



Southwest Montessori Academy Fort Wayne

Dear Families,

I write this welcome letter to you as founder of Southwest Montessori Academy. I am grateful you discovered Southwest Montessori Academy (SMA) as an option for your child's care and education! My desire to provide a high-quality Montessori school located in the southwest area of Fort Wayne led me to start SMA in 2013, and we opened with eight students and Karrin Marquell as the first lead teacher.

My own entry into the Montessori field was purely coincidental and I will be forever grateful for the journey where I got to grow, serve and learn! I discovered Montessori education though enrolling my children in a Montessori school. 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 Classroom Assistant to Lead Teacher to Head of School, I had watched my own children and hundreds of others grow and learn with joy. I saw that the southwest area of Fort Wayne/Allen County was lacking a choice of Montessori school, and that demand was growing for this option for families living and working around the area. I wanted to leave a legacy that outgrew my time as school leader and empower the school to grow with support from our greater community by establishing it as a nonprofit organization.

Over the years, SMA reached full capacity at its current location and has been making plans to continue growing in a new location. 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,

Vyju Kadambi
Founder

Nurturing and Inspiring the Love of Learning as Each Child Prepares for Life

1625 Magnavox Way • Suite B • Fort Wayne IN, 46804
260.434.4450 • SouthwestMontessoriAcademy.org

TUITION SCHEDULE

2026-2027



Southwest Montessori
Academy **Fort Wayne**

Primary Program (Age 3 through Kindergarten)

Must turn 3 before December 1st 2026 in current school year.

	Annual Tuition	Pay-in-Full 3% Discount	Monthly Payment	Weekly Equivalent*
Half Day: (M-F) 8:30 am - 12:00 pm	\$7560	\$7333.20	\$756	\$194

Full Day: (M-F) 8:30 am - 3:30 pm	\$10,570	\$10,252.90	\$1057	\$271
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**Weekly equivalent is for comparison purposes. Monthly payments are a payment plan for the annual tuition, not a month-by-month fee for services.*

Optional Extended Care Program

For currently enrolled students only. Charges are billed separately after each month of usage has ended.

	Per Day	Monthly Rate
Before school care: 7:00 - 8:30 am	\$12	\$125
After school care: 3:30 - 6:00 pm	\$17	\$175

Tuition Discounts:

Pay-in-full	3%
Sibling	10%

Required Non-Refundable Fees

Application fee	\$50 one-time <i>new students only</i>
Enrollment fee	\$150 one-time <i>due upon acceptance, new students only</i>
Withdrawal fee	5% of total annual tuition

Please refer to SMA's Withdrawal and Tuition Obligation Policy for details

Nondiscrimination Policy

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.

Additional Information

- SMA utilizes a third-party software called FACTS for tuition payments and other fees.
- Payments for tuition are due on the 1st of each month; \$30 late fee charged after the 10th.
- The monthly tuition payment plan is 10 months with the first payment due July 1st; last payment is April 1st.
- Students beginning after the start of the school year will pay a prorated amount based on the full year's tuition.
- Full year payment must be received with first tuition payment to receive the 3% discount; applies to enrollments through September 30th.
- The 10% sibling discount is applied starting with the second child's tuition.
- Enrollment is dependent upon availability – the non-refundable waitlist fee of \$50 per child will be applied toward the \$150 enrollment fee. **Please refer to the Enrollment Process and Waitlist Policy sheet for details.**

Student enrollment is subject to SMA's sole discretion. The school reserves the right to require parents/legal guardians to withdraw a student from the school if the student is not able to benefit from the program or is an impediment to the progress of the class, after consideration of any reasonable accommodations.



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Academy **Fort Wayne**

NEW FOR 2026-2027:

Now accepting CCDF Vouchers

Southwest Montessori Academy (SMA) is now participating in the Indiana Child Care and Development Fund (CCDF) program to help eligible families access high-quality early childhood education and care.

Families of eligible students with an active CCDF voucher can have a portion of their tuition covered and will be financially responsible to cover any co-pays or overage amounts. **Participating families are required to sign an additional CCDF Participation Agreement alongside the Tuition Agreement.**

To learn more, please visit www.in.gov/fssa/carefinder/child-care-assistance.

Families with active vouchers: please call the school directly at 260-434-4450 to discuss tuition amounts covered by your specific voucher and the amounts you will be responsible to pay.

FlexStart Attendance Option For 3-Year-Olds

FlexStart Attendance is optional for children **born between December 1, 2022 and November 30, 2023** (3-Year-OLDS ONLY who were not eligible to attend the previous school year)

Families of eligible students who choose this schedule may select three or four consecutive days to attend. One schedule change will be allowed per school year, otherwise the consecutive days selected will be the attendance days regardless of school-day special events (with the exception of field trips).

FlexStart Attendance Option (for eligible 3-Year-Olds ONLY):

<i>Must be born between Dec. 1, 2022 and Nov. 30, 2023 to be eligible</i>	Annual Tuition	Pay-in-Full 3% Discount	Monthly Payment	Weekly Equivalent*
4 Full Consecutive Days, 8:30 am - 3:30 pm	\$8883	\$8616.51	\$888.30	\$227
4 Half Consecutive Days, 8:30 am - 12:00 pm	\$6486	\$6291.42	\$648.60	\$166
3 Half Consecutive Days, 8:30 am - 12:00 pm	\$4692	\$4551.24	\$469.20	\$120

**Weekly equivalent is for comparison purposes. Monthly payments are a payment plan for the annual tuition, not a month-by-month fee for services.*

Additional Information

- All other terms, conditions, discounts, fees and policies apply to FlexStart.
- Child must be independent with using the toilet before starting school.
- Enrollment priority will be given to non-FlexStart applicants who apply before January 15th.

Withdrawal and Tuition Obligation Policy

Southwest Montessori Academy (SMA) has an annual tuition. Upon enrollment acceptance, all parents/legal guardians who are financially responsible for the tuition must sign a tuition agreement which explains in detail the terms of the tuition payments. Once a tuition agreement is signed, parents/legal guardians are entering into partnership with SMA teachers and administrators for the enrolled child's care and education across the duration of a school year. When a student is withdrawn after the enrollment period, even if the student has not yet attended, the parents/legal guardians are still financially responsible according to the schedule below.

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 10. Monthly tuition payments are due the first day of the month thereafter (starting August 1), and electronic payments will be automated through the FACTS Tuition Management portal. Tuition will not be adjusted due to illness, vacations, or school closure. Application and enrollment fees are non-refundable.

In the event a student is withdrawn by the parents/legal guardians, SMA requires two months' advance written notice of said withdrawal to the Head of School and school administrator. Email notice is permissible, provided that it is actually received and acknowledged by administration. The Effective Date of Withdrawal shall be the date of the written notice of withdrawal.

In the event of a withdrawal, and whether or not the student attends SMA during the two-month notice period, the following Tuition Obligation schedule is effective for the 2026-2027 school year based on the Effective Date of Withdrawal.

Effective Date of Withdrawal	Tuition Obligation
Prior to June 15	Withdrawal Fee of 5% of Total Annual Tuition (Based on half or full day)
June 16 or later	Withdrawal Fee of 5% of Total Annual Tuition Plus Two Months of Tuition* *Notice received before the 10th of any month – Tuition Obligation is for that month (if not yet paid) and the following month, plus the withdrawal fee *Notice received after the 10th of any month – Tuition Obligation is for that month (if not yet paid), the following two months, plus the withdrawal fee

If the parents/legal guardians have paid tuition in full, they will be refunded the amount remaining, if any, after the deduction of the Tuition Obligation, within 30 days of the Effective Date of Withdrawal. If the parents/legal guardians are on a monthly payment schedule, parents/legal guardians shall pay the Tuition Obligation to SMA within 60 days of the Effective Date of Withdrawal.

If the student is required to withdraw by SMA, the withdrawal shall take effect immediately, and tuition (but no withdrawal fee) shall be paid by the parents/legal guardians through the end of the month the withdrawal takes effect.



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 turn 3 years old before December 1st 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 15th. 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 \$50 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 form, submit the \$150 enrollment fee and submit a signed tuition agreement within 5 business days.** *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 enrollment policies.**

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

Fee/Payment Description	Timeline
Complete enrollment form, pay enrollment fee, sign and return tuition agreement, and set up FACTS	Within 5 business days of enrollment offer
First tuition payment (<i>OR pay tuition in full to receive 3% discount*</i>)	July 1st, or before student's first day if enrolled after July 1st <i>*3% discount on late enrollments only through Sept. 30th</i>
Monthly tuition payment	1st of each month (before the 10th)
<i>Reenrollment steps for the next school year (for families eligible to reenroll 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>
<i>Summer camp tuition (limited availability, open only to returning or incoming families)</i>	<i>Payment in full due by May 1st</i>



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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 by completing the enrollment form, paying \$150 enrollment fee and returning the signed tuition agreement. 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 seeking a five-day attendance schedule
- 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 their own pace
- We build *confidence* by teaching independence
- *Respect* is at the core
- Every child has an *innate desire to learn*
- Based on *scientific research* of child development
- *Education* is a preparation for life

► CURRICULUM

- *Personalized* to each child
- Teaches *problem solving* & critical thinking skills
- Uses *hands-on* learning
- Develops deep *concentration*
- Integrates *strong academic preparation*
- Teaches *life skills and responsibility*
- Supports *discovery through exploration*
- Develops *emotional self-regulation*

Together, they develop these competencies in children:

► COMPETENCIES

- Curious
- Caring
- Confident
- Resilient
- Motivated
- Capable
- Problem-solving
- Responsible
- Respectful
- Collaborative
- Creative
- Academically Prepared

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



**Southwest Montessori
Academy Fort Wayne**

Daily Routine: Classroom 1

7:00-8:20	Optional Before Care in Room 2
8:20-8:30	Arrival
8:30-9:00	Outside time
9:00-11:30	Morning Work Cycle
11:30-11:45	Community Time
11:50-12:00	Half-day dismissal
11:45-12:30	Lunch
12:30	Resters/Nappers to Room 2 Older Children/Non-nappers to Room 1
12:30-1:00	Outside time
1:00-3:00	Afternoon Work Cycle
3:00-3:20	Afternoon Jobs and Clean Up
3:20-3:30	Full day student pick-up
3:20-6:00	Optional After Care in Room 2

Daily Routine: Classroom 2

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



Southwest Montessori Academy Fort Wayne

2026-2027 SCHOOL CALENDAR

AUGUST

6: Orientation Night
(Parents Only) 5:45-7:30pm
7: Greet the Teacher
10: 1st Day of School
Returning Students
13: 1st Day of School
New Students

SEPTEMBER

7: No School
Labor Day
15: Picture Day

OCTOBER

15-16: No School
Fall Break (15th Teacher In-Svc)
30: No School
Parent/Teacher Conferences

NOVEMBER

24: Half Day of School
Thanksgiving Feast
25-27: No School
Thanksgiving Break

DECEMBER

21-31: No School
Winter Break

JANUARY

1: No School
Winter Break
4: No School
Teacher In-service
18: No School
Martin Luther King, Jr Day

FEBRUARY

12: No School
Teacher In-service
15: No School
President's Day

MARCH

5: No School
Parent/Teacher Conferences
12: No School
Faculty Professional Develop. Day
29-31: No School
Spring Break

APRIL

1-2: No School
Spring Break
30: No School
Mid Spring Stretch

MAY

28: Last Day of School
31: No Students

JUNE

1-5: No Students
7: Summer Camp begins
(for eligible students, must
register in advance)
28-30: SMA Closed

JULY

1-2: SMA Closed
26-30: No Students

AUGUST 2027

2-6: No Students



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*