



Norbeck MONTESSORI

2020- 2021 Enrollment Contract

Please read the following contract carefully. To ensure your child's placement in a classroom, we require you to submit this signed and dated contract, along with your non-refundable one-month tuition deposit, no later than March 16, 2020. If we do not receive the contract and deposit by the date, your child's position could be relinquished to another family.

The yearly tuition amount is divided *equally* into nine (9) monthly payments beginning **September 2020 – May 2021**. Tuition will be collected the first of every month thereafter. No allowances will be made for absences due to illness, disability or vacation. Your initial deposit is applied to your ninth and final payment.

A one-time per family, non-refundable Security Maintenance Fee of \$150.00 will be charged to your account. This will allow your family two badges for entrance into the school buildings. Replacement or additional badges may be purchased at a cost of \$25.00 per badge.

Monthly statements will be sent out no later than the first of each month. A \$30.00 late fee will be assessed to your account if it is not paid in full by the tenth of each month. An overdue account may lead to the suspension of your child until the account is brought up to a current state. A \$35.00 fee may be assessed to your account for any returned checks.

All children will be evaluated as to their readiness for Norbeck Montessori over the course of the first four weeks of beginning an academic year. Teachers will be assessing a range of criteria including, but not limited to, a child's ability to communicate, follow simple directions, feed themselves, walk up and down stairs and demonstrate a basic level of independence within the classroom. If Norbeck Montessori finds that a child is not ready for the program within this time, we may ask the family to delay the child's start date and/or make a recommendation for another program. Norbeck Montessori will refund the initial deposit if a child is found not to be able to begin as planned.

If you chose to withdraw your child from Norbeck Montessori, notice must be given in writing to the office. Payment will be expected in full and will be based on a prorated monthly amount calculated to end thirty (30) days from receipt of withdrawal notice. **Please note: your initial, non-refundable deposit cannot be used as a credit toward this amount.**

Cancellation of School Days: The client understands that Norbeck Montessori Day School is not liable for interruptions to the regularly scheduled program due to uncontrollable circumstances such as inclement weather, emergency conditions, or events beyond the control of Norbeck Montessori Day School and that no tuition refunds will be given for days missed as a result of such events.

If at any time you need your child to come in earlier or stay later than your regular program time, please try to let us know in advance. Your account will be charged **\$10.55 per hour or fraction thereof**, for any additional hours acquired beyond your child's program time schedule.

_____initial here

Norbeck Montessori closes at 6:00 p.m. nightly. If you arrive after closing time a late pickup fee of \$1.00 per minute will be billed to your account.

A special childcare program is offered from 8:00 a.m.-5:00 p.m. during the winter and spring breaks in order to accommodate working parents. Children enrolled in our Extended Day Program (7:00 a.m. – 6:00 p.m.) or our Extended Kindergarten Program (7:00a.m.-6:00p.m.) are eligible for this service at no additional cost. This special child care program is available to all others enrolled in our Center at the cost of \$65.00 per day. Spaces are limited and available on a first come, first serve basis. A sign up will be made available to all families prior to each scheduled break. All families will be assessed a \$65.00/day charge for any or all days you register your child and they do not attend.

The Montessori curriculum involves the use of hands-on didactic material. We, at Norbeck Montessori, do not include any active screen time in our Montessori program. Passive screen time (e.g. teacher research or recording) may be done to promote the education of the children. Screen time for special activities must first be approved by the Head of School.

All animals at (or visiting) our center are carefully selected. We always take into consideration the temperament, the ease of care and of course how appropriate it is for the classroom/children. We do not allow animals near or in the kitchen areas. All children and staff playing with or taking care of animals must wash hands before and after touching the animal, food or housing.

- I/We have read the Guide to Regulated Child Care and fully understand the contents.
- I/We give permission for Norbeck Montessori to use my child's image in promotional materials, such as brochures, Facebook and our website. No names will be used.
- I/We give permission for Norbeck Montessori to share my home address, phone number and e-mail address with enrolled families of Norbeck Montessori.
- I/We have read and fully understand the Enrollment Contract provisions for admission to Norbeck Montessori Center and fully understand the contents herein.
- I/We have included a one-time, non-refundable \$150 Security Maintenance Fee, per family.
* (Only applicable to newly enrolled Norbeck Montessori families)*
- I/We have included one month's tuition payment, based on the program for which we have registered, to guarantee my child's place at Norbeck Montessori. This tuition payment/deposit is **non-refundable**, regardless of early withdrawal. This payment will be applied to my 9th and final payment of the school year- May 1, 2021.

Agreement: The person(s) signing below agrees to all the terms, financial obligations and policies set forth in the Enrollment Contract.

Signature

Date

Signature

Date

Child's Name- printed