



# Montessori

## IN THE WOODS

*Within the child lies the future.*

### Summer 2010 Enrollment Contract

Student's Name: \_\_\_\_\_ Male/Female: \_\_\_\_ Date of Birth: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Program: \_\_\_\_\_

Student's Address: \_\_\_\_\_

#### Summer Program

Our Summer Program runs from June 1<sup>st</sup> – August 27<sup>th</sup>. The program is available Monday through Friday, and there are several schedule options from which to choose. Advanced registration and payment are required prior to attendance for each week of the program. We ask that you register for days/weeks on the attached calendar. Additional hours may be requested in advance, and are subject to availability. Please be advised that admission to and continuation in the Montessori in the Woods Summer Program is at the discretion of the Executive Director.

#### Tuition and Fees (Summer 2010)

	Morning (9-12)				All Day (9-3)**	
	2 Days / wk	3 Days / wk	5 Days / wk	Daily	5 Days / wk	Daily
Toddler	\$37 / wk	\$54 / wk	\$89 / wk	-	**	**
3 – 4 Yrs	-	-	\$84 / wk	\$19 / day	\$147 / wk	\$34 / day
5 & Up	-	-	\$74 / wk	\$17 / day	\$131 / wk	\$29 / day

\*\*All Day Montessori (before and after care) is available from 7:30am - 5:30pm for all ages, at a cost of \$4.50 per hour, (billed in half hour blocks) for hours used outside of the main program times.

#### 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)

### **Toddlers**

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 a 2, 3, or 5 day program for your child. To make the transition from home to Montessori easier for newly enrolled children, we encourage a phase-in period for the first two weeks. All Day Montessori is available from 7:30am - 5:30pm.

### **3-4 Year Olds**

Children who are 3-4 years of age and are fully toilet trained may attend for the morning, 9:00am to 12 noon, or for a full day, 9:00am to 3:00pm, Monday through Friday. You may send your child every day, or you can choose certain days to suit your schedule. To make the transition from home to Montessori easier for newly enrolled children, we encourage a phase-in period during the first two weeks they attend. All Day Montessori is available from 7:30am - 5:30pm.

### **5 and Up**

Children ages 5 and up may attend for the morning, 9:00am to 12 noon, or for a full day, 9:00am to 3:00pm, Monday through Friday. You may send your child every day, or you can choose certain days to suit your schedule. All Day Montessori is available from 7:30am - 5:30pm.

### **All Day Montessori**

All Day Montessori (before and after care) is available from 7:30am - 5:30pm at a cost of \$4.50 per hour (billed in half hour blocks), for hours used outside of the main program times. All Day Montessori is billed each Monday for the previous week, and payment is due the following Friday. We will charge a \$5.00 late fee per child for each additional five minutes that you are late picking up after 5:30pm.

### **Lunch/Snack**

Lunch is from 12:00pm – 1:00pm each day. If you plan to have your child stay for lunch, please pack a nutritious, well-balanced meal. We will provide apple juice and water to drink. A microwave is available to re-heat lunches if needed. We will offer a morning and afternoon snack each day. We will assign each child a snack week (usually once or twice depending on numbers) where the child can bring in a snack to share with the group each day of that week.

### **State Required Paperwork**

Upon enrollment, you must complete several forms which are required by the PA Department of Welfare. These forms include an Emergency Contact/Consent Form, a Child Health Assessment Form, Immunization Record or Letter of Exemption if you choose not to vaccinate, a Childcare Agreement Form and a Medication Authorization Form if needed.

### **Sunscreen/Medication**

We must have written authorization to administer medication or cream of any kind, including sunscreen. State Required Forms for authorization of medication can be obtained in the office. All medications, creams and sunscreen must be labeled with your child's name and will be kept out of reach of the children.

### **Drop-Off and Pick-Up**

Please be sure to sign your child in and out on our parent board. Failure to sign your child in or out could result in being charged for a full day. Children will only be released to parents or people listed on their Emergency Contact form. We will ask anyone whom we as a staff have not met, to present photo ID at the time of pick-up. We usually photo copy the ID and keep it in your child's records for reference.

### **Delinquent Accounts**

Bills are to be paid on a weekly basis. 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 that are past due by 90 days or more. If your account is past due, your child may not be able to attend the program until all payments are current. The Board of Directors 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. 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.

### **Non-Discrimination Policy**

Montessori in the Woods School admits children regardless of race, religion, color, nationality and 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.

### **Payment Responsibility**

You are responsible to pay for the hours you request on the following schedule, regardless of whether your child actually attends those hours, unless you make changes one week in advance. Payments for Daily or Weekly Program Registration are due one week prior to attendance of that week. Payments for All Day Montessori additional hours are due within one week of receipt of invoice. Montessori in the Woods accepts payment by check (payable to Montessori in the Woods) or cash. We are not equipped to receive payment by credit card. *Please Note:* Weekly rates will be prorated for weeks that include a Holiday (Memorial Day and 4th of July).

### **Schedule**

Please fill in the following calendar by writing in the times you want your child to attend on any given day during the summer. We ask that you fill in the schedule to the best of your knowledge now. If necessary, you can make changes up to one week in advance of each scheduled week. Please refer to the above payment information.

#### **June**

	<b>Week 1*</b> 31	1	2	3	4	5
6	<b>Week 2</b> 7	8	9	10	11	12
13	<b>Week 3</b> 14	15	16	17	18	19
20	<b>Week 4</b> 21	22	23	24	25	26
27	<b>Week 5</b> 28	29	30	1	2	3

#### **July**

4	<b>Week 6*</b> 5	6	7	8	9	10
11	<b>Week 7</b> 12	13	14	15	16	17
18	<b>Week 8</b> 19	20	21	22	23	24
25	<b>Week 9</b> 26	27	28	29	30	31

#### **August**

1	<b>Week 10</b> 2	3	4	5	6	7
8	<b>Week 11</b> 9	10	11	12	13	14
15	<b>Week 12</b> 16	17	18	19	20	21
22	<b>Week 13</b> 23	24	25	26	27	28

**Please note:** We will be closed from August 30th - September 3rd to get ready for school beginning on September 7th.