



## The New School Montessori Center

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Dear New School Families,

I hope this letter finds you well.

As we returned to school in August following various challenges posed by the pandemic, our top priority was to transition to a fully onsite program and successfully resume our traditional events and activities. It has been a joy to observe our children return to exploring their classrooms and engaging with their teachers and friends - a testament to their amazing resilience! We are grateful for your continuous support and assistance that has helped make this transition possible.

Despite the difficulties faced during the past few years, there have also been numerous enhancements and progress made on many fronts. School events are now more child-centered, our Student Support Program has experienced significant growth, the school's outdoor learning spaces and technological resources have been extensively upgraded, and the efficiency of several processes, such as messaging and attendance, have continued to improve.

Additionally, significant progress had also been made on our Campus Improvement Plan. Several recent developments and opportunities have impacted the timing of these various initiatives. Our team is currently finalizing these details and look forward to sharing the plan with you soon!

On behalf of the teachers and staff, we are all grateful for the opportunity and privilege to have served your children this year, and we look forward to welcoming them back for the 2023-2024 school year. As our re-enrollment period begins next week, I ask that you take a moment to review the re-enrollment information on our website. This information will provide you with details of important changes for the upcoming year along with guidelines on how to submit the re-enrollment application.

Thank you for being an integral part of our TNS family, and please don't hesitate to reach out if you have any questions or feedback.

Best wishes,

Julie Schroer  
Head of School

# Re-enrollment Guidelines

## Deadlines

The last day of this school year is Friday, June 2nd. All families planning on re-enrolling for the 2023-2024 school year must complete a re-enrollment contract.

- Please inform the office if you do not receive your re-enrollment contract(s) by **February 7th**.
- The deadline to submit re-enrollment contracts and deposits is **February 26th**.
- Open enrollment to families on our waiting list will begin on **February 27th**.
- Late enrollment deadline for Summer 2023 applications is **April 7th**.
- Deadline to submit FAST Tuition Assistance application is **April 16th**.

## Process

Over the next few days, contracts will be emailed using an e-document service called SignNow. The contract will be forwarded to both parents / guardians (or to the sole guardian when applicable), as both signatures are required. Parents with multiple children will receive a separate contract for each child currently enrolled.

All contract file names will include each child's name (for example, **SmithBobRE23-24**). Please make sure you are completing the correct form for each child based on the file name.

If there are no issues with the application, the administration will then sign the contract, and a PDF copy will be forwarded to all signees.

## Deposits

For successful completion of the re-enrollment process, families are required to pay a deposit based on the payment plan selected in the contract. Families may pay via check or using our online credit card processing service. Please process re-enrollment deposit payments as a separate transaction from your regular tuition payments.

Please note that families re-enrolling after February 26th are not guaranteed a space. If space is available, late re-enrollments will require an extra **\$600 deposit** per application in addition to the deposit required for the selected payment plan. All deposits are **non-refundable** and are considered part of the annual tuition.

## Tuition Assistance

Contact the office as soon as possible at **billing@montessoricenter.org** if you are considering applying for the school's FAST Tuition Assistance program. Please note that even if you qualified for tuition assistance for this current school year, you must re-apply for FAST every year.

# Highlights for the 2023-2024 School Year

## Summer Camp

Re-enrollment contracts now offer the option to enroll in our 2023 summer camp without a separate application. Benefits of applying for summer now include:

- Option to spread out payments over the course of the year, rather than overlapping payments
- Discounted summer tuition rates
- No summer application fee
- Access to all nine-weeks of summer as needed
- Greater chances of enrollment before summer spaces fill up

Late summer enrollment for pre-elementary programs will be available as a separate process. Late summer applications (after **February 26th**) will be accepted on a first come, first serve basis, and will require a separate application fee.

Elementary and MAP students may also sign up for all nine weeks of summer. However, there will also be an option to attend camps on a weekly basis without any additional application fee.

## Program Times

Please note that program times have been slightly adjusted for the upcoming school year to provide teachers additional time for planning and classroom preparations. All pre-elementary programs now begin at 8:15am and end at 4:15pm. The Elementary and MAP programs will begin at 8:15am and end at 3:30pm.

## Before and After-school Schedules

Before and after-school schedules are available for Children's House, Elementary, and MAP students. We are currently unable to offer these schedules to our Nido and Early Years programs.

Before-school will be held between **7:30am** and **8:15am**. The after-school schedule for pre-elementary full-day programs will now begin at **4:15pm** and end at **5:00pm**. The Elementary and MAP after-school schedule begins at **3:30pm** and ends at **5:00pm**.

There is also an Extended After-school schedule (EAS) from **5:00pm** to **5:30pm** available as an annual plan. Departures during this time frame without enrollment in the EAS plan will be charged **\$2 per minute** payable on the day of the late departure.

Prices and details on these schedules are included in the re-enrollment contract and on our website.

Please don't hesitate to reach out to us at [info@montessoricenter.org](mailto:info@montessoricenter.org) if you have any questions!