

John XXIII Montessori Children's Center

Application & Enrollment Instructions

2020-2021

New Child

To Apply

- Click "Apply Now" at www.john23mcc.org.
 - New families will create a user account, then complete the application form online.
 - Current families will sign into their user account to begin a new child application.
 - There is a **\$50 per child non-refundable, non-transferable application fee** submitted to TADS.
 - TADS charges a 0.3% ACH fee (\$1 min - \$5 max) or a 3% credit card fee.

Admissions Timeline

- **February - March**
 - Applications are accepted beginning in February for the upcoming academic year and welcomed anytime thereafter.
 - Current families can guarantee re-enrollment of their attending children until **April 1**.
- **April - May**
 - John XXIII contacts parents of new applicants to schedule a new-child visit/interview. (If parents have yet to tour and observe a classroom, this meeting will be scheduled first.)
 - For a very young child, a second interview may be scheduled in August immediately prior to the start of the academic year.
 - **Flexible Tuition**
 - After completing an application for admission, interested families may apply for Flexible Tuition through TADS.
 - TADS charges a **\$45** application fee.
 - Flexible Tuition applications are due **May 1**.
- **June**
 - Following the interview process, applicants are accepted.
 - Parents then complete their child's enrollment via TADS.
 - There is a non-refundable/non-transferable **tuition deposit** of **\$50** for each child in an atrium program, and there is a **\$200 tuition deposit** for each child in an academic program.
 - Deposits are credited to the child's tuition.
 - A child is considered enrolled only when enrollment is completed and the deposit is paid.
- **Mid-summer**
 - Families will receive an email notification from TADS, directing them to set up their tuition payment plan.
 - TADS charges a one-time **\$20** service-fee for single or two-payment plans or a one-time **\$50** service-fee for the eight-month payment plan.
 - All tuition payments are made via TADS. Tuition payments are not accepted via mail.
 - TADS charges a 0.3% ACH fee (\$1 min - \$5 max) or a 3% credit card fee per transaction.
- **August**
 - First tuition payment is due.

- **September**
 - Sessions begin.

Six-week Observation Period

- As a part of the discernment process for meeting the needs of each child, the year begins with a six-week observation period for all new children.
- During this period, the readiness of each new child is observed.
- With the foremost goal being a positive outcome for both the child and the Center, after consultation, a family may be asked to wait until later in the year, or the following year, to have their child reenter the program, or may be asked to withdraw their child from the John XXIII MCC program.
- In any of these events after the six weeks, only 25% of the withdrawn child's annual tuition (after deposit) is due.
- Any amount paid in excess of that 25% will be refunded or, at the choice of the family, applied to reentry if applicable. In the case of reentry later in the year, tuition due will be prorated accordingly.

Returning Child

Early Re-Enrollment Period

- Early re-enrollment begins **February 1** and ends **April 1**
- Re-enrollment is guaranteed during this period and the **discounted tuition rates** apply.
- **After April 1**, enrollment is opened equally to all applicants on a first-come, first-served basis and John XXIII no longer guarantees placement for a current student.
- If there is any question regarding the status of a student's eligibility for re-enrollment, John XXIII will notify the family during this re-enrollment period.

How to Re-enroll

- All families receive an email in early February, prompting them to complete their child(ren)'s re-enrollment via TADS.
- There is a non-refundable/non-transferable **tuition deposit** of **\$50** for each child in an atrium program, and there is a **\$200 tuition deposit** for each child in an academic program.
 - Deposits are credited to the child's tuition.
 - TADS charges a 0.3% ACH fee (\$1 min - \$5 max) or a 3% credit card fee per transaction.
- Parents complete a separate **Enrollment Registration** for each returning child
- A child is considered enrolled only when the Enrollment Registration is complete and the tuition deposit is paid.
- Parents will also be directed to the **Admissions Application** section for any new children they would like to apply for our program.

Program Changes

- If there are no changes to your child(ren)'s particular program/session, your re-enrollment process is completed when the deposit is paid.
- **If you are interested in making a change in programs** (e.g., from Atrium to the Academic program or vice versa, or from one Atrium session to another), please indicate this request when prompted in the re-enrollment process.
 - John XXIII will contact you for any necessary discussion or interview.
 - You are always welcome to contact us directly to discuss a change.

- All changes between programs/sessions are dependent on space available and are made at the discretion of John XXIII.
- When a child enters a new environment or program, the six-week Observation Period applies.

Flexible Tuition

- Interested families may apply for Flexible Tuition through TADS.
- TADS charges a **\$45** application fee.
- Flexible Tuition applications are due **May 1** for the upcoming academic year.

Tuition Payment

- Families will receive an email notification from TADS, directing them to set up their tuition payment plan.
 - TADS charges a one-time **\$20** service-fee for the single or two-payment plans or a one-time **\$50** service-fee for the eight-month payment plan.
- All tuition payments are made via TADS. Tuition payments are not accepted via mail.
 - TADS charges a 0.3% ACH fee (\$1 min - \$5 max) or a 3% credit card fee per transaction.
- The first tuition payment is due on **August 1**.