



Montessori IN THE WOODS

Within the child lies the future

Enrollment Contract 2017-18

Welcome to Montessori In The Woods! By enrolling your child here, you are entering into an agreement with us to ensure the best possible educational experience for your family. We agree to provide a high quality Montessori education. You agree to be continually involved in your child's life and learning, to participate in parent orientation and education, and to satisfy all financial obligations set forth herein in a timely manner.

Student's Name: _____ **Date of Birth:** _____

Program (please choose from list on page 2): _____

Base Tuition:	\$ _____
Less Deposit	\$ _____
Less Sibling Discount:	\$ _____
Total Tuition:	\$ _____

Choose a payment plan: (Payments are made through Smart Tuition)

Single payment (Pay the year's tuition by July 1 and take 2% discount)	\$ _____	Due August 1
Two payments (Total Tuition/2)	\$ _____ /ea.	Due August 1 & Jan 1
9 payments (Total Tuition/9)	\$ _____ /mo.	Starting August 1
12 payments (Total Tuition/12)	\$ _____ /mo.	Starting July 1

Agreement

I/We agree to pay tuition and associated fees for the above named child according to the provisions of this contract and the terms set forth. Signatures of custodial parent(s) and/or guardians are required.

Signature(s): _____ **Date:** _____

Name(s) (Please Print): _____

E-mail Address(for billing purposes): _____

School Administrator Signature: _____

Toddler Preschool Kindergarten
1390 West Townhall Rd Erie, PA 16509 814-866-3760
www.MontessoriInTheWoods.org

MITW does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Programs, Tuition, and Fees (2017-18)

Application Fee: \$50 for new students only, non-refundable, does not apply toward tuition.
Tuition Deposit: \$100 per student, non-refundable, spread through your tuition payment plan, due with enrollment contract each year.

<u>Toddler 2 Day</u> (9am – 12 noon): (Mon, Tues) or (Thurs, Fri)	\$1,800
<u>Toddler 3 Day</u> 9 month (9am – 12 noon): (Mon - Wed) or (Wed - Fri)	\$2,650
<u>Toddler 5 Day</u> (9 am – 12 noon, Mon - Fri):	\$4,375
<u>Preschool</u>	
Morning Session (9am - 12 noon, Mon - Fri):	\$4,195
Full Day (9am – 3pm Mon - Thurs; 9am - 12 noon, Fri):	\$5,275
<u>Extended Day</u> (Kindergarten) 9am - 3pm, Mon- Thurs; 9am - 12 noon, Friday	\$5,275

All Day Montessori \$7.00 per hour for Toddlers, billed monthly for time used
(available before and after school, 7:30am-5:30pm) \$6.50 per hour for all others, billed monthly for time used

Toddler Program

The toddler program is for children ages 15 months through 3 years. The hours are 9:00 to 12 noon, Monday through Friday and you may choose a 2, 3, or 5 day program for your child. To make the transition from home to school easier for newly enrolled children, the hours are 9:00am to 10:00am each day during the first week of school, and 9:00am to 11:00am each day during the second week. All Day Montessori is available from 7:30am to 9:00am, and 12 noon to 5:30pm after phase in is complete.

Preschool Program

The preschool program is for children ages 3-5 years who are fully toilet trained. There is a morning session option (9:00am to 12 noon Monday through Friday) and a full day option (9:00am to 3:00pm Monday through Thursday and 9:00am to 12 noon Friday). To make the transition from home to preschool easier for newly enrolled children, the hours are 9:00am to 10:00am each day during the first week of school, and 9:00am to 11:00am each day during the second week. All Day Montessori is available from 7:30am to 9:00am, 3:00pm to 5:30pm Monday-Thursday and 12:00pm-5:30pm on Friday after phase in is complete.

Extended Day Program

The extended day program (Kindergarten) is for children who are 5 years old. Admission is at the discretion of the Director. The hours are 9:00am to 3:00pm Monday through Thursday, and 9:00am to 12 noon on Friday. To introduce children gradually to the longer school day, hours during the first week of school are 9:00am to 12 noon. All Day Montessori is available from 7:30am to 9:00am, 3:00pm to 5:30pm Monday-Thursday and 12:00pm-5:30pm on Friday.

Tuition

Monthly payments are based on the annual tuition. There is no prorating for months with more or fewer contact days. There are no make-up days or refunds for attendance absences due to holidays (School and/or legal), illness/sickness, personal days, off-days or vacation days.

All Day Montessori

All Day Montessori is available before and after school program sessions at a cost of \$7.00 per hour for Toddlers and \$6.50 per hour for other students. All Day Montessori will be billed in 15 minute blocks. We are open from 7:30am to 5:30pm Monday through Friday. We will charge a \$5.00 late fee per child for each additional five minutes that you are late picking up after 5:30pm.

Non-Discrimination Policy

Montessori In The Woods admits children regardless of race, religion, color, nationality or ethnic origin. We do not discriminate on the basis of race, religion, color, nationality or ethnic origin in the administration of any of our policies, programs, or procedures.

CCIS

For families that qualify for full CCIS funding, we will accept the CCIS payment along with your co-payment as full payment for tuition and All Day Montessori hours. You must make your weekly co-payments on time in order to continue receiving CCIS, and MITW is required to report missed co-payments to CCIS. If you receive partial CCIS

funding, you will be responsible for any tuition or All Day Montessori charges for the days and/or hours that are not covered by CCIS. Should you lose your funding for any reason during the time period covered by this contract, you will be responsible for meeting the requirements of the contract over the remaining term of the contract.

Please check here if you have applied for CCIS _____ **CCIS approved** _____ **CCIS Pending**

Sibling Discount

If you enroll more than one child at Montessori In The Woods, you will receive a \$200 discount per child on your annual tuition.

Referral Incentive

You will receive a \$100 credit at the end of the school year for every child of a new family who enrolls based on your referral to Montessori In The Woods.

Fundraising Obligation

Upon admission, each family is required to sign a fundraising contract in which you agree to raise \$200 during the school year for Montessori In The Woods. As an alternative, it is acceptable to make a \$200 donation to the school.

Methods of Payment

Montessori In The Woods accepts payment through Smart Tuition (See attached brochure). If you are a returning family, your account will be re-enrolled with current tuition information.

Tuition Refund Policy

To withdraw a child, the parent must notify the school in writing by certified mail or by hand delivery to the Director. The postmark or date of hand delivery shall be considered the date of withdrawal.

If a child is withdrawn on or before August 1st, the school will refund or cancel any tuition paid or due, except for the \$100 non-refundable enrollment deposit.

If a child is withdrawn between August 1st and September 1st, the school will refund or cancel 75% of tuition paid or due for the first term, and 100% of tuition paid or due for the second term, except for the \$100 non-refundable enrollment deposit.

If a child is withdrawn on or before January 15th, the school will refund or cancel 75% of tuition paid or due for the second term, except for the \$100 non-refundable enrollment deposit.

Once a school term begins, you are responsible for the tuition for the entire term. If a child is withdrawn during a school term, there will be no refund or cancellation of any tuition paid or due for that term. The first term runs from the first day of school through January 15th. The second term runs from January 16th through the last day of school in May.

Exceptions may be made in cases of relocation out of the area or if withdrawal is due to medical necessity.

Termination

Montessori In The Woods reserves the right to void this agreement and contract if we determine that our program and our philosophy of Montessori does not meet the needs of your family.

Hardship

Should any family experience unusual or unpredictable financial hardships, it is their responsibility to consult with the Director. It has been our policy to make every effort to assist families to make arrangements for payments.

Signature: _____ **Date:** _____

Signature: _____ **Date:** _____