



Dear Families,

My entry into the Montessori educational field was purely coincidental and I will be forever grateful for the journey where I got to grow, serve and learn!

I discovered Montessori through enrolling my children. I watched as my daughter wanted to make her own PB&J sandwich every day after school and was even capable of the clean-up process. I watched as she learned the names of countries and their respective flags. I watched as my daughter looked at Vincent Van Gogh's sunflower painting at the tender age of three and shouted, "Bincent Ban Go!" I was amazed and hooked. I subsequently made the decision to become a trained Montessori teacher.

After many years in various roles from Assistant to Head of School, I had watched my own children and hundreds of others grow and learn with joy. I saw that the Southwest side of Fort Wayne was sorely lacking a choice of Montessori school. I wanted to provide a high-quality Montessori option for families in that side of town, SMA opened its doors in 2013 with only 8 students and Karrin Marquell as the first lead teacher.

Over the years, it has reached its full capacity at its current location and is making plans to continue growing. We are thankful you've discovered our school, and look forward to the opportunity to partner with you for your child's education!

Kind regards,

A handwritten signature in black ink, appearing to read "Vyju Kadambi".

Vyju Kadambi  
Founder

Opening Minds, Touching Hearts

1625 Magnavox Way • Suite B • Fort Wayne IN, 46804  
260.434.4450 • [SouthwestMontessoriAcademy.org](http://SouthwestMontessoriAcademy.org)

## Southwest Montessori Academy Tuition Schedule 2025-2026



<u>Primary (ages 3 – 6)</u>	<b>Annual Tuition</b>	<b>10 Monthly Payments</b>	<b>Paid in Full (5% Disc)</b>
Half Day (M-F) 8:30 am - 12:00 pm	<b>\$6900</b>	<b>\$690</b>	<b>\$6555</b>
Full Day (M-F) 8:30 am - 3:30 pm	<b>\$9920</b>	<b>\$992</b>	<b>\$9424</b>

### Optional Extra Care Program

Before school care: 7:00 - 8:30 am **\$100 monthly**

After school care: 3:30 - 6:00 pm **\$165 monthly**

*Note: extra care charges are billed separately after each month of usage has ended.*

### Required NON-REFUNDABLE Fees

Application fee	<b>\$100 one-time</b> <i>new students only</i>
Enrollment fee (due upon acceptance)	<b>\$100 one-time</b> <i>new students only</i>
Annual supply fee	<b>\$200 annually</b> <i>due with first month's tuition payment</i>
Deposit*	<b>\$345 (half-day) or \$496 (full-day)</b>

\*Will be applied to the final tuition payment

- ◆ All fees and deposits can be made electronically via the FACTS portal during the application or enrollment process. This payment system will also be used for tuition payments.
- ◆ A 10% sibling discount is applied to the second child's tuition.
- ◆ 10-month tuition payment plan - **first payment is due July 1<sup>st</sup>**; last payment is April 1<sup>st</sup>. One of the ten payments is split in half with the first half being paid as the deposit and the last payment being the remaining half.
- ◆ Payments for tuition are due on the 1<sup>st</sup> of each month; \$30 late fee charged after the 10th
- ◆ Full year payment must be received by July 1<sup>st</sup> to receive the 5% discount.
- ◆ Students beginning after the start of the school year will pay a prorated amount based on the full year's tuition. Paid in full discount of 5% applies to enrollments through September 30th.
- ◆ Enrollment is dependent upon availability – the non-refundable waitlist fee of \$50 per child will be applied toward the \$100 enrollment fee. **Please refer to the Enrollment Process and Waitlist Policy sheet for details.**
- ◆ The **withdrawal policy**, including a **tuition obligation schedule**, is explained on the next page.

Southwest Montessori Academy does not discriminate on the basis of race, color, religion, sex, gender identity, national or ethnic origin, socio-economic level, physical ability or genetic information, or learning style with regard to admissions. SMA is a non-profit/501(c)(3) registered as a non-public school in Indiana.

## Tuition Obligation and Withdrawal Policy

SMA has an annual tuition. Parents must sign a tuition agreement, which explains in detail the terms of the tuition payments. Tuition is invoiced in June for the tuition amount plus any fees for the entire academic year. Either the first monthly payment or the one-time payment is due no later than July 1. Monthly tuition payments are due the first day of the month thereafter (starting August 1), and electronic payments can be automated through the FACTS Tuition Management portal, or in-person payment methods can be arranged. Tuition will not be adjusted due to illness, vacations, or school closure. In the event that parents choose to enroll in the optional extra care program, they will be billed separately for this program on a monthly basis.

There will be a late fee of \$30.00 for payments received by SMA after the tenth day of the month. Parents with tuition 30 days in arrears may be asked to withdraw the student at SMA's discretion. The parents agree to pay all costs of collection should outside services be required to collect overdue tuition amounts. Those costs may include, but are not limited to, a collection fee of 40%, attorney fees and court costs, for example.

In the event a student is withdrawn by the parents, the parents shall provide notice of said withdrawal in writing to the Head of School. The withdrawal date must be on or after the date at which Head of School receives the official withdrawal notice. The following schedule of tuition obligation is effective for the 2025-2026 school year based on the withdrawal date or last day of attendance, whichever date is most recent. All tuition deposits, enrollment fees, and supply fees are non-refundable.

Withdrawal Date/Last date of Attendance	Tuition Obligation Owed
Prior to June 11	Tuition Deposit (equals 5% of total tuition)
June 11 to July 10	25% of tuition plus tuition deposit
July 11 to September 30	50% of tuition plus tuition deposit
October 1 to October 31	75% of tuition plus tuition deposit
November 1 and after	100% of tuition

If the parents have paid tuition in full, they will be refunded the amount remaining, if any, at the time of the official withdrawal notice. If the parents are on a monthly payment schedule, tuition balance owed shall be paid within 30 days of the withdrawal date, and any balance remaining after 30 days is subject to the collections process.

If the student is asked to withdraw at the request of SMA, the withdrawal shall take effect immediately and tuition shall be paid by the parents through the end of the month the withdrawal takes effect. No adjustments will be made for absences, school closures or delays.

## Enrollment Process

Southwest Montessori Academy (SMA) does not discriminate on the basis of race, color, religion, sex (including gender identity), nationality or ethnic origin, socio-economic level, physical ability or genetic information, or learning style in regard to admissions. Children must turn 3 years old before December 1<sup>st</sup> to enroll for the current school year.

Applications for the next school year may be submitted starting in September of the current school year. Priority consideration will be given to applications received by January 15<sup>th</sup>. Applications submitted after this date will still be considered, possibly for the waitlist. Enrollment placement for the next school year will be announced by the end of February.

### To be considered for enrollment at SMA, parent(s) or legal guardians must:

1. **Take a tour of Southwest Montessori Academy in person and/or via Zoom.**
2. **Submit the SMA application and pay the \$100 application fee.**
3. **Complete an in-person prospective student visit in the classroom.** Once SMA determines that it is able to provide an education meeting the child's needs while accommodating the classroom's overall requirements, the parents or guardians will be offered enrollment (pending an available opening).
4. **Accept the enrollment offer by completing the enrollment forms, submitting the \$100 enrollment fee, and paying the deposit within 5 business days. A signed tuition agreement will complete the enrollment process. Note, if a spot on the waitlist is offered instead, submit \$50 waitlist fee, which is credited towards toward the enrollment fee. See the waitlist policy on the next page for details.**

SMA utilizes a third-party payment system called FACTS. **Please refer to the annual tuition schedule for information regarding deposits, fees, tuition discounts and other details.** The deposit is advance payment of half of a monthly tuition payment, with the other half being paid as the final tuition payment at the end of the school year. If tuition is paid in full, the deposit is credited toward the total amount due.

### **Below is a payment timeline summary (*plus additional financial planning considerations*).**

Fee/Payment Description	Due Date
Set up FACTS to pay enrollment fee and deposit; sign tuition agreement	Within 5 business days of enrollment offer
First tuition payment ( <i>OR pay tuition in full to receive 5% discount*</i> ) and supply fee	July 1st, or before student's first day if enrolled after July 1 <i>*5% discount on late enrollments only through Sept. 30</i>
Monthly tuition payment	1st of each month (before the 10th)
<i>Re-enrollment steps for next year (for families eligible to re-enroll and/or for eligible incoming younger siblings)</i>	<i>February 10th (updated tuition for the next school year will be announced in December or January)</i>
Final tuition payment (amount equal to deposit)	Either April or May (depending on enrollment date)
<i>Summer camp tuition (limited availability, open only to returning or incoming families)</i>	<i>Payment in full due by May 1st</i>

## **Waitlist Policy**

A non-refundable waitlist fee of \$50 per child is required to wait for an enrollment spot to open. It will be applied to the enrollment fee if your child is offered enrollment. Paying the waitlist fee DOES NOT GUARANTEE ENROLLMENT. Enrollment is dependent on space availability.

If your child is offered enrollment at SMA from the waitlist, you will have five (5) business days to accept the offer. To accept the offer, you must pay a non-refundable deposit and any other fees owed to SMA's office or via our FACTS tuition payment system. The deposit is advance payment of half of a monthly tuition payment, with the other half being paid as the final tuition payment at the end of the school year. Failure to pay the fees and formally accept enrollment within 5 business days will result in forfeiture of the \$50 waitlist fee AND placement at SMA.

To be put on SMA's waitlist, parent(s) or legal guardians must have completed steps 1-3 in the enrollment process and pay the waitlist fee.

### Additional enrollment considerations:

- If your child's age matches SMA's available spot
- If you are a returning family or alumni family
- If you were carried over from a previous school year's waitlist
- If your child has previous Montessori experience
- The date you submitted the application and fees



# WHY MONTESSORI EDUCATION?

*It is a philosophy and a curriculum*

## ► PHILOSOPHY

- Every child **learns** at his or her own rate
- We build **confidence** by allowing and teaching children to do for themselves
- **Respect** and **dignity** are at the core
- **Intrinsic Motivation**, a child learns to do something because he or she wants to learn
- Children learn for the sake of learning not for a grade or fear of punishment
- Every child is **part of the community** and contributes to the whole

## ► CURRICULUM

- It teaches **problem solving** & critical thinking skills
- It is **hands on**
- It develops deep **concentration** (actual exercises to increase concentration)
- We **teach** when children are ready (Mastery learning/teaching model)
- Mistakes are an opportunity to learn
- It is **self-correcting**
- Discovery learning is the **process** of learning
- Children are **valued** for their questions not for their correct answers
- It teaches **responsibility** in both personal tasks & classroom jobs

Together, they develop these characteristics:

## ► CHARACTERISTICS

- |                   |                        |
|-------------------|------------------------|
| • Curious         | • Responsible          |
| • Passionate      | • Respectful           |
| • Confident       | • Task/Time Management |
| • Task Initiation | • Creativity           |
| • Motivated       | • Innovation           |
| • Capable         |                        |

*Ultimately, these characteristics create an adult with personal and workplace leadership skills that lead to a contributing member of the community.*

## **Daily Routine: Classroom 1**

<b>7:00-8:20</b>	Optional Before Care in Room 1
<b>8:25 - 8:30</b>	Arrival
<b>8:30-11:00</b>	Morning Work Cycle
<b>11:00-11:15</b>	Community time
<b>11:15-11:45</b>	Outside time
<b>11:50-12:00</b>	Half-day dismissal
<b>11:45-12:30</b>	Lunch
<b>12:30</b>	Resters/Nappers to Room 2 Older Children/Non-nappers to Room 1
<b>12:30-1:00</b>	Community Time (chapter book reading)
<b>1:00-1:30</b>	Outside time
<b>1:30-3:00</b>	Afternoon Work Cycle
<b>3:00-3:20</b>	Afternoon Jobs and Clean Up
<b>3:20-3:30</b>	Full day student pick-up
<b>3:20-6:00</b>	Optional After Care in Room 2

## **Daily Routine: Classroom 2**

<b>7:00-8:20</b>	Optional Before Care in Room 1
<b>8:20-8:30</b>	Arrival
<b>8:30-9:00</b>	Outside time
<b>9:00-11:30</b>	Morning Work Cycle
<b>11:30-11:45</b>	Community Time
<b>11:50-12:00</b>	Half-day dismissal
<b>11:45-12:30</b>	Lunch
<b>12:30</b>	Older Children/Non-nappers to Room 1 Resters/Nappers to Room 2
<b>12:30-2:15</b>	Rest/Nap time/Afternoon Work Cycle
<b>2:15-2:40</b>	Nappers up/Snack
<b>2:45-3:15</b>	Outside time
<b>3:20-3:30</b>	Full day student pick-up
<b>3:20-6:00</b>	Optional After Care in Room 2

## SMA 2025-2026 School Year Calendar

August	07	Orientation Night (Parents only) 5:45-7:30pm
	08	Meet the Teacher
	11	First Day of School for <b>Returning</b> Students
	14	First Day of School for <b>New</b> Students
September	01	No School – Labor Day
October	16-17	No School -- Fall Break (16 <sup>th</sup> Teacher In-Service Day)
November	07	No School – Parent/Teacher Conferences
	26-28	No School – Thanksgiving Break
December	22-31	No School – Winter Break
January	01-02	No School – Winter Break
	05	No School – Teacher In-service
	06	Classes Resume – Winter Break Ends
	19	No School – Martin Luther King, Jr Day
February	13	No School – Teacher In-service
	16	No School – President’s Day (Snow Make-up Day)
March	06	No School – Parent/Teacher Conferences
	20	No School – Faculty Professional Development Day
	27-31	No School – Spring Break
April	01-03	No School – Spring Break
	06	Classes Resume
May	25	No School – Memorial Day
	29	Last Day of School





## OUR MISSION

*To nurture and inspire the love of learning as each child prepares for life.*



## CORE VALUES

*With children, families and an inclusive community at our core, we live these values:*

- ▶ *Create an environment of belonging and contribution*
- ▶ *Encourage confidence, compassion, curiosity, and respect*
- ▶ *Cultivate socially and environmentally mindful citizens*
- ▶ *Provide a personalized education driven by Montessori principles*