

For Office Use Only

Included Non-Refundable Deposit

*Program Information &  
Enrollment Application*



*Harmony Day Montessori School, Inc. values a diverse community and  
complies with all applicable laws regarding nondiscrimination.*

# Program Descriptions

## Daily School Schedule & Tuition Rates

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### New Student Orientation Camp

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All new students are required to attend Orientation Camp. During this time, students learn ground rules for the classroom as well as develop routines.

### Early Arrival Program

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Families wishing to bring children before the start of class must register for before-school care and may drop their child off as early as 7:30 am. Please park in the school lot and walk your child around to the patio doors for admittance into the building.

### Morning Montessori Class Schedule

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- Toddler Students attend class 8:00 am–11:30 am Monday - Friday
- Primary Students attend class 8:00 am–11:30 am Monday–Friday

### Transitional Program

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We offer a 4-day transitional program for incoming primary students who -

1. Are newly 3-years old (with birthdays on or after June 1)  
AND
2. Have never attended a school or daycare previously

Our Transitional Program is designed to transition the newly 3-year old child from a home environment comfortably into a school program. The materials within the classroom are selected by Guides, who change them in response to individual student interest and need.

### Last-Year Program

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This valuable program allows our oldest Primary students to explore the concrete advanced Primary materials as well as delve into the abstract “crossover” materials designed for students entering the Lower Elementary Classrooms of Montessori Schools the world over. Last Year students step confidently into leadership and mentorship by assisting the classroom guide with the presentation of materials to younger students. They also have an integral role in maintaining the classroom environment. They are the “leaders” of the classroom. All “Last Years” attend school five days a week from 8:00 am to 2:30 pm.

### Full-Day Program

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Families wishing for a longer school day, may pick students up at 2:30 pm. During full day, students eat lunch, rest or nap, assist in caring for classrooms and participate in enrichment activities such as art, music, Spanish, children’s yoga, etc.

### Extended Day Program (Afterschool)

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Families desiring a longer school day experience, may pick students up as late as 5:45 pm. During these last few hours of the day, students eat snack, engage in an afternoon work cycle and play outdoors or in our indoor play room. Please text the school when you are 10 minutes out so staff can assist your child in preparing to leave school. Parents of afterschool students are asked to park in the lot and walk down the side drive to the patio for dismissal.

## Daily School Schedule

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7:30 to 8 am Early Arrival, Classroom Preparations & Gross Motor Play

8 am to 11:30 am Morning Montessori Classes

11:30 am Lunch for Full Day Students

12 pm Lunch Cleanup & Rest Preparations

## Nappers

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12:05 pm to 2:20 pm Toddler & Young Primary Nap

Nappers Clean Up & Pack Away

Prepare to Go Home or Afterschool

## Resters

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12 pm to 1:00 pm Older Primary Rest

1:05 pm Rest Area Clean Up & Pack Away

1:10 to 2:15 pm Extended Lessons & Activities (Spanish, Music, Art, Yoga, etc.)

2:30 pm Full Day Student Dismissal, Afterschool Begins

2:30 pm Gross Motor Room Music & Play

3:45 Afterschool Room, Snack and Work Cycle

4:45 Outdoor Play

## Tuition Rates & Scholarship Applications

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At Harmony Day Montessori School, we believe in giving our students a diverse community in which to practice love and acceptance. Diversity is more than the color of our skin, our heritage, our family history, the way we worship, or even the musical lilt of our own unique accents. Diversity also means coming from different financial backgrounds, which we accept and support with the same love and acceptance we teach our students. If your family is interested in enrolling your child and require financial assistance, please see page 7 of this enrollment application.

*We offer a 10% discount for 2<sup>nd</sup> and 3<sup>rd</sup> siblings to families with multiple students enrolled at Harmony Day School*

## Toddler Program (based on 10 equal payments)

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*All new to Toddler Program students will attend Orientation Camp. If your child will be new to the Toddler Program, please add a \$200 Orientation Camp fee to the tuition listed below.*

	2:30 pm	5:45 pm	7:30 to 8 am Early Arrival
3-Day Toddlers	\$821	\$1,094	+ \$57
4-Day Toddlers	\$1,094	\$1,459	+ \$76
5-Day Toddlers	\$1,140	\$1,520	+ \$79

## Primary Program (based on 10 equal payments)

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*All new to Primary Program students will attend Orientation Camp. If your child will be new to the Primary Program, please add a \$200 Orientation Camp fee to the tuition listed below.*

	2:30 pm	5:45 pm	7:30 to 8 am Early Arrival
Transitional Program	\$841	\$1,037	+ \$76
Primary Program	\$876	\$1,080	+ \$79
Last-Year Program	\$876	\$1,080	+ \$79

## Tuition Based on the Following Payment Schedule:

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1<sup>st</sup> payment due with return of contract

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| <ul style="list-style-type: none"><li>• September 1</li><li>• October 1</li><li>• November 1</li><li>• December 1</li></ul> | <ul style="list-style-type: none"><li>• January 1</li><li>• February 1</li><li>• March 1</li><li>• April 1</li><li>• May 1</li></ul> |
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# Enrollment Application

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**Please note:** This application is for enrollment into the Early Childhood Education programs at Harmony Day School for children ages 18 months through 6 years old. Children must be 18 months old on or before August 1 of the upcoming school year to be eligible for enrollment. The application and non-refundable deposit of \$300 per child per year is required to reserve placement for your child.

Children who require a morning nap are not eligible for enrollment. Students who are not fully toilet-trained and able to function independently in the bathroom are not eligible for enrollment in the Primary Program.

Child's Name: \_\_\_\_\_ Goes by: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Gender:  Male  Female  
*month day year*

## Parent/Guardian Information (Please complete the following for each parent/guardian)

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### Parent/Guardian 1

\_\_\_\_\_  
*Full Name*

\_\_\_\_\_  
*Home Address City State Zip*

\_\_\_\_\_  
*Home Telephone Cell Phone Email*

\_\_\_\_\_  
*Occupation/Title Employer*

### Parent/Guardian 2

\_\_\_\_\_  
*Full Name*

\_\_\_\_\_  
*Home Address City State Zip*

\_\_\_\_\_  
*Home Telephone Cell Phone Email*

\_\_\_\_\_  
*Occupation/Title Employer*

## Program Selections

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We are enrolling our child in:

the Toddler Program

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My child will attend:

- 5-days
- 4-days (please circle preferred days M, T, W, Th, F)\*
- 3-days (please circle preferred days M, T, W, Th, F)\*

**\*Note:** Every effort will be made to accommodate your preferred schedule, however we are limited by the number of children who may attend on any one day. Some children are particularly sensitive to routine and may require a 5-day



## Scholarship Application Information

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NOTE: Families receiving financial assistance will be assigned additional volunteer hours (dependent on scholarship funds awarded) for the 2019-2020 school year.

Good News! You are now able to complete the HDMS scholarship application available online. To apply, go to <http://sss.nais.org>

Close to the end of the process, you will be asked which schools you wish to receive your information. If you do not see our school listed in the drop menu, you can manually enter our school code - 196991

SSS is a website that takes your financial information, verifies it, then assesses, based on your application, how much tuition your family can afford to pay in private school tuition. You will need to include the documents requested during the application process. These are used to verify your financial needs. And I cannot accept applications without them.

NOTE: On the application section titled, "List all of the tuition contributions you expect to make or receive for 2019-2020", fill in what **you have estimated** you can afford to pay **AND** how **what members of your family** will be contributing to your child's Montessori education.

Once HDS knows how much your family can afford, we look at our financial resources to determine what can be applied to cover the spread in your child's tuition.

Once that is determined, we will provide you a financial award statement.

Sounds like a long process, but really, once your part is complete, my part takes about 24-48 hours. You will receive the financial award statement with your school contract at that time.

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### PLEASE NOTE:

Harmony does NOT receive notification when applications are complete. It is the **responsibility of the parent** to contact the school at [HDSheadofschool@gmail.com](mailto:HDSheadofschool@gmail.com) when your application is complete **AND** you have uploaded all the required documents.

**Applications without required documentation are considered incomplete and are ineligible for scholarship.**

Complete this form if you child  
qualifies for CCAP

## KENTUCKY CHILD CARE ASSISTANCE PROGRAM

NOTE: It is the responsibility of your child's social worker to complete all forms for CCAP. A letter for Harmony will be sent to the current guardian to give to Harmony. Please be watchful for that letter and get it to the school office as soon as you receive it. This will ensure your child's tuition is paid in a timely fashion.

Who is Your Child's Current Guardian? \_\_\_\_\_

What is your Child's Case Number? \_\_\_\_\_

Who is your Child's Social Worker? \_\_\_\_\_

Their Phone # \_\_\_\_\_ Their Email \_\_\_\_\_

What is your Child's Biological Mother's Name? \_\_\_\_\_

What is your Child's Biological Father's Name? \_\_\_\_\_