

Lifetime

MONTESSORI SCHOOL

Excellence in Education

ENROLLMENT AGREEMENT 2011-2012 ACADEMIC YEAR

Both parents and/or guardians must sign this Agreement and return it to the Office.

Lifetime Montessori School agrees to enroll your child for the 2011-2012 academic school year.

In consideration of the acceptance of this Enrollment Agreement by Lifetime Montessori School, the undersigned agrees to pay the required tuition and fees as specified below.

PROGRAM (**circle one**)

PRIMARY:

5 Half Days - \$835/month
Yearly - \$7,097.50

5 Full Days - \$990/month
Yearly - \$8,415

TODDLER:

5 Half Days - \$865/month
Yearly - \$7,352.50

5 Full Days - \$1050/month
Yearly - \$8,925

A non-refundable annual \$200 enrollment fee and one month's tuition deposit is due with the signing of this agreement.

Payment Plans (**circle one**):

Plan A – Yearly – Single payment of complete school year due by *August 25th*, less 5%. This option is not available beyond October 25th.

Plan B – Monthly – payments begin August 25th and are due on the 25th of every month through the end of the school year. *These payments are the same amount each month regardless of the length of each month.* Your tuition deposit will be credited to your account for the last month of the school year.

Enrollment Policy

Lifetime Montessori School (LMS) will provide a Montessori education as defined by the Association Montessori Internationale (AMI) and as found appropriate for the student. The parents promise to abide by all school rules, including but not limited to, those set forth in the school's Parent Handbook and those set forth by the Director and Assistant Director for each school year.

By signing this agreement parents/guardians understand that they are committing to paying for the full school year unless they give **a 30 day notice prior to leaving the school.**

In the event Lifetime Montessori School requests the child be tested or evaluated by an outside health-care or educational professional source, parents/guardians will comply promptly and at their own expense. In the event that such testing shows an emotional, psychological or mental problem, Lifetime Montessori School may require a shadow for the child, paid for at the parent's expense. Lifetime Montessori School has the right to discharge the child if it is in the best interest of the child, LMS and/or other students.

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Tuition Deposit: A **nonrefundable** Tuition Deposit equal to one month's tuition will be due with the signing of this agreement. This deposit will be credited to your account for the last month of the 2011-2012 school year.

Payment Policy

All scheduled payments are due on the 25th of the month, whether or not a bill has been received.

If monthly payment is not received by the 1st of the month, a \$25.00 late charge fee will be assessed weekly. Tuition must be current before your child can be re-enrolled for the following school year. Student records will not be released if account is delinquent.

Participation Policy

The parents agree to support Lifetime Montessori School by assuring that the student will arrive on time and attend all scheduled school days unless prior arrangements have been made with LMS as to the student's absence or the student is absent due to medical reasons. The parents also understand the importance of their involvement in LMS and hereby express their intention to attend all School functions and parent nights. It is a MANDATORY requirement for all parents to attend the first Parent Information Night in addition to 2 Parent Education Nights throughout the school year. If you miss any of these nights during a school year, we will request a conference to discuss your educational goals for your child. These evenings are important as they explore Montessori Philosophy, discipline ideas and environmental changes you can make at home. We will always offer dinner and childcare, so we hope you attend all of them! Please sign up in advance for LMS childcare during the Parent Education nights you select. Lifetime Montessori School also requires at least one parent/guardian to attend at least two MANDATORY observation sessions. These observations may take place anytime throughout the school year, but we will also set aside times for you to observe your child just before your parent/teacher conference in November and March.

Contact and Photo Agreement:

I agree I do not agree to allow my name, address and phone number to be included in a school directory, available solely to parents of Lifetime Montessori School. I understand that my email address will be provided to the Room Mom for room informational emails and Birthday invites only unless I specifically tell you otherwise.

I agree I do not agree to allow photos of, and/or creative materials produced by my child to be used in Lifetime Montessori School promotional materials and website.

Release and Hold Harmless Authorization for Minor

The undersigned agrees to release and hold harmless, LMS, its agents and employees from all claims, damages, or other liabilities for injuries to their child, which are not the result of gross negligence by LMS, its agents, or employees.

In order to reserve a place for your child, this Enrollment Agreement, \$200 non-refundable enrollment fee and your tuition deposit must be received by the date noted in your confirmation email or attached letter.

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By signing this document, each party has read and considered the above terms and conditions, and legally promises and agrees to all stated here or attached hereto. *Registration is incomplete without both parent/guardian signatures.*

Name of Child

Date: _____

Father/Legal Guardian Signature

Date: _____

Mother/Legal Guardian Signature

Frequently Asked Enrollment Questions

1: When are payments due?

Tuition and Pre-Paid Daycare payments are due on the 25th of each previous month. A \$25 late fee will be assessed weekly if Lifetime Montessori School does not receive payment by the 1st of the month. Late fees and Drop-In Daycare payments are due upon receipt of a statement. Application fees are due with an application. Enrollment/Re-Enrollment fees and Tuition Deposit are due with the signing of this agreement.

2: What discounts does Lifetime Montessori School offer?

LMS offers a 5% discount for each sibling of a child currently enrolled at the school. Lifetime Montessori School offers a 5% discount to Parents that pay the school year in advance. This discount is not offered beyond October 25th.

3: What if I need to withdraw my child from Lifetime Montessori School during the school year?

You must give us a 30 day notice that you will be leaving the school. We will use the tuition deposit you paid with this agreement for your last month of tuition.

4: What if I prepay the year of tuition and need to withdraw my child?

You will receive a tuition refund, prorated to the date of withdrawal, within 30 days of your withdrawal date.

5: What if my child does not attend school for any period during the school year?

Lifetime Montessori School's tuition is an annual tuition divided into 10 equal payments. You are responsible for paying each tuition payment on the due date as per your agreement.