



Lifetime Montessori School

ENROLLMENT AGREEMENT 2015-2016 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 2015-2016 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)

TODDLER:

5 Half Days - \$9,900 annually

5 Full Days - \$12,000 annually

PRIMARY:

5 Half Days - \$9,580 annually

5 Full Days - \$11,350 annually

Elementary:

5 Full Days - \$11,350 annually

The non-refundable annual \$200 enrollment fee and non-refundable June 2016 installment is due with the signing of this agreement.

Payment Plans (circle one):

Plan A – Annual – Single payment of complete school year, less 5%. This annual payment is payable any time before August 25th.

Plan B – Monthly Installments – The annual tuition listed above can be broken into 10 equal installments. Monthly Installments begin August 25th and are due on the 25th of every month through May 25th. These payments are the same amount each month regardless of the length of each month and are non-refundable. Your paid installment of June 2016 will be used only toward June of 2016.

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 attend Lifetime Montessori School for the full school year unless they give **a 30 day notice prior to leaving the school**. If you choose to pay in monthly installments, your pre-paid installment for June 2016 will only be used towards June of 2016 and is non-refundable. All tuition installments paid for services used are non-refundable. (**both parents' initials**)

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.

Payment Policy

Tuition is annual (September 2nd through June 12th) and may be broken down into 10 equal, monthly installments. If you choose to pay the annual tuition you will receive a 5% discount. This payment is due any time before August 25th. If you choose to pay in monthly installments, the first payment is due by May 25th and is used toward June of 2016. *This pre-paid payment is non-refundable for any reason.* Starting on August 25th, all remaining scheduled installments are due on the 25th of each month, whether or not a bill has been received. [redacted] [redacted] (both parents' initials)

If the monthly installment 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. Your child may not be admitted into attendance if your account becomes delinquent beyond 15 days of the due date. Student records will not be released if account is delinquent. A fee of \$25 will be charged for checks returned for any reason and you may be required to make future payments in cash or cashier's check. [redacted] [redacted] (both parents' initials)

We will charge a late fee for late pick-ups. Our rate is \$15 for the first 5 minutes and \$1 per minute thereafter. Please be prepared to pay this fee upon picking up your child. [redacted] [redacted] (both parents' initials)

Participation Policy

As discussed during your tour: if you are enrolling your child into our Primary Program it is your intention to keep your child at LMS for the whole program, including Kindergarten. Our Elementary Program is for 1st-6th graders. In addition: 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. [redacted] [redacted] (both parents' initials)

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.

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.*

Contact and Photo Agreement:

I agree I do not agree to allow my name and email address to be included in a school email directory, available solely to the parents of your child's classroom. 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.

Name of Child

Date: _____

Father/Legal Guardian Signature

Date: _____

Mother/Legal Guardian Signature

Frequently Asked Enrollment Questions

1: When are payments due?

Tuition Installments and Pre-Paid EDP 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 EDP payments are due upon receipt of a statement. Application fees are due with an application. Enrollment fee is 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 September 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. Your June 2016 installment is non-refundable and all tuition installments paid for services used are non-refundable.

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, less June 2016.

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 installments. You are responsible for paying each tuition installment on the due date as per your agreement.