

Acceptance of Enrollment Contract 2016 - 2017

***Read the following information. Return the signed and dated information with your non-refundable deposit by MAY 20, 2016. If we do not receive this deposit, your child's position will be relinquished to someone on our waiting list.**

A full month's tuition payment based on the program for which we have registered has been submitted with this agreement to guarantee my child's place. 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, 2017.

The yearly tuition amount is divided *equally* into nine (9) monthly payments beginning **SEPTEMBER 1, 2016 – MAY 1, 2017**. Tuition will be collected the first of every month thereafter. No allowances will be made for absences due to illness, disability or vacation.

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. If a badge is lost in any way a new one will be issued to the family at a cost of \$25.00/badge.

A \$25.00 late fee will be charged to your account if it is not paid in full by the fifth (5th) of every month. Excessive late fees and an overdue account may lead to the suspension of your child until the account is brought up to date. A \$30.00 fee will also be assessed to your account for any returned checks. Statements will be sent via e-mail on or about the 27th of each month.

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 will refund the initial deposit if a child is found not ready to begin as planned.

If you chose to withdraw your child from Norbeck Montessori after August 15, 2015, 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 can not be used as a credit toward this amount.

Norbeck Montessori closes at 6:00 p.m. nightly. If you arrive after closing time a late pick up fee of \$15.00/every ten (10) minutes will be paid by you directly to the staff member upon your arrival.

If your child is enrolled in Program A (9:00 a.m. – 12:30 p.m. M-F), Program B (9:00 a.m. – 4:30 p.m. M-F), or Program C (8:00 a.m. – 3:30 p.m. M-F) you will be charged \$10.55 per hour for any additional hours acquired beyond your child's program time schedule.

A special child care program is offered during the winter and spring breaks in order to accommodate working parents. Children enrolled in Program D (7:00 a.m. – 6:00 p.m. M-F) and Program B (9:00 a.m. – 4:30 p.m. M-F) 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 \$60.00 per day. Spaces are limited and available on a first come, first serve basis. Sign up forms will be distributed to all families prior to each scheduled break. All families will be assessed a \$60.00/day charge for any or all days you register your child and they do not attend.

I/We have read the Guide to Regulated Child Care available at www.norbeck.com 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 website. No names will be used.

I/We give permission for Norbeck Montessori to publish my home address, phone number and e-mail address in a directory given only to enrolled families of Norbeck Montessori.

I/We have read the provisions for admission to Norbeck Montessori Center and fully understand the contents herein.

Signature

Date

Child's Name