

小天才蒙特梭利中心  
Little Genius Montessori Center  
(301) 738 - 7851

14315 Marian Dr.,  
Rockville, MD 20850

www.LittleGeniusMontessori.com  
lgmontessori@gmail.com

Application Form

Date Received: \_\_\_\_\_  
Application Fee: \$ 55 \_\_\_\_\_

Start Date: \_\_\_\_\_  
Check #: \_\_\_\_\_

**Child's Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Toilet Trained? Yes No  
Birth Date: \_\_\_\_\_ Sex: Male \_\_\_\_\_ Female \_\_\_\_\_  
Previous Day care/school experience \_\_\_\_\_  
Circle program: Toddler (18 months – 2 year old) Primary (3 – 6 year old)  
Circle days: 5 days 3 days 2 days  
Arrival time \_\_\_\_\_ Departure Time \_\_\_\_\_

**Parent's Information:**

Father's \_\_\_\_\_  
(Last) (First)  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Mother's \_\_\_\_\_  
(Last) (First)  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Emergency contact if parents can't be reached: \_\_\_\_\_  
Who will usually pick child up? \_\_\_\_\_  
Is there anyone other than a parent who may pick-up the child on a daily basis? \_\_\_\_\_  
If yes, please list name and phone number: \_\_\_\_\_  
What language(s) does your child use at home? \_\_\_\_\_  
Does your child play or have they been exposed to any musical instruments? \_\_\_\_\_  
Any health problems? If yes, please specify. \_\_\_\_\_  
Any allergies? If yes, please specify. \_\_\_\_\_  
Do you mind if we tell Bible stories to your child? Yes No  
Health insurance company and policy #: \_\_\_\_\_  
Primary doctor name and phone #: \_\_\_\_\_  
Dentist name and phone #: \_\_\_\_\_

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This form must be accompanied with a \$55 non-refundable application fee.  
A non-refundable enrollment/materials fee is due upon acceptance of your child.  
I have read and understand the Procedures and Policies on the back of this application.  
Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

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## **Enrollment Procedures and Policies**

We suggest you to visit Little Genius Montessori Center (LGMC) before submitting an application. Please call first so we can be sure our staff member is available to discuss your needs and answer your questions. The application process and our enrollment policies are as follows:

- Complete the application and return it to LGMC with a \$55 non-refunded application fee. We will notify you when a space becomes available.
- At the time of acceptance and/or reenrollment, the annual non-refundable enrollment fee and materials fee are due to reserve your child's place. These fees will not be refunded regardless of whether the withdrawal decision was made voluntarily or involuntarily, and regardless of the length of my child's enrollment at LGMC.
- Since registration is made for the entire school year, written notice of early withdrawal as well as one month tuition fee (in addition to the one month tuition paid in advance) must be submitted to the LGMC office **on or before the first day** of the month, at least 30 days prior to withdrawal. This written notice and tuition payment must be received on or before the first day of the month, or parent/guardian will be required to pay the following month's tuition.
- Complete all Health, Immunization, and Emergency Forms and return them to LGMC. Enrollment may not commence until all required health and emergency care forms and tuition fees have been received.
- Tuition credit cannot be given for absences due to illness, vacation or other personal plans.
- LGMC may terminate a child's enrollment as follows:
  - Upon two weeks' notice for the following reasons:
    1. Parental failure to abide by LGMC policies and enrollment agreement
    2. LGMC's program is not meeting developmental or special needs of the child as determined by the LGMC director.
  - Immediate withdrawal may result for the following reasons:
    1. Health or behavioral reasons that threaten the safety, health, or well-being of the child or other children and staff
    2. Chronic disregard of tuition policies
    3. A pattern of late pick-up
    4. Other conduct of parent/guardian or a child that threatens the well-being of children or staff