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2026 - 2027

Enrollment Policy Packet



Alston Montessori Middle and High School

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alstonschool.org

Enrollment Policy Packet 2026-2027 School Year

Contents

Message from Head of School.....	1
Admission and Enrollment Policies.....	2
Tuition and Fees.....	3
Payment Options.....	4
School Operations and Attendance.....	5
General Legal Policies.....	6

Message from the Head of School

Welcome to Alsion Montessori! Whether your student is returning for another year or is joining our community for the first time, I hope that the information contained in this booklet will help make enrollment easy to understand and answer all of your questions.

Here is some important information about the enrollment process:

- **Returning families:** The Priority Enrollment deadline for returning families is Friday, February 6, 2026 to take advantage of a **discounted Application Fee of \$500.00**.
- **New Families:** The Priority Enrollment Deadline for new families is **Friday, February 20, 2026**. Applications received after this date are reviewed on a rolling basis, subject to space availability. For applications submitted by the priority deadline, acceptance notifications will be sent beginning **March 1, 2026**. Applications submitted after the priority deadline will receive acceptance notifications on an ongoing basis.
- **Easy to understand payment options.** The chart on page 4 shows what each payment will be depending on the payment option chosen.
- **School Calendar highlights.** To assist in planning for vacations while we are not in session, we have listed the major breaks for the 2026–2027 school year on page 5.

We look forward to partnering together for your student's education. Please don't hesitate to reach out and contact me anytime you have a question, concern, or just want to talk about the school or your child.

Bradley Buchanan

Head of School

mrbrad@alsionschool.org

m. 707-478-3919 (call or text)

Montessori Philosophy

Adolescence is a time of big change. Students are developing their identity, testing independence, and trying to understand how they fit into the world. Dr. Maria Montessori believed this stage of life required a very different approach to education, one that respects students' growing need for purpose, autonomy, and meaningful work. When learning feels disconnected from real life, adolescents often disengage or lose confidence in themselves as learners.

Montessori believed students learn best when they are actively involved in their work and can see why it matters. Rather than sitting passively, adolescents thrive when they are trusted with responsibility, allowed to make choices, and challenged to think critically. Learning should connect to the modern world and help students develop practical skills, strong habits of work, and confidence.

In Montessori adolescent programs, academics are paired with real responsibilities and collaborative work. Students learn through projects, discussion, hands-on experiences, and reflection. Math, science, humanities, and language are still central, but they are taught in ways that emphasize relevance, curiosity, and application. This approach helps students understand not just what they are learning, but how it connects to life beyond school.

At Alsion, this philosophy shows up in many ways. Students work in small groups, take ownership of long-term projects, and participate in experiential learning such as School in the Woods, biome trips, internships, and outdoor projects including the garden and chickens. They are encouraged to manage their time, advocate for themselves, and engage deeply with their teachers and peers. Our goal is to help students grow into capable, thoughtful, and self directed young adults who are prepared for their next educational step and for life beyond the classroom.

Admissions and Enrollment

Non-Discrimination Policy

Alsion Montessori is committed to providing a welcoming, inclusive, and respectful environment for all students and families. We do not discriminate, in violation of applicable law, on the basis of race, color, religion, national origin, ancestry, citizenship status, disability, sex, gender identity or expression, sexual orientation, or any other characteristic protected by law. This policy applies to all aspects of the school's programs, activities, facilities, and services.

Admission to Alsion is open to all qualified applicants. Returning students reapply annually as part of the school's enrollment process. Admission for new students is based on program fit and space availability.

How to Apply

Step 1: Submit the Application Form

Complete the Application Form and email it to mrjoey@alsionschool.org or fill out a hard copy and return to the office.

Step 2: Pay the Application Fee

Submit the Application Fee via Zelle to payments@alsionschool.org or drop off a check at the office.

Step 3: Complete the Parent Questionnaire (online)

After the application is received, a link will be sent to complete the Parent Questionnaire through a secure Google Form. (New students only.)

Step 4: Submit the most recent report card or transcript

Submit the most recent report card or transcript by email to mrjoey@alsionschool.org or drop off a hard copy at the school office. Students applying to Grade 10 may be asked to provide an official transcript.

Step 5: Attend a New Family Interview

After required materials are received, a New Family Interview will be scheduled with the Head of School.

What Happens Next

- Alsion will send the Teacher Evaluation Form directly to the teacher listed on the application.
- Application materials are reviewed for program fit and space availability.
- Notifications of acceptance will be emailed to families starting **March 1, 2026**.

Priority Enrollment

Students currently enrolled at Alsion and in good standing receive priority consideration when the completed Application Form and Application Fee are submitted by February 6, 2026. The priority deadline for new families is **Friday, February 20, 2026**. Applications received after this date are reviewed on a rolling basis, subject to space availability.

Application Fee

The Application Fee is required with each Application Form and is **non refundable** unless the student is not accepted. The Application Fee is separate from tuition and all other school fees and is not applied toward tuition.

Application Fee Schedule	
Priority Enrollment <ul style="list-style-type: none">• Returning Alsion students only• Fee must be received by February 6, 2026	\$500.00
Open Enrollment <ul style="list-style-type: none">• New students• Returning students submitting after February 6, 2026	\$600.00

Tuition and Fees

Middle School Cost of Attendance (COA)	
Grades 7-9	
Tuition	\$29,550.00
Off-site Learning Fee	\$3,300.00
Materials Fee	\$1,100.00
Middle School COA	\$33,950.00
<i>Application Fee not included</i>	

Early College High School Cost of Attendance (COA)*	
Grades 10-12	
Tuition	\$16,000.00
Off-site Learning Fee	\$0.00
Materials Fee	\$100.00
Early College COA	\$16,100.00*
<i>Application Fee not included</i>	

*Fees owed to Ohlone are not included

Off-site Learning Fee (Middle School Only)

An Off-site Learning Fee is charged for all Middle School students and covers required Off-site Learning programs and trips, including airfare when applicable. These experiences are a core part of the program and include overnight trips and extended experiential learning. For some trips, students may be asked to bring additional personal spending money for meals or incidental expenses. The Off-site Learning fee is non refundable and is not prorated under any circumstances.

Elective Trips (Early College High School only)

Optional trips for Early College High School students, including Ex Term trips, are not included in tuition or other standard fees. Participation in these trips is voluntary, and only students who choose to participate are charged. Fees for elective trips are typically due one month prior to departure and are billed directly to the parent or guardian.

Materials Fee

A Materials Fee is charged for all Alston students and varies by program. This fee covers textbooks and instructional materials used in Alston classes. For Early College High School students, the materials fee does not include textbooks or materials required for Ohlone College courses. The Materials Fee is non refundable and is not prorated under any circumstances.

Withdrawal and Enrollment Termination

Because enrollment at Alston is limited and class placement requires long term planning, families are making a full year commitment when they enroll. If a student is voluntarily withdrawn by the family, the family remains financially responsible for the full year's tuition and fees, regardless of attendance, unless the school provides written confirmation of an approved exception.

Alston Montessori reserves the right to terminate enrollment if, in the school's sole reasonable judgment, the student is not benefiting from the program, if behavior substantially interferes with the learning environment, or in cases of ongoing excessive absenteeism or tardiness. Whenever possible, the school will work with the student and family to address concerns before termination.

If enrollment is terminated by the school, tuition and fees are prorated through the student's last day of attendance, unless otherwise required by law.

Financial Aid

Alston offers financial aid to families who demonstrate financial need. Financial aid is awarded based on need and availability of funds, and priority is given to families with the greatest demonstrated need. Because financial aid resources are limited, the school may not be able to meet all requests. Families interested in applying for financial aid should contact the school office for information about the application process and deadlines.

Payment Options

	Early Payment for Returning Students 5% Discount*	One Payment 3% Discount*	Two payments 1.5% Discount*	Eleven Payments No Discount
	All payment options listed below do not include the Application Fee.			
	Due February 6, 2026	Due May 1, 2026	Due May 1, 2026 and November 1, 2026	Due May 1, 2026 – March 1, 2027
Middle School	\$32,472.50	\$33,063.50	\$16,753.38	\$3,086.36/mo.
Early College High School	\$15,300.00	\$15,620.00	\$7,930.00	\$1,463.64/mo.

* discount applies to tuition only

Sibling Discount

Alsion offers a sibling discount for families with more than one child enrolled at the same time. The student with the highest tuition rate is billed at the full rate, and a 5 percent discount is applied to the tuition of each additional enrolled sibling. Families with three or more students enrolled should contact the Director of Business Operations for details.

	Early Payment	One Payment	Two payments	Eleven Payments
Middle School (full)	\$32,472.50	\$33,063.50	\$16,753.38	\$3,086.36
Middle School (5% discount)	\$31,068.88	\$31,630.33	\$16,025.71	\$2,952.05
Total per payment	\$63,541.38	\$64,693.83	\$32,779.08	\$6,038.41
Application Fee not included				
Early College (full)	\$15,300.00	\$15,620.00	\$7,930.00	\$1,463.64
Early College (5% discount)	\$14,540.00	\$14,844.00	\$7,536.00	\$1,390.91
Total per payment	\$29,840.00	\$30,464.00	\$15,466.00	\$2,854.55
Application Fee not included				
Middle School (full)	\$32,472.50	\$33,063.50	\$16,753.38	\$3,086.36
Early College (5% discount)	\$14,540.00	\$14,844.00	\$7,536.00	\$1,390.91
Total per payment	\$47,012.50	\$47,907.50	\$24,289.38	\$4,477.27

All amounts subject to change with written notice

Payment Options

Tuition and fees may be paid by check, cash, or Zelle: payments@alsionschool.org

Families are responsible for ensuring payments are received by the due date. Monthly billing statements are not sent. Electronic acceptance and payment constitute agreement to these policies.

Late Fees

Payments are due on the first of each month. A late fee of \$25.00 is applied to accounts not paid by the fifth business day of the month. In addition, a 1 percent service charge is applied to any unpaid balance beginning immediately after the due date and again on the first of each subsequent month until the balance is paid in full. Students with overdue accounts may be subject to suspension unless alternate payment arrangements have been approved in advance by school administration.

Service Charges

A \$25.00 fee is charged for any check returned by the bank. Families are responsible for all costs associated with the collection of unpaid balances, including reasonable attorneys' fees, to the extent permitted by law.

School Operations and Attendance

School Hours

Alsion's campus is open from 7:30 a.m. to 4:30 p.m. The Middle School day runs from 8:30 a.m. to 3:00 p.m. Students must be picked up by 4:30 p.m., at which time the campus closes and students may not remain on school property. The Early College Student Center is generally open from 8:00 a.m. to 4:00 p.m. and may vary by semester based on course schedules and programming.

School Days and Calendar

Alsion's academic calendar generally aligns with the break schedule of Ohlone College. Program specific dates, including start and end dates, breaks, and holidays, are outlined below for each program.

Program	First Day	Last Day	Winter Break	Spring Break
Middle School	July 29, 2026	May 20, 2027	December 21, 2026 - January 22, 2027	March 22, 2027 - March 26, 2027
Early College High School	August 31, 2026	May 21, 2027		

Absence and Participation Expectations

Regular attendance and active participation are essential to student learning at Alsion. Students are expected to attend all scheduled classes, Off-site Learning programs, and school activities unless excused due to illness or other approved circumstances. Because learning at Alsion is collaborative and experiential, absences may impact both individual progress and group work. No credit or refund is given for absences due to illness, travel, or other reasons. School expenses continue regardless of student attendance.

Experiential and Off-site Learning

Experiential learning is a core component of the Alsion program. Students regularly participate in Off-site Learning programs, outdoor education, and extended trips that support academic goals, personal growth, and community building. Participation in required Off-site Learning programs is an expectation of enrollment, and students are expected to engage fully and follow all school guidelines while representing Alsion in the broader community.

Student Independence and Responsibility

As a Montessori adolescent program, Alsion places increasing responsibility on students to manage their time, materials, and commitments. Students are expected to arrive prepared, meet deadlines, communicate proactively with teachers, and take ownership of their learning. These expectations support the development of independence, accountability, and self advocacy.

Communication and Schedule Changes

Families are notified of schedule changes, Off-site Learning programs, and important updates through school email and designated communication channels. Families are responsible for reviewing school communications and ensuring contact information remains current.

General Legal Policies

Photo and Media Release

By submitting and signing an Application Form, parents or guardians grant permission for Alsion Montessori to photograph, record, or otherwise capture images or audio of their child for use in school displays, publications, social media, the school website, school communications and marketing materials, and presentations related to Montessori education. This permission is granted without expectation of compensation and may be revoked in writing for future use only.

Waiver and Release of Liability

By signing the Application Form, parents or guardians knowingly and voluntarily release, waive, and hold harmless Alsion Montessori Foundation, Fremont Montessori School, Inc., and SVC LLC, along with their officers, employees, agents, volunteers, contractors, and representatives, from any and all claims or liability for injury, accident, illness, death, or property damage arising out of or related to participation in school sponsored activities, including Off-site Learning programs and travel to and from such activities. This waiver includes claims arising from ordinary negligence to the fullest extent permitted by law. It does not apply to gross negligence or willful misconduct where prohibited by law. Parents or guardians acknowledge and accept the inherent risks associated with school activities and Off-site Learning programs and agree to assume full responsibility for those risks.

Indemnification

Parents or guardians agree to indemnify and defend the school and its affiliated entities against any claims, damages, losses, or expenses, including reasonable attorneys' fees, arising from the student's participation in school programs or from the actions of the student, except where prohibited by law.

Entire Agreement, Governing Law, and Severability

This Enrollment Policy Packet, together with the school's written acceptance of a student, constitutes the entire agreement between the family and Alsion Montessori regarding enrollment, tuition, fees, and school policies.

This agreement shall be governed by and interpreted in accordance with the laws of the State of California. If any provision of this policy packet is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

Questions or Concerns

Thank you for taking the time to read through this policy packet. If you have any questions or concerns:

For all school-related items, please contact the Head of School, Bradley Buchanan, via email at mrbrad@alsionschool.org or by phone/text at (707) 478-3919.

For questions about tuition and policies, please contact the Director of Business Operations, Joey Morrison, via email at mrjoey@alsionschool.org or by phone/text at (209) 834-7409.

We look forward to a wonderful year!