



# Lifetime Montessori School

## LIFETIME MONTESSORI SCHOOL ENROLLMENT AGREEMENT

*Both parents should read this Document to become familiar with the financial policies and procedures of LMS. Once enrolled, you will be sent this document to review and sign.*

Lifetime Montessori School agrees to enroll your child at Lifetime Montessori School (LMS). In consideration of the acceptance of this Enrollment Agreement by Lifetime Montessori School, the undersigned agrees to the conditions as specified below.

### Program Options:

TODDLER (18-36 months old):

**5 Half Days** 8:30-12:30

**5 Full Days** 8:30-3:00

PRIMARY (3-6 years old):

**5 Half Days** 8:30-12:45

**5 Full Days** 8:30-3:00

Elementary (6-12 years old):

**5 Full Days** 8:30-3:00

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

### Payment Plan Options:

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

**Plan B – Monthly Installments** – The annual tuition listed above can be broken into 10 equal installments. Monthly Installments begin August 25<sup>th</sup> and are due on the 25<sup>th</sup> of every month through May 25<sup>th</sup>. These payments are the same amount each month regardless of the length of each month and are non-refundable & non-transferable. Each school year you are required to pay the following June's tuition by May 25<sup>th</sup>. This installment will be used only for the following June and is non-refundable & non-transferable.

### 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 program stated above (Toddler, Primary and/or Elementary) 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 will only be used towards June and is non-refundable & non-transferable. All tuition installments paid for services used are non-refundable & non-transferable.

In the event that 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 concern, Lifetime



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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 through mid-June) 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 25<sup>th</sup>. If you choose to pay in monthly installments, the first payment is due upon enrollment and is used toward June of the following year. *This pre-paid payment is non-refundable & non-transferable for any reason.* Starting on August 25<sup>th</sup>, all remaining scheduled installments are due on the 25<sup>th</sup> of each month, whether or not a bill has been received.

If the monthly installment is not received by the 1<sup>st</sup> 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.

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.

## **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 1<sup>st</sup>-6<sup>th</sup> graders. Families that do not complete their enrolled program (except for reasons out of their control, i.e.: moving out of state) may not be allowed to enroll younger siblings in that program at LMS. In addition: Both parents agree to support their child and the 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 first year LMS families to attend the Montessori 101 Workshop and the first Parent Information Night in addition to 2 Parent Education Nights throughout the school year (these can be replaced with 1 Journey & Discovery/Dot to Dot plus the Parent Information Night). 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. If you miss any of these nights during a school year, we will recognize that you are not committed to the Montessori program or our community and will ask you to leave to make space for another family.

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.



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## **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.

## **Frequently Asked Enrollment Questions**

### **1: When are payments due?**

Tuition Installments and Pre-Paid EDP payments are due on the 25<sup>th</sup> of each previous month. A \$25 late fee will be assessed weekly if Lifetime Montessori School does not receive payment by the 1<sup>st</sup> 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 and June installment is due when enrolling your child.

### **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 25<sup>th</sup>.

### **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 installment is non-refundable & non-transferable, and all tuition installments paid for services used are non-refundable & non-transferable.

### **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's installment.

### **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.