



**Dothan
Montessori
School**

Sponsored by the Marnix E. Heersink Family Foundation

474 S. Oates Street
Dothan, AL 36301
334-209-8587
director@dothanmontessorischool.org

Dear Dothan Montessori School Applicant,

We are excited that you are considering Dothan Montessori School. We currently offer a Half Day Early Primary Program (ages 18 months to 3+) and a Primary Program (ages 3 to 6). During the 2025-2026 school year, Primary students will also have the option of attending our Full Day Program.

Enclosed you will find an overview of the admissions process and an application. Please be sure to schedule a tour before submitting your application.

If you have any questions, please arrange a time to come by the office, contact the office at 334-209-8587, or e-mail me at director@dothanmontessorischool.org.

Thank you,

Heidi Churchill
Director



Application Process

Dothan Montessori School does not discriminate on the basis of race, color, national or ethnic origin, religion or sex in administration of its educational policies, admissions, athletic and other school-administered programs.

- Tour** – E-mail or call to schedule a school tour.
- Apply** – Complete application and submit a one-time, non-refundable application fee of \$150 per child.
- Admission** – Parent involvement is integral to the success of the school and participation in adult education and volunteering is expected. Based on information in the application and a brief meeting with the parents and student, additional information about the child's educational history may be requested by Dothan Montessori School. Dothan Montessori School will make admission determination based on several factors, including: 1) alignment of the school's philosophy with your family's; 2) DMS's assessment of whether the Montessori curriculum is appropriate for your child; and 3) the current composition of the classroom and whether there is space available. All admission decisions are on a provisional basis and are subject to a 5-week provisional period, described below.
- Notice of Admission** – We will send notice of admission via e-mail.
- Enrollment Forms and Tuition Contract** – Enrollment forms will be emailed after in-house registration is complete and a determination is made regarding availability. The tuition contract is included within the enrollment forms. Completed forms are due, along with a \$250 enrollment fee, within two weeks of you receiving the forms. The enrollment fee is non-refundable but will be applied to your 25% tuition deposit. Updated Blue Immunization Forms, in accordance with Alabama school admission policies, are due before your child begins class.

Once a child enrolls and begins attending DMS, there is a 5-week provisional period. During this time, the child is adjusting to the Montessori environment, and the teachers are observing the child to make sure that our environment is a good fit. If at the end of the 5-week provisional period it appears that the child and the school are a good match, admission will be granted. If at the end of the 5-week provisional period it appears that the Montessori environment at this school is not a good fit, the school will refund the tuition and snack fee prorated for the 5 weeks of attendance.

- Deposit and Fees** – A 25% tuition deposit, the snack fee for Half Day Early Primary and Primary (\$200) or Full Day Primary (\$300), and the Annual Materials Fee (\$250) will be due by May 23, 2025.
- Tuition Balance** – If you do not choose auto debit, the balance of your tuition will be due in full by August 1, 2025.



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Application

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Date _____

Applying for:

Early Primary (18 months to 3 years old)

• **Half Day Program**

5 days a week, * 8-8:20 a.m. drop off to 11:45-12 p.m. pick up

*Early Primary Program is available 5 days a week. We believe the success of the program is enhanced when children attend all 5 days per week.

We are continuing to monitor interest in a full day for Early Primary students. Please indicate if you are interested in a full day, which would include lunch, a rest time, and an additional work cycle.

Yes No

Primary (3 to 6 years old)

Half Day Program 5 days a week, 8-8:20 a.m. drop off – 11:45-12 p.m. pick up.

Full Day Primary Program* 5 days a week, 8-8:20 a.m. drop off – 2:45-3:00 p.m. pickup.

*Full Day is available to all Primary students, and is especially encouraged for older students.

Child Information

Last Name _____ First Name _____ Sex _____ Date of Birth _____ Age _____

What immediate goals do you have for your child's development?

What would you like us to know about your child?

Is your child daytime potty trained? (circle one) Yes No

If not, please describe where they are in the process of learning to use the toilet. Learning to use the toilet is part of the Early Primary Program. Being daytime potty trained is a prerequisite for the Primary Program.

Family Information

Parent/Guardian

Last Name _____ First Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell/Work Phone _____

E-mail Address _____

Employer/Occupation _____

Parent/Guardian

Last Name _____ First Name _____

Address (if different) _____

City _____ State _____ Zip _____

Home Phone _____ Cell/Work Phone _____

E-mail Address _____

Employer/Occupation _____

With whom does the child live? _____

Siblings

| | | |
|------|-----|--------|
| Name | Age | School |
| Name | Age | School |
| Name | Age | School |

School Interest Information

Why would you like to enroll your child at Dothan Montessori School?

What is your understanding of the Montessori Method?

Do you have any concerns or questions about the Montessori philosophy/curriculum that you would like addressed before enrollment is completed?

Has your child previously attended or had any exposure to the Montessori Method?

Tuition Schedule

Half Day Early Primary Program

| | |
|---|---------------|
| 5 days a week, 8-8:20 a.m. drop off – 11:45 - 12 p.m. pick up | \$6,400/ year |
| 5 Day snack fee | \$200/ year |
| Annual Materials fee | \$250/ year |

Half Day Primary Program

| | |
|---|---------------|
| 5 days a week, 8-8:20 a.m. drop off – 11:45-12 p.m. pick up | \$6,400/ year |
| 5 Day snack fee | \$200/ year |
| Annual Materials fee | \$250/ year |

Full Day Primary Program

| | |
|--|----------------|
| 5 days a week, 8-8:20 am drop off – 2:45-3:00 p.m. pick up | \$10,600/ year |
| 5 Day snack fee | \$300/ year |
| Annual Materials fee | \$250/ year |

Payment Options:

We depend on tuition to pay our staff and operate the school. If your child is enrolled at DMS, you will be required to sign a tuition contract for the full year. You are responsible for paying the balance in full if you decide to leave DMS for any reason.

The following payment options are available:

- Monthly auto debit withdrawal authorization, spread over 9 months (you are responsible for any bank set-up fees). Monthly debit (minus the 25% deposit) for Morning Early Primary and Morning Primary is \$533.33/month. Monthly debit (minus the 25% deposit) for Full Day Primary is \$883.33/month.
- Pay tuition in full by August 1, 2025.

I hereby certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that the falsification of any information on this application shall be considered sufficient cause for dismissal of my child. I authorize Dothan Montessori School to contact current and previous schools or other sources to obtain information to support my application. I will not seek access to confidential recommendations and/or evaluation materials provided by any source before or after admission. I authorize Dothan Montessori School to investigate all information contained in this application and all persons to furnish information to this school. I understand that this is an application for admission and that no admission contract is being offered.

Parent/Guardian Signature

Date

Please enclose this form, along with a non-refundable, one-time Application Fee of \$150 and arrange a time to drop off at the DMS office or mail to:

**Heidi Churchill, Director
Dothan Montessori School
474 S. Oates St.
Dothan, AL 36301**