



2024-2025

Re-Registration and Registration Instructions

"Re-registration" of currently enrolled students and "New Student" registration for siblings of currently enrolled Minden Montessori or Glenbrook School students begins **February 22, 2024**. Glenbrook Alumni who have a student entering Pre-Kindergarten may register on this day.

The Application for enrollment for new students is attached and re-registration information will be mailed on February 16th. We encourage you to re-register your child/children no later than **February 29th** to secure their spots for the 2024/25 school year. You may mail or bring in your re-registration/registration to Glenbrook School. Glenbrook Alumni may bring new registration to Glenbrook school beginning at **7:00 A.M. on February 22, 2024**.

"New Student" Registration will open to the public on **March 07, 2024**. You may bring your registration paperwork and fee to Glenbrook School beginning at **7:00 A.M.** on that day.

1.) Student Application for Admission – 2024-25

Complete the form for each student applying for enrollment and attach a \$300 fall session registration. Summer session will have a separate \$200 registration fee. (Note that the application is interactive and may be filled out prior to printing.)

2.) Birth Certificate and Current Immunization

A birth certificate and current immunization form is required for all new students applying for admission.

3.) Additional Authorized Pickup Person(s) & Emergency Contact Form

Complete this form to add additional people who are allowed to pick your student up from school. You may also add additional Emergency Contacts in the event parents are unable to be reached.

4.) Tuition Schedule Provided for your information.

If you have any questions, please contact Malinda Campbell at 377-2135.



Minden Montessori of Glenbrook School Application for Admission

STUDENT INFORMATION

Name: Last		First	Middle
Date of birth:	Social Security Number:		Phone:
Current address: (where student resides)			Gender : <input type="checkbox"/> Male <input type="checkbox"/> Female
Mailing address: (if different from above)			
City:	State:	ZIP Code:	
Race: <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic- <input type="checkbox"/> Native American <input type="checkbox"/> White	Session applying for: <input type="checkbox"/> Summer	<input type="checkbox"/> Full Time (Fall)	<input type="checkbox"/> Part Time (Fall)

FATHER'S INFORMATION

Name:		
Current address:		
City:	State:	ZIP Code:
Home phone:	Cell phone:	Work Phone:
Email :	Employer:	

MOTHER'S INFORMATION

Name:		
Current Address:		
City:	State:	ZIP Code:
Home Phone	Cell phone	Work Phone
Email:	Employer:	

GUARDIAN (IF OTHER THAN PARENT)

Name		
Current Address		
City:	State:	ZIP Code:
Home Phone:	Cell Phone	Work Phone
Email:	Employer	

EMERGENCY CONTACT (OTHER THAN PARENT OR GUARDIAN)

Name		
Current Address		
City:	State:	ZIP Code:
Home Phone:	Cell Phone	Work Phone

OTHER CHILDREN ENROLLED AT SCHOOL (Minden Montessori or Glenbrook School)

Name:	Grade:	Name:	Grade:
Name:	Grade:	Name:	Grade:

SIGNATURES

Signature of Parent or Guardian:	Date:
----------------------------------	-------

FEES: (NON-REFUNDABLE)

Student Fees are required at the time the application is submitted

Registration Fee Fall Session = \$300.00 per child

Registration Fee Summer Session = \$200.00 per child

TUITION: (NON-REFUNDABLE)

Payments are to be paid the 1st day of the month. Payments made after the 10th will be assessed a late fee of \$50.00. Fall Tuition is set up in 10 monthly installments and Summer Tuition is set up in 2 monthly installments. You may also choose to pay your tuition in advance for the session and receive a 5% discount. Enrollment of your child at Minden Montessori of Glenbrook School obligates you to pay the full tuition for the year, unless you move from the area, or your child is expelled from the school. A payment is not the cost of education for the month, but simply a division of the total tuition cost. An unpaid balance on your account after 60 days will result in the suspension of your child(ren) from the school, until full payment is received. Students will not be admitted for a new school year until all payments and other fees for the prior year are current.

Signature: Parent/Guardian _____ Date _____

Quality Education and Excellent Citizenship are our two most important products.

A NON-DISCRIMINATORY EDUCATIONAL INSTITUTION

Student's Birth Certificate and Health Records are required prior to the student enrolling.



Additional Authorized Pickup Person(s) & Emergency Contact Form*

This form should be used to add additional people to the list that you submitted at enrollment. I understand that my child will not be permitted to leave with anyone other than the person(s) I have listed below. I give permission for the following person(s) to pick up my child from Minden Montessori of Glenbrook School

Parent Name: _____ **Date:** _____

Contact/Pick Up First Name: _____ Last Name: _____

Relationship to Child: _____ Phone: _____

Emergency Contact

Authorized to pick up the following children: _____

Contact/Pick Up First Name: _____ Last Name: _____

Relationship to Child: _____ Phone: _____

Emergency Contact

Authorized to pick up the following children: _____

Contact/Pick Up First Name: _____ Last Name: _____

Relationship to Child: _____ Phone: _____

Emergency Contact

Authorized to pick up the following children: _____

Contact/Pick Up First Name: _____ Last Name: _____

Relationship to Child: _____ Phone: _____

Emergency Contact

Authorized to pick up the following children: _____

Signature of Parent/Guardian: _____ **Date:** _____

**Parent/Guardian will always be called first.*

Minden Montessori of Glenbrook School, LLC
Tuition Schedule 2024-2025

1 Child (at Minden Montessori)

	Registration	Yearly Cost	PIF Discount	Per Month
Full Time Program	\$ 300.00	\$ 6,700.00	\$ 6,365.00	\$ 670.00
Part Time Program	\$ 300.00	\$ 6,180.00	\$ 5,870.00	\$ 618.00
Summer Program	\$ 200.00	\$ 1,250.00		\$ 625.00

2 or more Children (at Glenbrook and/or Minden Montessori)

	Registration	Yearly Cost	PIF Discount	Per Month
Full Time Program	\$ 300.00	\$ 5,025.00	\$ 4,775.00	\$ 504.50
Part Time Program	\$ 300.00	\$ 4,635.00	\$ 4,405.00	\$ 464.50
Summer Program	\$ 200.00	\$ 1,250.00		\$ 625.00

Important Information:

- 1) A separate registration fee is due for the summer session and the fall session. This fee holds a student's spot and is non-refundable.
- 2) Tuition can be paid in full at the beginning of a session (summer or fall), or on a 10 month schedule for fall. Tuition that is paid in full at the beginning of the fall session will be given a 5% discount.
- 3) A family that has more than one sibling enrolled and/or at Glenbrook or Minden Montessori will receive a 25% discount for the second child at Minden Montessori.
- 4) A full time student is considered Monday through Friday. The hours of operation will be from 7:15 a.m. until 5:15 p.m. Late pick up will be assessed a \$50 late fee per occurrence.
- 5) A part time student is considered Monday through Friday and is picked up before 1 p.m. each day.
- 6) Minden Montessori of Glenbrook School will follow the calendar for Glenbrook School.
- 7) The summer session will be June and July, dates TBA. The fall session will follow per the Glenbrook School calendar.

For questions please call Glenbrook School, 377-2135.

