



# Montessori

## IN THE WOODS

*Within the child lies the future.*

### Enrollment Contract 2010-11

Welcome to Montessori In The Woods! By enrolling your child here, you are entering into an agreement with us to ensure the best possible educational experience for your family. We agree to provide a high quality Montessori education. You agree to be continually involved in your child's life and learning, to participate in parent orientation and education, and to satisfy all financial obligations set forth herein in a timely manner.

**Student's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Base Tuition:** \$ \_\_\_\_\_

If you signed a previous contract to participate in the Tuition Freeze Program, please enter your base tuition from that contract.

**Subtract:**

**Sibling Discount :** \$ \_\_\_\_\_

**Scholarship from MITW:** \$ \_\_\_\_\_

**Total Tuition:** \$ \_\_\_\_\_

**Choose a payment plan:**

**Single payment** (Total Tuition x .98) \$ \_\_\_\_\_

Pay the year's tuition by September 1 and take 2% discount)

**Two payments** (Total Tuition/2) \$ \_\_\_\_\_/ea. **Due Sep 1 & Jan 15**

**9 payments** (Total Tuition/9) \$ \_\_\_\_\_/mo. **Starting Sep 1**

**12 payments** (Total Tuition/12) \$ \_\_\_\_\_/mo. **Starting Jul 1**

#### Agreement

I/We agree to pay tuition and associated fees for the above named child according to the provisions of this contract and the terms set forth. Signatures of custodial parent(s) and/or guardians are required.

**Signature(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name(s) (Please Print):** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

*Toddler Preschool Kindergarten Elementary*

1390 West Townhall Rd Erie, PA 16509 814-866-3760

[www.MontessoriInTheWoods.org](http://www.MontessoriInTheWoods.org)

## **Programs, Tuition, and Fees (2010-11)**

**Application Fee:** \$50 for new students only, non-refundable, does not apply toward tuition.  
**Tuition Deposit:** \$100 per student, non-refundable, credited towards your 1<sup>st</sup> month's tuition, due with enrollment contract each year.

|   |         |
|---|---------|
| Toddler (9am - 12 noon, 2 days per week):   | \$1,430 |
| Toddler (9am - 12 noon, 3 days per week):   | \$2,145 |
| Toddler (9am - 12 noon, Monday - Friday):   | \$3,570 |
| Preschool (9am - 12 noon, Monday - Friday):   | \$3,415 |
| Extended Day (Kindergarten, 9am - 3pm,<br>Monday - Thursday; 9am - 12 noon, Friday):        | \$4,300 |
| Elementary (1 <sup>st</sup> through 8 <sup>th</sup> grades,<br>9am - 3pm, Monday - Friday): | \$4,500 |

### **Toddler Program**

The toddler program is for children ages 15 months through 3 years. The hours are 9:00am to 12 noon, Monday through Friday and you may choose either a 2, 3, or 5 day program for your child. To make the transition from home to school easier for newly enrolled children, the hours are 9:00am to 10:00am each day during the first week of school, and 9:00am to 11:00am each day during the second week. All Day Montessori is available from 7:30am to 5:30pm.

### **Preschool Program**

The preschool program is for children ages 3-5 years who are fully toilet trained. The hours are 9:00am to 12 noon Monday through Friday. To make the transition from home to preschool easier for newly enrolled children, the hours are 9:00am to 10:00am each day during the first week of school, and 9:00am to 11:00am each day during the second week. All Day Montessori is available from 7:30am to 5:30pm.

### **Extended Day Program**

The extended day program (Kindergarten) is for children who are 5 years old. Admission is at the discretion of the Executive Director. The hours are 9:00am to 3:00pm Monday through Thursday, and 9:00am to 12 noon on Friday. To introduce children gradually to the longer school day, hours during the first week of school are 9:00am to 12 noon. All Day Montessori is available from 7:30am to 5:30pm.

### **Elementary Program**

The elementary program is for children in 1<sup>st</sup> through 8<sup>th</sup> grades. The hours are 9:00am to 3:00pm Monday through Friday. All Day Montessori is available from 7:30am to 5:30pm.

### **All Day Montessori**

All Day Montessori is available before and after school from 7:30am to 5:30pm at a cost of \$5.00 per hour for Toddlers and \$4.50 per hour for other students. All Day Montessori will be billed in half hour blocks. We will charge a \$5.00 late fee per child for each additional five minutes that you are late picking up after 5:30pm.

### **Parent Education Classes**

At the beginning of each school year, we offer free orientation sessions to parents to introduce the Montessori philosophy and approach. We also offer free parenting classes each month throughout the school year, covering a variety of issues in a supportive and non-judgmental manner. Please see information below on our Parent Education Discount.

### **Non-Discrimination Policy**

Montessori In The Woods admits children regardless of race, religion, color, nationality or ethnic origin. We do not discriminate on the basis of race, religion, color, nationality or ethnic origin in the administration of any of our policies, programs, or procedures.

## **Financial Aid, Tuition Discounts, and other considerations**

There are a number of resources available for families seeking financial assistance. For more information, please refer to our website ([www.montessoriinthewoods.org](http://www.montessoriinthewoods.org)) or contact the office.

### **CCIS**

For families that qualify for full CCIS funding, we will accept the CCIS payment along with your co-payment as full payment for tuition and All Day Montessori hours. If you receive partial CCIS funding, you will be responsible for any tuition or All Day Montessori charges for the days and/or hours that are not covered by CCIS. Should you lose your funding for any reason during the time period covered by this contract, you will be responsible for meeting the requirements of the contract over the remaining term of the contract.

Please check here if you have applied for CCIS \_\_\_\_\_ CCIS approved \_\_\_\_\_ CCIS Pending

### **Sibling Discount**

If you enroll more than one child at Montessori In The Woods, you will receive a \$200 discount per child on your annual tuition.

### **Referral Incentive**

You will receive a \$100 credit at the end of the school year for every child of a new family who enrolls based on your referral to Montessori In The Woods.

### **Parent Education Discount**

We believe Montessori is an education for life, and we consider parent involvement to be a vital part of our understanding. As an incentive to participate, parents who attend all of the parenting classes throughout the year will receive a \$200 tuition refund at the end of the year.

### **Fundraising Obligation**

Upon admission, each family is required to sign a fundraising contract in which you agree to raise \$200 during the school year for Montessori In The Woods. As an alternative, it is acceptable to make a \$200 donation to the school.

### **Methods of Payment**

Montessori In The Woods accepts payments by cash or checks made payable to Montessori In The Woods. We are not equipped to receive payments by credit card.

### **Tuition Refund Policy**

To withdraw a child, the parent must notify the school in writing by certified mail or by hand delivery to the Executive Director. The postmark or date of hand delivery shall be considered the date of withdrawal.

If a child is withdrawn on or before August 1<sup>st</sup>, the school will refund or cancel any tuition paid or due, except for the \$100 non-refundable enrollment deposit.

If a child is withdrawn between August 1<sup>st</sup> and September 1<sup>st</sup>, the school will refund or cancel 75% of tuition paid or due for the first term, and 100% of tuition paid or due for the second term, except for the \$100 non-refundable enrollment deposit.

If a child is withdrawn on or before January 15<sup>th</sup>, the school will refund or cancel 75% of tuition paid or due for the second term, except for the \$100 non-refundable enrollment deposit.

Once a school term begins, you are responsible for the tuition for the entire term. If a child is withdrawn during a school term, there will be no refund or cancellation of any tuition paid or due for that term. The first term runs from the first day of school in September through January 15<sup>th</sup>. The second term runs from January 16<sup>th</sup> through the last day of school in June.

Exceptions may be made in cases of relocation out of the area or if withdrawal is due to medical necessity

**Delinquent Accounts**

Tuition payments are due by the first of each month. A late fee of \$20 will be applied to any payment that is more than two weeks past due. Montessori In The Woods reserves the right to assess a 10% charge per month on any balances including tuition, All Day Montessori, and other fees that are past due by 90 days or more. In the event that payments are more than 90 days late, your child will be asked to leave school until the account is brought current. Montessori In The Woods also reserves the right to pursue legal means to secure payment on delinquent accounts and reserves the right to include any collection costs in the unpaid balance. Montessori In The Woods reserves the right to void this Enrollment Contract for non-payment of tuition. A family will not be permitted to re-enroll their child the following year if their account is not paid in full.

**Hardship**

Should any family experience unusual or unpredictable financial hardships, it is their responsibility to consult with the Executive Director. It has been our policy to make every effort to assist families to make arrangements for payments.

**Tuition Freeze**

One of the fundamental concepts of our Montessori program is the three year cycle. It is part of what makes the Montessori classroom work as a community of learners. When newcomers enter a classroom, they may find it difficult to perform even the most basic tasks. The older children in the classroom naturally step forward to help, providing an opportunity for the younger child to model the behavior of the older child and for the older child to practice “parenting.” We think the three year cycle is very important, so to help you commit to it, we commit to not raise your tuition schedule within a three year cycle. Even if the school implements a tuition increase, your tuition schedule will remain at the level it was at the year your child entered a classroom.\_\_\_\_\_

I/We agree to enroll my child for her/his three year cycle, thereby freezing the current tuition rate for the remainder of the cycle.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_