

2018-19 Enrollment Agreement



Term of Agreement

The Growing Place Montessori's 2018-2019 school year begins September 4, 2018 and ends August 23, 2019. Because our program has an academic basis and we are advocating continuity of care, we require students to commit to the full school year term. Students that begin or withdraw from the program mid-month will be billed on a prorated basis using an annualized per diem rate.

Tuition Policy

Tuition is payable monthly and is due before 6:00p on the first school day of each month (or the first day of transition, for new students). Payments must be made in person, over the phone, online, or automatically by either credit or debit card (checks and cash are not accepted). Payments not received within five days of the due date are subject to a late fee of \$25.00. Accounts that remain delinquent for more than 15 days may result in student expulsion. No tuition allowances are made for school holidays (see school calendar for specific dates).

Extended Day Care

Staff Initials: _____

Extended Day Care occurs in the mornings between the hours of 7:00a-8:30a, and in the afternoons from 3:00p-6:00p. Students who are not prepaid for an Extended Day schedule will be billed on an hourly basis at the rate of \$7 per hour (or partial hour). Hourly EDC will be billed to the student's account each month and is payable with the following month's tuition. Students enrolled in Half Day programs who wish to stay for the rest of the Core Day until 3:00p may do so for an additional \$25 per day.

Please initial here to certify that you have read, understand, and agree to comply with the EDC Policy: _____

Absence Allowance

In the event of your child's absence during the school term, you may request a discount for up to 10 school days (not including school holidays). This request must be made in writing within 15 days of the absence. Absences beyond ten days will not be discounted. The rate of discount shall be as follows, based on the current tuition rates published below: \$58 per day (Infant Extended Day); \$47 per day (Infant Core Day); \$42 per day (Infant Half Day); \$57 per day (Infant 3 Core Day); \$48 per day (Pre-Primary Extended Day); \$39 per day (Pre-Primary Core Day); \$34 per day (Pre-Primary Half Day); \$49 per day (Pre-Primary 3 Core Day); \$42 per day (Primary Extended Day); \$34 per day (Primary Core Day); \$30 per day (Primary Half Day); \$42 per day (Primary 3 Core Day).

Toilet-Learning Policy

Students enrolled in the Primary Program who are determined by our staff not to use the toilet independently will be assessed an additional \$75 per month toilet-learning fee. Likewise, students in the Infant or Pre-Primary program who are completely toilet-proficient (by staff determination) will receive a \$50 per month toilet-proficiency credit.

Enrollment Process

Space will be held for your child (based on availability) upon receipt of a signed Admission Application (new students only), Enrollment Agreement and payment of a non-refundable \$100 registration fee (new students only) and \$200 annual materials fee (prorated for a partial year of attendance). A welcome letter will be emailed as confirmation of enrollment.

Governing Authority

The state Department of Social Services has the authority to interview children or staff without prior consent, and to inspect, audit, and copy child or child care center records upon demand during normal business hours.

Infant Program (6 weeks-24 months)

	Monthly Tuition
<i>Initial here</i> Extended Day (M-F, 7:00a-6:00p)	\$1700
<i>Initial here</i> Core Day (M-F, 8:30a-3:00p)	\$1375
<i>Initial here</i> Half Day (M-F, 8:30a-12:30p)*	\$1225
<i>Initial here</i> 3 Core Days (8:30a-3:00p)*	\$1025

Pre-Primary Program (18-36 months)

	Monthly Tuition
<i>Initial here</i> Extended Day (M-F, 7:00a-6:00p)	\$1400
<i>Initial here</i> Core Day (M-F, 8:30a-3:00p)	\$1125
<i>Initial here</i> Half Day (M-F, 8:30a-12:30p)*	\$1000
<i>Initial here</i> 3 Core Days (8:30a-3:00p)*	\$850

Integrity of Fit

As every child's needs are different, we can make no guarantee in advance that the programs offered at The Growing Place Montessori will meet the needs of every child. Therefore, each child will be assessed for:

- Developmental and emotional readiness for class work (new/transitioning students must demonstrate readiness for the appropriate level)
- Appropriateness of the match between family and school and the family's resonance with the school's core beliefs
- Temperament that balances the class

We reserve the right to terminate this agreement upon written notice with a refund of any prepaid tuition if your child is determined not to be a good fit for the program. Whenever possible, we will seek to make this assessment within the first 90 days of enrollment.

Withdrawal Policy

Staff Initials: _____

If you wish to withdraw your child from the program for any reason, **we require a written notice 2 weeks prior to the date of withdrawal.** This includes a minimum 2 weeks' notice prior to the enrollment date listed on your welcome letter if you decide to change the enrollment date, or to not have your child begin the program for any reason. All outstanding balances are due and payable on your child's last day of attendance in the program.

Please initial here to certify that you have read, understand, and agree to comply with the Withdrawal Policy: _____

Leadership Year Credit

The third and final year of the Montessori Primary cycle, in which the lessons of the prior two years culminate, is the Leadership year. The Growing Place Montessori offers a special credit to make this year more affordable for families, in consideration of these students' concurrent eligibility for public Kindergarten. For every full month that your child is enrolled in our Primary program prior to the start of the Leadership year, the student will receive a \$100 monthly tuition credit toward enrollment in the Leadership year, up to a maximum of \$1,200. Credits will be prorated for a partial month of attendance, and no advance credit will be provided for early withdrawal.

Do you expect to receive the Leadership Year Credit during the 2018-2019 school year?

- No, this is not my child's Kindergarten year.
 Yes, my child will be 5 years old by September 1, 2018.

Adherence to Terms

By signing below, the parent or guardian enters into an agreement with The Growing Place Montessori to enroll their child into the 2018-2019 school year subject to the terms herein and agrees to make monthly payments in the amount indicated by selecting the options below. Up to four modifications to this Enrollment Agreement may be made per child, per month, and must be made in writing whenever circumstances covered in the agreement change, and shall be dated and signed by an authorized representative of the child. At least 30 calendar days' written notice will be provided prior to any basic rate change. The undersigned also acknowledges responsibility for reading and understanding The Growing Place Montessori's [Parent Handbook](#) (provided in your welcome email) and all applicable Appendices, and agrees to be bound to the terms therein as a condition of enrollment. The Growing Place Montessori may, from time to time, revise its practices, policies, and/or procedures with or without notice.

Infant Program (6 weeks-24 months)	Monthly Tuition	Primary Program (2.5 years-Kindergarten)	Monthly Tuition
<i>Initial here</i> Extended Day (M-F, 7:00a-6:00p)	\$1700	<i>Initial here</i> Extended Day (M-F, 7:00a-6:00p)	\$1225
<i>Initial here</i> Core Day (M-F, 8:30a-3:00p)	\$1375	<i>Initial here</i> Core Day (M-F, 8:30a-3:00p)	\$975
<i>Initial here</i> Half Day (M-F, 8:30a-12:30p)*	\$1225	<i>Initial here</i> Half Day (M-F, 8:30a-12:30p)*	\$875
<i>Initial here</i> 3 Core Days (8:30a-3:00p)*	\$1025	<i>Initial here</i> 3 Core Days (8:30a-3:00p)*	\$725

* Inquire for availability; spaces are limited.

3 Core Day Selection: M T W Th F

Staff Initials _____

Confirmation of days is subject to availability and will remain fixed for the term

Child's Name _____

Preferred Enrollment Date (If other than 9/4/18) _____

Parent/Guardian Signature _____

Printed Name _____

Date _____