



San Tan Montessori Private Preschool Enrollment Agreement - 2019-2020

Student Name: _____ Age: _____ DOB: ____/____/____

Enrollment Fee: \$250.00, due when paperwork is submitted. This fee is a non-refundable, non-transferable fee. Withdrawal at any time, for any reason, after the submission of the enrollment forms will result in the forfeit of the enrollment fee. The fee cannot be applied to the payment of any other fees. Program choice will be for the entire school year can cannot be changed at any time.

Ages: Toddler Program: 18 mo. -3 yrs. Primary Program: 3 yrs. – 5 yrs. (Must be potty trained.)

Program (Please check)	Year Cost	<input type="checkbox"/> 5 Days	<input type="checkbox"/> 4 Days	<input type="checkbox"/> 3 Days <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F (Must be three consecutive days)
Primary <input type="checkbox"/> AM 8:30-11:30	\$ 7,363.00	\$ 775.00	\$ 650.00	\$ 550.00
Primary <input type="checkbox"/> Full Day 8:30-3:30	\$ 8,978.00	\$ 945.00	\$ 755.00	\$ 700.00
Toddler <input type="checkbox"/> AM 8:30-11:30	\$ 7,838.00	\$ 825.00	\$ 700.00	\$ 650.00
Toddler <input type="checkbox"/> Full Day 8:30-3:30	\$ 9,472.00	\$ 997.00	\$ 825.00	\$ 755.00

Tuition Policy: San Tan Montessori has a 10-month academic year for all classes. Tuitions are based on the full year's fee which has been divided into 10 equal monthly payments for your convenience. Full tuition of 10 months can be paid upon the program start and will be given a 5% discount when paid in full. Payments are not considered "monthly" charges; they are the full year's tuition divided into a 10-month period. Payments are billed on the 1st of every month, beginning July 1st and ending April 1st. Tuition is due by the 11th of each month. We do give a 4 day grace period to pay, and on the 16th day all late payments will incur a non-refundable \$15.00 late fee. Payments not made by month end will cause a disruption in services. Tuition is not refunded or pro-rated due to absences caused by illness, vacations, holidays, withdrawal/dismissal, or otherwise. Multiple Students: Total tuition will be reduced at a rate of 10% if multiple students from the same families are enrolled in our preschool program.

Lunches are not provided by the school as part of any program, yet can be purchased in advance on our school lunch site or brought from home. The 11:30-12:30 lunch hour is not included in the half-day program. If your child is enrolled in the half-day program and would like to participate in the lunch hour, there is an additional cost of \$50.00 per month.

☐ **Yes, I want my child to participate in the lunch hour, additionally to the half-day program. I understand the cost is an additional \$50 per month.**

Nap Request: Afternoon naps are facilitated in each classroom daily from 12:15-2:15 pm. (please check one)

<input type="checkbox"/> Yes, I would like my child to nap daily	<input type="checkbox"/> No, I would not like my child to nap daily
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Returned Checks: a \$25.00 fee will be charged on each returned check. **Failure to Pay:** All invoices will be given a 4-day grace period after the due date. Payments not received by the 15th day will incur a \$15 non-refundable late fee. Every 15 days thereafter of non-payment will incur an additional 5% fee of the original amount due. The Parent agrees to pay the aforementioned tuition and fees as specified, time being of the essence with respect thereto. In the event of non-payment of any funds due hereunder, San Tan Montessori reserves the right to cancel this agreement and to exclude the child from participation in the instruction, and unpaid amounts could result in being sent to a collection agency. In the event that it becomes necessary for San Tan Montessori to employ a collection agency and/or attorney for collection of any amounts due under this agreement, parent agrees to pay all the costs and expenses incurred by San Tan Montessori, whether or not litigation is initiated, including, but not limited to all postage fees, attorney fees, and court costs incurred by San Tan Montessori. Delinquent accounts will be sent to a company or lawyer employed by the school for collections management. If payment is still delinquent at the end of the second month the student's attendance will be suspended on the 1st day of the next month. **Withdrawal:** This agreement may be terminated by parent upon 60 day written notice to the school by the parent. Parents will be responsible for payment of tuitions and fees for sixty days following the office receiving the written notice of withdrawal. Parent agrees that withdrawal or dismissal of their child(ren) after the execution of this agreement, whether as a result of accident, transfer, relocation due to parent's occupation, financial difficulty, sickness, disciplinary action, disagreement with teaching style, school policies, or otherwise, does not relieve the parent of the responsibility of fulfilling the school's tuition policy. **Dismissal by San Tan Montessori:** The school reserves the right to discharge, at any time, any child, who, in the opinion of the Administration and their teacher is not benefiting from the instruction or whose behavior is detrimental to the program at the school. The recommendation and observations of the student's teacher are taken into consideration and withdrawal is not undertaken unless the school can see that it is in the best interest of the student, and/or the classroom. Tuition considerations are at the discretion of the administration to be determined at the time of dismissal. **Disclosure:** Parent has disclosed any pertinent information in writing to San Tan Montessori. Pertinent information includes any physical, mental, or emotional disabilities of the child or any other matter, which may affect the child's enrollment and/or participation in school. Parent signifies by signing this agreement that the child is physically capable of participating in all aspects of the Montessori program chosen.

Upon signing, I have read the Enrollment Agreement and agree to abide by the policies, both financial and otherwise.

Signature of Parent (Mother) or Guardian

Signature of Parent (Father) or Guardian

Date