



ENROLLMENT CONTRACT

It is my/our desire to have my/our child/children enrolled in the Montessori program at **Ellenwood Academy 7**. I/we have received a copy of the **Ellenwood Academy 7** policy handbook. I/we have read, understand, and agree to abide by the policies contained therein. Staff will always make observations and evaluations pertaining to the child's ability to adapt to the Montessori surroundings. Unless otherwise notified, the child/children will be accepted and permanently enrolled. I/we further understand that if the policies outlined in this handbook were not adhered to, it would be sufficient cause for the removal of the child/children from the Montessori program. I/we also agree to give a minimum of four weeks written notice (30 days) of my/our intent to withdraw my/our child/children from the Montessori program. If four-week notice is not given, I/we agree to make full tuition payment for the final weeks.

Please **initial** next to each item. We want to be sure you **understand and agree** to these policies.

_____ I/we understand that I/we must provide a completed medical form to the Montessori program.

_____ I/we understand the Montessori program fees are 250.00 per week unless other funding discussed with a board member

_____ I/we understand Montessori program payment is due Monday Mornings. Late fees are \$5.00 per day. (Unless discussed with Director Ms. Dannette Miller)

_____ I/we have contracted for the hours of _____ to _____

_____ I/we have contracted for the days of _____ to _____.

_____ I/we understand the late pickup fee is \$1.00 per minute.

_____ I/we understand the pick up policy for other than parental pick up.

_____ I/we understand the illness policy.

_____ I/we understand the meal policy.

_____ I/we are contracting for (year round) arrangement.

_____ I/we understand the behavior policy and I/we have read and shared the Montessori program rules with my/our child/children.

_____ I/we understand the returned check policy.

_____ I/we understand that I/we will make all payments on time to the Montessori program

_____ I/we understand that if I/we are contracting for child care for the year January thru December

_____ I/we agree and understand there is a paid vacation week during the summer and winter break

Ellenwood Academy 7

Parent/Guardian

Date



CONTRACT

This agreement is made by and between Ellenwood Academy 7, Licensed Child Care Montessori Program and _____, Parent/Guardian of _____. The following has been agreed upon between the two parties beginning _____:

I have read and agree to full contents of the Parent's Handbook. I understand that disregarding these policies can result in termination from child care enrollment.

I understand that I must follow the termination policy as it is written in the Parent's Handbook. *

I agree to the weekly rate of \$250.00, to be paid the Monday for the week of service for my child, _____. Our arrival time will be _____ and pick up time will be no later than _____ From Monday through Friday. Any added time before or after those times will be discussed beforehand or will be subject to late pickup fees or early arrival fees.

This agreement shall be in effect until which time parent/guardian or provider has given written termination notice in accordance to the Parent Handbook policy, or negotiation of a new contract.

THIS AGREEMENT AND THE PARENT HANDBOOK STATE THE OBLIGATIONS OF THE PROVIDER; THERE ARE NO OTHER IMPLIED OBLIGATIONS. ANY AMENDMENTS TO THIS AGREEMENT MUST BR IN WRITING AND SIGNED BY BOTH PARTIES.

Ellenwood Academy 7

Date

BOTH PARENTS MUST SIGN OR PARENT/GAURDIAN WITH SOLE CUSTODY OF THE CHILD:

Parent/guardian

Date

Parent/guardian

Date

*This will include late penalties, as stated in the policy, from date due to date paid, plus legal fees if applicable.