



Admission Process

Thank you for considering Southern NH Education Center (SNHEC) for your child's education. Our admission process serves several important purposes. It allows you, the parent, to become better acquainted with our mission and practices. Likewise, it provides us with the opportunity to learn about your expectations and goals for your child's education.

In order to be considered for admission, families must complete these steps:

1. **Information** – Request a tour of the school and program review
2. **Application** – Complete and submit an application for admission with a \$100 non-refundable application fee
Application for Admission: www.snhma.org/application-for-admission
3. **Transcript/Teacher Recommendation** – Please sign and submit the Prospective Student Evaluation Form to your child's present school, which includes a release for student records, and a confidential student evaluation form. This information must be received prior to acceptance and is necessary to make your child's application complete.
4. **Classroom Visit** – Upon receipt of your completed application records and evaluation, prospective parents will be contacted to arrange their child's classroom visit at SNHEC. Interviews are intended to determine a student's readiness for our programs and placement, as well as to establish a mutual understanding of the Montessori Education between the family and the school.
5. **Acceptance** – Letters of acceptance, non-acceptance, and wait lists will be sent within 7 days after classroom visit. An admissions packet including a tuition contract is included for children who are accepted.
6. **Response** - Once your child has been accepted to SNHEC, parents/guardians will have ten (10) days from the date the contract was sent to respond. Tuition deposit is due with the enrollment contract. Enrollment contracts are available on a space-available basis, families are encouraged to respond promptly to secure placement.

Admission Policy

Admissions decisions are based upon the space available and an evaluation of the suitability of SNHEC for each child. Generally, priority consideration for enrollment is given to applicants in the following order: (1) qualified siblings of current SNHEC students; (2) qualified students with previous Montessori experience; (3) all other qualified applicants. Great care is taken to maintain a balance of gender, age, and learning differences and styles in each classroom.

Southern NH Education Center is a non-sectarian school that does not discriminate against individuals on the basis of race, color, religion, national or ethnic origin, political beliefs, disabilities, marital status or sexual orientation in the administration of its educational policies, admission or hiring policies, and other school administered programs.

Payment Schedules

Tuition Payment Plan - The School offers three tuition payment plans as outlined below.

Single Payment Plan - Payment of 100% of tuition plus all fees on or before June 1. *Those who select this option qualify for a 3% discount of the annual tuition.*

Two Payment Plan - The first Payment is comprised of 50% of tuition plus all Fees on or before June 1. The second payment is comprised of 50% of Tuition paid on or before December 31. *Those who select this option qualify for a 1% discount of the annual tuition.*

Ten Payment Plan - Ten equal monthly payments each of 10% of the total of Tuition, the first payment is due including all Fees on or before June 1. Following payments are due beginning August 1 with final payment due April 1.

Please Note: Late Fees of \$50.00 will be assessed on unpaid balances after the payment due dates.

In case of a check being returned for insufficient funds, a \$35.00 fee will be assessed for each occurrence.

Non-refundability of Tuition Deposit and Tuition Fees - The Tuition Deposit and the annual Tuition and Fees are non refundable.

Cancellation of the Enrollment and Tuition Agreement: The Enrollment and Tuition Agreement may be canceled by the parents and/or guardians by providing written notice to the Head of School at Southern NH Education Center, 1E Commons Drive Unit# 28, Londonderry, New Hampshire 03053, provided such written notice is received by the School on or before June 1. Any such cancellation will result in the forfeiture of the entire Tuition Deposit; any notice of cancellation received after June 1 and before August 1 will result in the family being responsible for 50% of the year's tuition; and any cancellation on August 1 or later will result in full tuition responsibility.

If, on or after August 1, a student is absent, withdrawn, or dismissed from school for any reason whatsoever, the obligation to pay annual Tuition and Fees shall continue as though the student was enrolled and in attendance for the entire academic year.

Non-transferability of Tuition Deposit, Tuition, and Fees: The Tuition Deposit and Fees are not transferable and will not be applied to another child's tuition, ancillary program fees, or volunteer coop fees and the like.

Student Accounts in Arrears - The School may refuse to sign a contract with a parent and/or a legal guardian whose payments of tuition and fees are in arrears from a previous school year. The School will release a student's record only when the student's account is paid in full. The School may also terminate student enrollment when there is a failure to pay tuition and fees.

Tuition discounts:

- Multiple Sibling Discount (*discount for additional sibling(s) 5%*)
- Military Discount (*discount of 10%*)
- Annual Payment Plan (*discount of 3%*)
- Semi-annual Payment Plan (*discount of 1%*)

Minimum deposit of 10% of tuition and all fees is required to secure child's placement

PROGRAM HOURS

Drop-Off

Infant/Toddler	8:30-8:45 am
Early Childhood/Kindergarten	8:00-8:15 am
Elementary	8:15-8:30 am
Middle School	8:00-8:15 am

Pick-Up

Infant	2:45-3:00 pm
Toddler <i>Morning only</i>	11:30-11:45 am
Toddler <i>Full day</i>	2:45-3:00 pm
Early Childhood <i>Morning only</i>	11:45-12:00 pm
Early Childhood/K <i>Full day</i>	2:55-3:10 pm
Elementary	3:15-3:30 pm
Middle School	3:00-3:15 pm

Before Care

Drop-off starting at 7:30am

After School

Pick-up at 4:00pm or 5:00pm