayne, NJ 07470  
(973)-694-9140

• 950 Preakness Ave.  
Wayne, NJ 07470  
(973) 790-8641

• 25 Nevins Rd.  
Wayne, NJ 07470  
(973) 696-9750

• 836 Macopin Rd.  
West Milford, NJ 07480  
(973) 208-1717

I, \_\_\_\_\_, make application for the

admission of \_\_\_\_\_ as a student at the

Apple Montessori School of (school location) \_\_\_\_\_ for the

academic term beginning \_\_\_\_\_ and ending \_\_\_\_\_

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Gender \_\_\_\_\_ Home phone # \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Father/Legal Guardian \_\_\_\_\_

E-mail Address (Print Clearly) \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_

Work Address \_\_\_\_\_

Work phone # \_\_\_\_\_ Cell phone # \_\_\_\_\_

Mother/Legal Guardian \_\_\_\_\_

E-mail Address (Print Clearly) \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_

Work Address \_\_\_\_\_

Primary /Work phone # \_\_\_\_\_ Secondary/Cell phone # \_\_\_\_\_

Sibling (s) (Name/Age) \_\_\_\_\_

Please indicate which name is required for flex spending \_\_\_\_\_

Parent/Legal Guardian's Initials \_\_\_\_\_

Student Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Please mark which classroom you are enrolling your child in: The Infant/Toddler Program is a 12 month program.

☐ Infants (INF)

☐ Toddler (TODD)

Pre-School 5 Day Program. (Please mark which session you are enrolling for):

☐ 8:30-11:30am (AM)

☐ 12:30-3:30pm (PM)

☐ 8:30-3:30pm (FD)

☐ Kindergarten Program- 5 Full Days (8:30-3:30)

I will be using one of the following:

☐ AM Daycare (7:00-8:30am)

☐ PM Daycare (3:30-7:00pm)

☐ Unlimited Daycare

When unable to reach a parent in case of emergency, I authorize the school to contact and/or release my child to the following individuals:

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Relation \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Relation \_\_\_\_\_

I give my consent for the school to contact my child's doctor for any required information:

Pediatrician's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Dentist Name \_\_\_\_\_ Phone # \_\_\_\_\_

The school believes that a positive and constructive working relationship between the School and the student's parents or guardian is essential to the fulfillment of the School's mission. Thus, the School reserves the right to cancel this agreement or to not offer reenrollment if the School reasonably concludes that the actions of a parent or guardian make such a relationship impossible or seriously interfere with the School's accomplishment of its educational purposes. The decision of the School in this regard shall be final. \_\_\_\_\_ Parent/Guardians Initial's

As legal guardian, I hereby recognize that the Apple Montessori School is not responsible for injuries sustained while participating in school activities, therefore, forever release Apple Montessori Schools, its agents, servants and/or employees from any and all injuries and/or damages, including medical expenses suffered and/or incurred by my child while enrolled in the Apple Montessori Schools.

By signing below, I hereby agree that the School may take action that it considers prudent to protect the safety of my child and the other children visiting the premises. I further agree to indemnify, defend and hold the School (its owners, officers, directors, agents, employees, successors and its assigns) and AMS harmless from and against all actions, claims or liability (including attorney's fees and costs) directly or indirectly caused by my child or resulting from any inaccuracy or omission made by me in completing this Agreement or other information provided to the School. This waiver of liability is signed voluntarily as to its contents and intent. By signing below, I agree that, to my knowledge, all of the above stated information is accurate.

☐ Yes, we have received, read and understand the AMS parent handbook and agree to abide by the school's policies as so described.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_ Reg Fee \$ \_\_\_\_\_ Supplies Fee \$ \_\_\_\_\_ June Deposit \$ \_\_\_\_\_

Teacher \_\_\_\_\_ AM DC \$ \_\_\_\_\_ PM DC \$ \_\_\_\_\_ Unlimited DC \$ \_\_\_\_\_ Siblings \_\_\_\_\_

Kind Book Fee \$ \_\_\_\_\_ Fastracks Reg Fee \$ \_\_\_\_\_ FT June Deposit \$ \_\_\_\_\_ Tuition Policy \_\_\_\_\_



## FASTRACKIDS ACADEMY REGISTRATION

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child's Current Teacher: \_\_\_\_\_

School: \_\_\_\_\_

My child will begin FasTrackKids for the month of: \_\_\_\_\_  
FasTrackKids will be offered during your child's school session. You will be notified as to the days and times.

Father/Guardian Name: \_\_\_\_\_ Work phone # \_\_\_\_\_

Mother/Guardian Name: \_\_\_\_\_ Work phone # \_\_\_\_\_

Home Address: \_\_\_\_\_ Home phone # \_\_\_\_\_

Emergency numbers to call:

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

**I understand that there is a Fastrack registration fee of \$100 due at the time of registration along with the June \$75 deposit. I also understand that I will be billed monthly \$75 for the Fastrack program.**

I understand I am responsible for the entire session's tuition in which I enrolled whether or not my child is out due to illness or personal reasons. **Thirty (30) days written notice is required in order to withdraw from FasTrackKids.** Verbal notice is not an acceptable form of termination. All withdrawals will be calculated the last day of the following month. FasTrackKids registration is not refundable at any time during the year. FasTrackKids tuition for the month of June is always collected upon registration, just like your school tuition. Please add FasTrackKids fees in with your monthly tuition payment.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



# MONTESSORI SCHOOLS

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## Hoboken Apple Montessori Enrollment and Tuition Policy Agreement

STUDENT

LAST NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

1. Apple Montessori School's Preschool, Pre-K and Kindergarten enrollment requires an annual non-refundable registration fee, a supply fee and a deposit payment. The deposit payment due is in the amount one tenth of your annual tuition for each student. In addition, those children who are enrolled in Kindergarten will have an annual book fee due. If your child enrolls in Fastrack's, AM or PM daycare or unlimited daycare, there is an additional required registration fee and an additional deposit payment due in the amount of one tenth of the annual Fastrack's and/or AM or PM daycare or unlimited daycare tuition. These fees and deposit payment for Fastrack's and AM daycare, PM daycare or unlimited daycare are due with your application.
2. All fees listed in paragraph 1, as well as the deposit payment listed in paragraph 1, are **non-refundable** unless Apple Montessori School receives a written notice of withdrawal on or before July 31. With written notice of withdrawal only your deposit payments and supply fee will be refunded. **This excludes Kindergarten (as mentioned in item 4).**
3. For the Preschool program one tenth of your child's full tuition for the school year is due on the 1<sup>st</sup> of each month. The first monthly tuition payment is due on September 1 and the last payment is due on June 1. You must pay each of these payments, except as provided in paragraphs 13 and 14, and the deposit payment will be applied to your child's tuition payment due on June 1, except as provided in paragraphs 13 and 14. Monthly tuition payments will not be pro-rated for withdrawals from enrollment before the end of a calendar month.
4. The Kindergarten Program at Apple Montessori School requires a commitment for the academic school year from September to June and a commitment to pay tuition for the entire school year. Once enrolled there are NO REFUNDS or prorates for any fees or tuition including field trips.
5. The Infant/Toddler Program is a 12 month program from September-August. Enrollment requires an annual non-refundable registration fee, a supply fee and a deposit payment. The deposit payment due is in the amount one twelfth of your annual tuition for each student. The deposit paid with your application will be credited to August 2015.
6. We are now processing tuition and fees with a mandatory automated payment processing. All families are required to enroll with Tuition Express which is part of our software management system. Enrollment information is included with this packet and includes enrollment for payment using either a credit card or bank account.
7. Payments processed thru Tuition Express will incur a \$35 fee for any bank payments returned unprocessed or credit cards that are declined. You will be notified via email and will have 24 hours to submit a replacement method of payment. Otherwise if the account is not funded or paid by the 5<sup>th</sup>, it will incur the late fee (as mentioned in item 8).
8. A \$50.00 late fee is assessed if payment is not received by the 1<sup>st</sup> of each month or if a payment discrepancy is not resolved by the 5<sup>th</sup> of the month.
9. Tuition Express accepts Visa, MasterCard, American Express and Discover cards. A 2.0% (two percent) convenience fee will be added to the amount being charged. All charges are final. Any disputes or discrepancies should be made with the Tuition Department.
10. Your child may have the opportunity to participate in special programs or field trips if your child turns 4 before October 1<sup>st</sup>. A field trip fee has now been added to enrollment to ensure participation. Additional forms including permission slips may be required by the school location prior to the commencement of the trip.
11. Monthly tuition statements will be emailed to parents based on the email addresses provided on the application. Please be sure to provide an accurate and legible email address for both parents. You have 30 days from the account statement date to submit a written dispute to the Office of Student Affairs (Indicate School Location), Apple Montessori School, 170 Kinnelon Road, Suite 24, Kinnelon, NJ 07405. After 30 days from the date of a tuition payment statement, you will have waived any right to dispute that such tuition payment is due as shown on tuition statement.
12. Tuition is not subject to proration for any reason and this includes but is not limited to illness, holidays, emergency snow closings or leaving the country for an extended period of time during the school year, family emergencies, or state and federal mandated state of emergencies.
13. Thirty day written notice is required for withdrawal of your child from enrollment in Apple Montessori regardless of the program they are enrolled in. This written notice of withdrawal must be received by Apple Montessori by the end of the calendar month preceding your child's last calendar month of enrollment. If Apple Montessori receives written notice between the period of July 31 and December 15, or the next business day thereafter if December 15 is not a business day, such written notice of withdrawal, Apple Montessori will apply the deposit payment to the next tuition payment that is or will come due after Apple Montessori's receipt of the written notice of withdrawal. If Apple Montessori receives after December 15, or the next business day thereafter if December 15 is not a business day, such written notice of withdrawal, you will remain required to pay the next tuition payment that is due, and you will have forfeited your deposit payment to Apple Montessori, and Apple Montessori will not apply the deposit payment to any month's tuition. For example, if Apple Montessori Schools receives a written notice of withdrawal on September 15, Apple Montessori will apply your deposit payment to the tuition payment due on October 1, and your child's last day of enrollment will be October 31. If Apple Montessori receives a written notice of withdrawal on December 16, you must pay the tuition payment due on January 1, and you will have forfeited your deposit payment, and your child's last day of enrollment will be January 31. Your child's last day of enrollment must be no later than the last day of the calendar month for which either Apple Montessori Schools has applied your deposit payment or for which you have paid.
14. However, if Apple Montessori Schools receives on or before July 31 written notice of withdrawal, your deposit payment, but not any other fee, will be refunded.

Parent/Guardian Initial's: \_\_\_\_\_

Page 4 of 7

15. Apple Montessori will deem all written notices of withdrawal to take effect at the end of the next calendar month after Apple Montessori's receipt of the written notice. Written notices of withdrawal that request withdrawal at a later date than the end of the next calendar month after Apple Montessori receives the written notice of withdrawal will not affect such a withdrawal and instead will affect a withdrawal that will take effect at the end of the next calendar month after Apple Montessori's receipt of the written notice. For example, a written notice of withdrawal received on October 15, no matter whether the written notice requests withdrawal at the end of November or at the end of a later month, will affect a withdrawal as of November 30, and your child's last day of enrollment will be on November 30.
16. If you withdraw your child from enrollment in Apple Montessori Schools for any reason, Apple Montessori Schools does not guarantee that your child will be permitted to re-enroll.
17. Requests for any change in a child's program, for instance a change from the full-day program to the half day only program, must be submitted to Apple Montessori Schools in writing, and any such change will only become effective on the 1<sup>st</sup> of the calendar month that starts 30 days or more after Apple Montessori Schools receives such written request. However, Apple Montessori Schools reserves the right to deny such requests for any change in program or to delay the effective date, in its sole discretion, of any change in program.
18. Written notices and requests must be sent to the school location your child attends as well as a copy to: Attention: Tuition Director, Apple Montessori Schools, 170 Kinnelon Road, Suite 24, Kinnelon, NJ 07405. The written notice must include your reason for removing your child and must specify the last day of school your child is attending. Verbal notice of withdrawal, and verbal requests for changes in program, are not accepted in any circumstance. You are responsible to ensure that Apple Montessori has received your written notice in a timely manner. We are not responsible for delays or lost mail. If Apple Montessori has not received your written notice, as it may determine in its sole discretion that written notice will not be effective.
19. Apple Montessori Schools reserves the right for disenrollment of any child without prior notice if, in the sole opinion of Apple Montessori School, it is in the best interest of the child or Apple Montessori School.

Infant/Toddler: The Infant/Toddler Program is a 12 month program from September-August. The deposit paid with your application will be credited to August 2015.

Daycare Policies:

AM Daycare (7:00am-8:30am) with a monthly charge of \$75 in addition to your monthly tuition

OR

PM Daycare (3:30pm-7:00pm) with a monthly charge of \$125 in addition to your monthly tuition

Unlimited Daycare: If your child will stay for daycare on a regular basis there will be a daycare fee of \$175 in addition to your monthly tuition, per child, for unlimited use of daycare services. There is no roll over for this service.

There will be a 10% discount given for the 2<sup>nd</sup> child.

Aftercare ends at 7:00pm. A fee will be charged for any child not picked up before the school's regular closing time. This charge shall be \$12.00 per every 15 minutes. You will need to pay it in cash immediately to the daycare assistant upon picking up your child.

Please direct all billing inquiries or questions concerning Apple Montessori School's tuition policies to the Tuition Department.

Hoboken: 1055maxwelllane@applemontessorischools.com

***All persons financially responsible for the student named below must sign this agreement and return with the completed Tuition Express Payment Method to the Office of Student Affairs. This contract is binding upon those who sign below. Parents and/or guardians of the student named below shall be jointly and individually liable under this contract.***

***We also understand and agree that the school will not release our child's transcript or other records to any person, organization or school (including any other school at which our child may be enrolled at any time) whom we might request until all accounts to the Apple Montessori School are current and paid in full.***

We certify that we have read, understand and accept all of the terms and conditions described in the "Tuition Policy Agreement."

Father/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Child's Name \_\_\_\_\_ Child's Teacher \_\_\_\_\_



# MONTESSORI SCHOOLS

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## PHOTO RELEASE (Parent Initials) \_\_\_\_\_

Yes, I (we) hereby grant permission to Apple Montessori Schools to use my child's photograph, video in official school printed publications, e-mails, podcasts, social media, website or advertisements without further consideration, and I acknowledge the Apple Montessori Schools right to crop or treat the photograph at its discretion. I (we) also acknowledge that Apple Montessori Schools may choose not to use my photo at this time, but may do so at its own discretion at a later date.

I (we) hereby grant Apple Montessori Schools permission to use my likeness in photograph(s)/video in any and all of its publications and in all other media whether now known or hereafter existing, controlled by Apple Montessori Schools in perpetuity, and for other use by the school. I (we) will make no monetary or other claim against Apple Montessori Schools for the use of the Photograph(s)/and or video and reserve the right to discontinue the use at any time without prior notice.

## SECURITY AND SURVEILLANCE CAMERAS (Parent Initials) \_\_\_\_\_

I (we) understand that in order to promote the safety of the children, staff and visitors as well as the security of its facilities, Apple Montessori Schools may conduct video surveillance of any portion of its premises at any time, the only exception being private areas of restrooms, dressing rooms, and that video cameras will be positioned in appropriate places within and around Apple Montessori School buildings and used in order to help promote the safety and security of people and property. I (we) hereby give my consent to such video surveillance at any time the school may choose.

## TRANSPORTATION RELEASE

Permission is also granted to Apple Montessori Schools to take my child (full day legal Pre-K's and older) on field trips. An additional permission slip and fees will be due in advance of each scheduled trip.

This waiver of liability is signed voluntarily as to its contents and intent. As legal Guardian, I hereby recognize that Apple Montessori Schools are not responsible for transporting my child. I, therefore, forever release Apple Montessori Schools, its agents, servants and/or employees from any and all injuries and/or damages including medical expenses, suffered and or incurred by my child while being transported by any transporting or bus company utilized by Apple Montessori Schools.

## SOLICITATION AGREEMENT

The parents of the students enrolled in the Apple Montessori Schools and Summer Camps are considered clients of the school. A working, professional relationship should be maintained at all times. As such, no employee may solicit a parent for services, nor, shall they accept solicitations from an Apple Montessori parent. This is to include, but shall not be limited to, babysitting and tutoring. In order to avoid any conflicts of interest, on behalf of both parties, we do not condone socializing with said clients outside of school business.

I certify that I have read, understand and accept all of the terms and conditions described in these policies.

Parent/Legal Guardian Signature \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_ Relation \_\_\_\_\_

Child's Name \_\_\_\_\_ Teacher \_\_\_\_\_



## Daycare Registration Form *please complete and return to school*

Child's Name

School Location Hoboken

Teacher's Name \_\_\_\_\_

Please check off below which plan you are will be using this school year so that we can bill you accordingly.

\_\_\_\_\_ AM Daycare (7:00am-8:30am) @ \$75 per month \_\_\_\_\_ PM Daycare (3:30pm-7:00pm) @ \$125 per month

\_\_\_\_\_ Unlimited Daycare @ \$175 per month

AM/PM Daycare or Unlimited daycare is billed with your monthly tuition and is due by the 1<sup>st</sup> of the month. If daycare is not paid timely, you will be subject to a late fee and if necessary, you will no longer be eligible to utilize the daycare program

I understand that the school reserves the right to deny, cancel, sever, or suspend a child's enrollment at any time the School, in its sole discretion deems, such action to be in the best interest of the child or the School. In such event, any unused daycare or portion thereof will be refunded. ***I understand aftercare ends at 7:00pm and that a fee will be charged for my child if he/she is not picked up before the School's regular closing time. This charge shall be \$12.00 per every 15 minutes.*** I understand that I will need to pay it in cash immediately to the daycare assistant upon picking up my child. If the school is unable to contact me and my child has not been picked up within one hour of dismissal time, I understand that the school is obligated to inform the State Division for Youth and Family Services and the appropriate authorities.

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)



# MONTESSORI SCHOOLS

DEVELOPING THE FOUNDATION FOR A LIFETIME OF SCHOOL SUCCESS!

Dear Parents,

At the Office of Student Affairs for the Apple Montessori School- Hoboken, we are constantly looking at ways to improve on the service we provide you and your children. With this in mind, we are now moving to **mandatory** automated tuition and fee payments with **the enrollment for Fall 2014-2015**.

Tuition Express, part of our software management system, allows us to process tuition and fee payments safely, quickly and efficiently. In a matter of minutes we will accomplish what has taken us hours to complete not to mention that you will no longer have to worry about sending the monthly payment; leaving you more family time.

You are required to return via fax 973-283-6402 or regular US mail, either the **HOB-BAA** form for bank authorization (no charge) or the **HOB-CCA** form for credit card authorization (2% transaction fee applies). Upon receipt of the required form at the Office of Student Affairs we will enroll you into Tuition Express.

The Office of Student Affairs will automatically process your monthly tuition and any fee's starting with payments due September 1<sup>st</sup>. Once enrolled in Tuition Express, you will be notified via email of your account information and you can register online at [www.tuitionexpress.com](http://www.tuitionexpress.com).

Once registered and your email verified you will receive your payment receipts automatically.

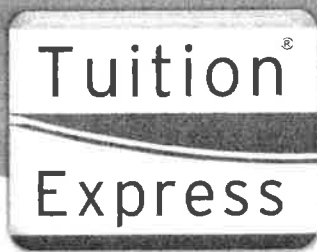
Your personal account information is safe with Tuition Express—safer, in fact, than paying by check. Automated payments have proven safer than writing checks and eliminate potential check fraud or identity theft.

Please look over the attached *Frequently Asked Questions*. There you will find answers to questions you may have about Tuition Express or automated payments in general.

If there is any circumstance that would prevent you from enrollment, kindly contact the Tuition Director at the Office of Student Affairs by calling 973-283-6400 or email your circumstances to [1055maxwelllane@applemontessorischools.com](mailto:1055maxwelllane@applemontessorischools.com).

Tuition Express is convenient for you, efficient for us, but most important creates more family time. Sign up today!

Sincerely yours,  
Office of Student Affairs



*Convenient and Safe  
On-time Payments*



## PARENT FAQs

We are excited to offer automatic payments through Tuition Express. It is no longer necessary for you to write a check for tuition and fees. Your bank or credit card account will be safely and securely debited by Tuition Express. You can be emailed a receipt for each transaction. It's easy to sign-up – just ask us.

### Frequently Asked Questions

**When I pay my tuition automatically, how secure is my account information?**

Very secure – more secure than when you write checks. The checks you write every day have your name, address, phone number, and sometimes your driver's license number on them. With this information, criminals have all they need to access your account or worse, steal your identity. Automatic payments greatly reduce this potential problem by limiting the amount of information available and who has access to it. Tuition Express also incorporates additional security procedures, utilizing 128 bit encryption.

**What if the childcare center makes a mistake and takes out too much money?**

Report the error to your childcare center immediately – it was most likely an honest mistake. The childcare center will then adjust your account accordingly.

**What if my childcare center and I disagree about a payment?**

If you feel that the payment should not have been made, you have the right to dispute the charge. Contact your bank or credit card company. Tuition Express and your childcare provider will work closely to resolve the issue in a timely manner.

**Does this form of payment give the childcare center access to my account?**

Nobody at the childcare center has access to your account. When you sign up for Tuition Express, you only authorize your bank or credit card company to release the exact amount owed to your provider when it is due and payable.

**How will I know when a payment was taken out of my account?**

Your childcare expenses will be taken out of your account on a schedule that you and the childcare center agree upon. Your childcare center has the ability to print statements for your records prior to the withdrawal of any money. Additionally, the charges will show up on your monthly statement as "Tuition Express".

**When I sign up for Tuition Express, how will this help my childcare provider?**

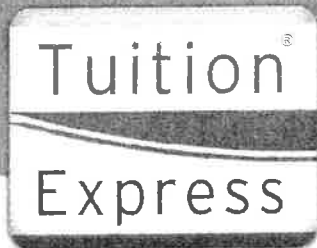
Your childcare provider has chosen to offer Automatic Payments for several reasons. First, it will give you the convenience of not having to write a check every time tuition and fees are due. Second, it allows regular scheduling of your payments. Most importantly, Automatic Payments reduce the amount of time your childcare center spends on management activities, giving staff more time to spend with the children.

**How do I get started?**

Simply complete the "Payment Authorization" form and return it to your childcare provider. They will do the rest! For more information on automatic payments, visit [www.directpayment.org](http://www.directpayment.org). This is an excellent resource explaining the system and its benefits.

**Where can I learn more?**

For more information on the benefits of Tuition Express, please visit us at [www.tuitionexpress.com](http://www.tuitionexpress.com).



## Automated Payment Processing Safe – Convenient – Easy

**Student: (Last Name):** \_\_\_\_\_ **(First Name):** \_\_\_\_\_

We are excited to offer the safety, convenience and ease of Tuition Express® – an automatic payment processing system that allows on-time tuition and fee payments to be made from your bank account.

### ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT AUTHORIZATION (No Fee)

I (we) hereby authorize \_\_\_\_\_ (business name) to initiate debit entries to my (our) Checking or Savings Account indicated below. To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice.

Credit Union Members: Please contact your Credit Union to verify account and routing numbers for automatic payments.

Your Name			Phone #		
Address		City	State	Zip	
Bank or Credit Union Name					
Bank or Credit Union Address		City	State	Zip	
				<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Routing Transit Number (see sample below)			Account Number (see sample below)		
Signature			Date		

## HOB-BAA

For Official Use Only

Date Received

Employee Signature

John Sample Mary Sample 123 Nice Street Anytown, USA		BANK OF THE WEST 555-555-5555		00226
Pay to the order of:		Attach Voided Check Here \$		
		Deposit slips not accepted Dollars		
123456789	1800338	0226		
Routing Number	Account Number	Check Number		

A service of



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SOFTWARE®



**Automated Payment Processing**  
**Safe – Convenient – Easy**

**Student: (Last Name):** \_\_\_\_\_ **(First Name):** \_\_\_\_\_

We are excited to offer the safety, convenience and ease of Tuition Express® – an automatic payment processing system that allows on-time tuition and fee payments to be made with your credit card.

**ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR CREDIT CARD AUTHORIZATION**

I (we) hereby authorize \_\_\_\_\_ (business name) to initiate recurring credit card charges to the below referenced credit card account. To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice.

**\*I understand all charges are final; no disputes can be made with your credit card company. The Apple Montessori Office of Student Affairs will handle any disputes directly with the card holder per the tuition policy agreement.**

Cardholder Name

Phone #

Cardholder Address

City

State

Zip

Account Number

Expiration Date

Cardholder Signature

Date

**(A 2% Transaction Fee Applies)**

**HOB-CCA**

**For Official Use Only**

Date Received

Employee Signature

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