



Montessori

IN THE WOODS

Within the child lies the future

Summer 2017 Enrollment Contract

Student's Name: _____ Male/Female: ____ Date of Birth: _____

Please check age group: Toddler _____ 3-4 Years _____ 5 & Up _____

Summer Program

Our Summer Program will run from June 5th – August 25th. The program is available Monday through Friday, and there are several schedule options from which to choose. **Advanced registration and payment are required prior to attendance for each week of the program.** You may pay several weeks at a time. We ask that you register for days/weeks on the attached calendar. **Additional hours (8:00-9:00 AM and 3:00 – 5:00 PM) may be requested in advance, and are subject to availability. We must have a certain number of children scheduled for before or aftercare for it to be possible.** Please be advised that admission to and continuation in the Montessori in the Woods Summer Program is at the discretion of the Director. Each group will spend a portion of the morning in the Montessori classroom.

Tuition and Fees (Summer 2017)

Circle your choice below.

	2 Days / wk	3 Days / wk	5 Days / wk	Daily
Toddler	9 – noon \$48 / wk 9 – 3 \$85 / wk	9 – noon \$72 / wk 9 – 3 \$128 / wk	9 – noon \$118 / wk 9 – 3 \$210 / wk	-
3 – 4 Yrs	-	-	9 – noon \$100 / wk 9 – 3 \$150 / wk	9 – noon \$26 / day 9 – 3 \$33 / day
5 & Up	-	-	9 – noon \$100 / wk 9 – 3 \$150 / wk	9 – noon \$26 / day 9 – 3 \$33 / day

****Registration fee: \$20 per child/\$30 per family. This money goes towards summer supplies and snack.**

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): _____

Address: _____ Phone: _____

E-mail Address: _____

Toddlers

The toddler program is for children ages 15 months through 3 years. The hours are 9:00am to 12 noon, or for a full day, 9:00am to 3:00pm, Monday through Friday. You may choose a 2, 3, or 5 day program for your child. To make the transition from home to Montessori easier for newly enrolled children, we encourage a phase-in period for the first two weeks.

3-4 Year Olds

Children who are 3-4 years of age and are fully toilet trained may attend for the morning, 9:00am to 12 noon, or for a full day, 9:00am to 3:00pm, Monday through Friday. You may send your child every day, or you can choose certain days to suit your schedule. To make the transition from home to Montessori easier for newly enrolled children, we encourage a phase-in period during the first two weeks.

5 and Up

Children ages 5 and up may attend for the morning, 9:00am to 12 noon, or for a full day, 9:00am to 3:00pm, Monday through Friday. You may send your child every day, or you can choose certain days to suit your schedule.

Lunch/Snack

Lunch is from 12:00pm – 1:00pm each day. If you plan to have your child stay for lunch, please pack a nutritious, well-balanced meal. We will provide water to drink. A microwave is available to re-heat lunches if needed. We will offer a morning and afternoon snack each day.

State Required Paperwork

Upon enrollment, you must complete several forms which are required by the PA Department of Human Services. These forms include an Emergency Contact/Consent Form, a Child Health Assessment Form, Immunization Record or Letter of Exemption if you choose not to vaccinate, a Childcare Agreement Form and a Medication Authorization Form if needed.

Sunscreen/Medication

We must have written authorization to administer medication or cream of any kind, including sunscreen. State Required Forms for authorization of medication can be obtained in the office. All medications, creams and sunscreen must be labeled with your child's name and will be kept out of reach of the children.

Drop-Off and Pick-Up

There will be no carpool during the summer, so please park and bring your child into the building and make sure a staff member is aware of his/her arrival. Please be sure to sign your child in and out on our parent board each day. Failure to sign your child in or out could result in being charged for a full day. Children will only be released to parents or people listed on their Emergency Contact form. We will ask anyone whom we as a staff have not met, to present photo ID at the time of pick-up. We usually photo copy the ID and keep it in your child's records for reference.

Delinquent Accounts

Bills are to be paid on a weekly basis. A late fee of \$20 will be applied to any payment that is more than two weeks past due. Montessori in the Woods reserves the right to assess a 10% charge per month on any balances that are past due by 90 days or more. If your account is past due, your child may not be able to attend the program until all payments are current. The Board of Directors also reserves the right to pursue legal means to secure payment on delinquent accounts and reserves the right to include any collection costs in the unpaid balance. Montessori in the Woods reserves the right to void this Enrollment Contract for non-payment. A family will not be permitted to re-enroll their child the following year if their account is not paid in full.

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.

Non-Discrimination Policy

Montessori in the Woods School admits children regardless of race, religion, color, nationality and 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.

Payment Responsibility

You are responsible to pay for the hours you request on the following schedule, regardless of whether your child actually attends those hours, unless you make changes one week in advance. **Payments for Daily or Weekly Program Registration are due prior to attendance of that week.** Payments for All Day Montessori additional hours are due within one week of receipt of invoice. Montessori in the Woods accepts payment by check (payable to Montessori in the Woods) or cash for the summer program. We are not equipped to receive payment by credit card for the summer program.

Schedule

Please fill in the following calendar by writing in the times you want your child to attend on any given day during the summer (morning or full day). We ask that you fill in the schedule to the best of your knowledge now. If necessary, you can make changes up to one week in advance of each scheduled week. Please refer to the front page payment information.

Child's Name _____

June

Closed		Memorial Day					
			30	31	1	2	3
Week 1	4	5	6	7	8	9	10
Week 2	11	12	13	14	15	16	17
Week 3	18	19	20	21	22	23	24
Week 4	25	26	27	28	29	30	1

July

Closed	2	3	4 th of July	5	6	7	8
Week 5	9	10	11	12	13	14	15
Week 6	16	17	18	19	20	21	22
Week 7	23	24	25	26	27	28	29

August

Week 8	30	31	1	2	3	4	5
Week 9	6	7	8	9	10	11	12
Week 10	13	14	15	16	17	18	19
Week 11	20	21	22	23	24	25	26

Please note: We will be closed the week of August 28th – September 1st to get ready for school beginning after Labor Day on Tuesday, September 5th.