

Policy Information:

- 1. Registration Policy- Deadline: June 1, 2007. Please mail in your *registration form and checks* to JLMS, PO Box 889, Harpers Ferry, WV 25425. JLMS is not responsible for lost, late, or misdirected mail.**
- 2. Check Policy- Make checks payable to The Joy of Learning Montessori School or JLMS. Please write separate checks for each program and include the program # in the check memo section.**
- 3. First Come/ First Serve Policy- You may call ahead to (304)582-6729 and speak directly to Kimberly Jackson to check availability of programs before mailing in your registration. *This phone call does not guarantee your spot!* When we receive your registration, we will check the availability of your requests. If any of our programs are full, we will mail you back your check for that specific program. *This is why we ask that you write separate checks for each program with the program # in check memo.***
- 4. Confirmation Policy- Your cancelled check is your confirmation of your child's enrollment in a specific program. Please bring your check or "check imaging" the first day of class to show proof of enrollment.**
- 5. Refund Policy- THERE ARE NO REFUNDS! (unless JLMS cancels a program). You are paying ahead for your child's spot in a specific program, not for their attendance to that program.**