

Greenspring Montessori Scho

**The Little Village Montessori Enrollment Contract**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Enrollment Year: \_\_\_\_\_\_\_\_\_\_\_**

***Please initial next to each item to indicate your agreement to the terms outlined in this contract and sign/date at the bottom*.**

\_\_\_I/We understand that this Enrollment Contract establishes the terms and conditions for my/our child to be enrolled at The Little Village Montessori School (“TLVM”). I/ We further understand that this contract originates as of the date signed and continues until the last day of 1) the date I/we withdraw my/our child; 2) the last day my child attends TLVM; or 3) the date which our tuition commitment ends, often the last day of class for the academic year, whichever is later.

**Annual Enrollment Contract**

\_\_\_I/We acknowledge that The Little Village Montessori operates under a 12 month academic calendar and I/we will be asked to sign an annual enrollment contract for the upcoming year for each year that my/our child attends The Little Village Montessori.. The annual enrollment contract will be sent out during the opening of pre-enrollment season in March and will be due no later than July 31 prior to the start of the upcoming academic year which begins in August and runs through July.

**Application Information and Medical Forms**

\_\_\_I/We understand that all required information and medical forms must be submitted to The Little Village Montessori office by July 31 of the upcoming academic school year in order for my/our child’s file to be complete. My/our child will not be able to begin school until all required paperwork and registration fees have been submitted.

**Family & Student Handbook**

\_\_\_I/We agree to follow and adhere to The Little Village Montessori’s policies, rules, and regulations as set forth in the Family & Community Handbook and such other rules and regulations as may be promulgated hereafter by The Little Village Montessori. I/We understand that the Family & Student Handbook will be updated annually for the upcoming school year or as needed throughout the year and published on the TLVM website. I/we will be notified via email of any substantial changes impacting our enrollment agreement through The Little Village Montessori’s administrative office email.

**Family/School Partnership Agreement**

\_\_\_I/We have read and will adhere to the expectations set forth in the Little Village Montessori’s Family/School Partnership Agreement, included in the TLVM Family and Community Handbook and in the original Enrollment Application.

\_\_\_I/We understand that the Family/School Partnership Agreement may be updated annually for the upcoming school year and as needed throughout the year. I/we will be notified of these changes through The Little Village Montessori’s administrative office email. Failure to abide by the conditions outlined in the partnership agreement may result in contract termination by the Little Village Montessori.

\_\_\_I/We understand and have completed the Montessori Readiness Assessment included in the Family and Community Handbook and as part of the Enrollment Application and have honestly evaluated our child’s ability to succeed in this environment.

**TLVM Behavior/Discipline Policy**

\_\_\_ I/We have reviewed the TLVM Family and Community Handbook section regarding Discipline and Behavior policy as as it pertains to the implementation of this policy both during school hours and campus events taking place outside of school hours, we agree to support TLVM staff in their enforcement of these policies in order to maintain a safe environment for the children of the school.

\_\_\_I/We understand that The Little Village Montessori School and Georgia Mountain Unitarian Universalist Church, where the school leases space, will not be held liable for any injuries sustained on its campus related to parents’/guardians’ failure to enforce discipline and appropriate behavior of their children while on campus. I/We also understand that any efforts that undermine TLVM staff’s ability to maintain a safe environment and that result in injury may be grounds for my child/family’s termination under the guidelines of the Suspension and Termination Policy.

**Constructive Relationship**

\_\_\_I/We understand that a positive and constructive relationship between me/us and TLVM staff and any other adults interacting with the TLVM community by virtue of their relationship with my/our child is essential to the mission of the Little Village Montessori. If any behavior, communication or interaction on or off campus is disruptive, intimidating, overly aggressive, or reflects a loss of confidence or serious disagreement with The Little Village Montessori’s policies, procedures or standards, TLVM may place restrictions on interactions with the Little Village Montessori staff and/or the TLVM community. In cases where resolution cannot be reached, this may result in dismissal of my/our family from the TLVM school and exclusion from the TLVM community.

**Provisional Period**

\_\_\_I/We understand that The Little Village Montessori welcomes children with a wide variety of learning styles and differences, while also recognizing the challenges in meeting some specialized learning needs.

\_\_\_I/We further understand that each child is accepted as a student of The Little Village Montessori with the understanding that they are subject to a provisional period of eight weeks (the “Provisional Period”) beginning on my/our child’s start date.

\_\_\_ I/We understand that during or at the end of the Provisional Period, The Little Village Montessori may recommend or require that an outside evaluation of my/our child be conducted or outside direct instructional support be arranged by the parent in order to continue the enrollment. Under this circumstance, the Provisional Period may be extended and a Student Support Plan will be created, agreed to, and executed under separate cover.

\_\_\_I/We understand that during or at the end of the Provisional Period, The Little Village Montessori may find that additional time is required to fully assess my/our child’s needs. Under that circumstance, we may mutually agree to extend the Provisional Period. If, at the end of the Provisional Period, or its extension, the Little Village Montessori determines that the Montessori setting is not serving my/our child’s needs, I/we will collaborate with TLVM staff to seek a different school for my/our child and a transition plan and withdrawal date will be determined.

\_\_\_I/We understand that The Little Village Montessori does not provide these individual, external services, nor are the external services included in the tuition price.

\_\_\_TLVM staff will work with families and external agencies and welcome support professionals into the school environment if that is necessary as part of the accommodation. It is the expectation that we can work as a community to aid the child, however TLVM policy regarding a constructive relationship still applies. If at any point, this accommodation (or staff affiliated with external agencies) becomes disruptive to the regular operations of the Montessori classroom and the education of the children as a whole class, The Little Village Montessori will reassess their capacity to serve my/our family which could potentially result in termination.

**Professional Evaluations and Services**

\_\_\_I/We understand that in order to be in full partnership around the education of my/our child, I/we need to be in communication about all relevant aspects of my/our child's care.

\_\_\_I/We agree if my/our child has received a professional evaluation with emotionally or educationally-relevant outcomes, I/we will send the Little Village Montessori staff a copy of the results of the evaluation immediately.

\_\_\_I/We also agree that if my/our child has received professional services, I/we will share the nature, timing and duration of these services with the Little Village Montessori. If services are ongoing, I/we will sign a release of information permitting ongoing communication regarding educationally-relevant matters between the provider(s) and TLVM staff directly involved with my/our child’s educational and emotional experience. As with all portions of the educational record, these reports and conversations will be kept confidential.

\_\_\_I/We understand that I/we will be informed of any conversations between TLVM staff and outside professionals and/or providers. In addition, I/we agree to share all evaluations and/or services, received after the signing of this contract until the termination of this contract, within two weeks of receiving the evaluation or service.

\_\_\_I/we understand that, as part of the re-enrollment process, I/we will have the opportunity to notify TLVM of evaluations and services my/our child has received within the last 12 months. I/we agree that we will report these services at least in this forum (if not sooner) and that failure to communicate professional evaluations and services received is a violation of this Enrollment Contract and could be grounds for termination.

**Termination and Suspension Policy**

\_\_\_\_I/We understand that The Little Village Montessori will pursue all possible options to avoid suspension or termination of any student due to behavioral, social/emotional or academic concerns, which include, but are not limited to, the following steps:

1. TLVM will document and communicate concerns with parents, lead teacher, assistant teacher and Director.
2. TLVM staff will schedule a meeting with parents to discuss plans for success.
3. If warranted, TLVM staff will make a recommendation for appropriate evaluation and services.
4. Upon completion of external evaluation, school will receive reports directly from the provider with the intention to learn how to best support the student.
5. As needed, staff will encourage opportunities for collaboration with supportive services in order to support a child.
6. TLVM will develop and implement a behavior intervention plan for home and program. Parents will sign the plan before going forward to ensure that everyone is on the same page. Parents are encouraged to share the plan with external support services.
7. A time frame for assessment will be established and appropriate follow up with parents, teacher team, and Director will be scheduled.

If after taking the warranted steps above, the TLVM staff and administration feel the student is unable to be successful at The Little Village Montessori School, I/we understand that the school may dismiss the student. Dismissal of a student requires the approval of the Director. I/We understand that we will receive written notification of the dismissal made prior to the child’s date of suspension or termination that will include the reason for dismissal. This notification may also include a written explanation of any possible conditions for return.

\_\_\_In addition to classroom concerns as noted above, I/We understand that the following are also possible reasons for student suspension or termination:

1. A clear indication that parent’s educational goals are not aligned with the Montessori

philosophy, mission, and goals of The Little Village Montessori School as determined by TLVM staff.

1. Parent(s) not willing to:
2. follow all school procedures and policies related to attendance, punctuality, TLVM partnership agreement, behavior and discipline, nutrition, drop off/ pick-up, and school conferences.
3. find positive ways to communicate with the staff and administration regarding questions or concerns about school policies or programs.
4. engage in conversations initiated by the school related to questions and concerns.
5. represent the school in a positive manner to the community at large.
6. Parent(s) not willing to seek professional help in assisting with their child who is aggressive and a potential threat to the safety and wellbeing of himself/herself and/or others.
7. Tuition accounts more than 30 days in arrears without written arrangements being

made with the Director and Business Manager.

1. Excessive absences according to the Attendance and Punctuality Policy.

When a student is dismissed from the school, initiated by either the parent or TLVM, the school will prepare the student for termination in a manner consistent with the child’s developmental ability.

**Attendance and Punctuality Policy**

\_\_\_I/We understand the importance of being on time for the school day, for the reasons detailed in the Family and Community handbook and the Partnership Agreement. Once a student misses more than 10 days of school, without advance notification given to the lead teacher and Director, that student is placed in a probationary period; if additional school days are missed from this point forward, termination may result. Five (5) tardies may constitute one day’s-absence. Any student not picked up at dismissal time will be placed in Extended Care (this is not a Casita program as detailed in the handbook), and the parent will be invoiced accordingly.

**Responsibility for Waste, Loss, Damage or Theft**

\_\_\_I/We agree to be responsible, upon written request by The Little Village Montessori, for the replacement cost of any supplies, materials, or equipment, which my/our child intentionally wastes, loses, or damages. I/We also understand that The Little Village Montessori is not responsible for damages to, or theft of, personal property brought to or left on the school’s grounds.

**Contract Termination by the Parent or Guardian**

\_\_\_I/we understand that The Little Village Montessori believes that a positive and constructive working relationship between me/us and TLVM is essential. I/we further understand that I/we may terminate my/our Enrollment Contract by providing TLVM 30 calendar days’ notice of termination in writing and that this termination is effective on the first day of the month following the end of the 30 day period. See the TLVM Refund Policy detailed below. The non-refundable tuition deposit of $200 is an automatic forfeiture in all cases of contract termination.

**Contract Termination by The Little Village Montessori**

\_\_\_Notwithstanding anything to the contrary herein, The Little Village Montessori reserves the right in its sole and absolute discretion to terminate my/our Enrollment Contract at the end of the Provisional Period, or its extension, or anytime that the Little Village Montessori concludes that it is in its best interest to do so or in the best interest of my/our child. Under this circumstance, The Little Village Montessori shall refund the prorated portion of the current month’s tuition based upon the effective date of the termination. The non-refundable tuition deposit of $200 is an automatic forfeiture in all cases of contract termination.

**Tuition, Fees, and Commitment of Payment**

A tuition contract is a financial commitment. The school relies on these commitments in planning and budgeting for the educational programming in the upcoming school year. Sometimes families experience changes that result in the withdrawal of a student during the academic year. We require a 30-day notice in order to ensure a smooth transition for your child and our community.

\_\_\_I/We have reviewed The Little Village Montessori's tuition rates and fees for the academic year in which my/our child will be joining the Little Village Montessori. For the purposes of re-enrollment, I/we understand that TLVM will publish its Tuition and Fees for the next academic year no later than March 1 on its website and will notify me/us through email of Tuition and Fees for the upcoming academic year.

\_\_\_I/We understand that The Little Village Montessori is a 12 month academic program running August through July. Built into that calendar are regular school breaks. The regular tuition rate is due monthly and the school breaks do not constitute a reduction in tuition if scheduled for that month.

\_\_I /We understand that we can schedule two weeks out of the calendar year for personal vacations or school breaks and receive a reduced tuition for the month in which the personal vacation is scheduled. For financial planning purposes we will be required to notify the director of the weeks we will be utilizing personal family vacation break 30 days in advance and our tuition for that month will reflect the adjusted rate. Failure to notify the school of a personal/family break in advance will result in regular tuition being charged for that month and no refund will be given.

\_ I/We understand that tuition rates may increase annually depending on fluctuations in the market and the financial adjustments of the school’s budget. I understand that the terms in this contract reflect a commitment for enrollment, not a locked in rate for tuition.

**Non-refundable Tuition Deposit**

\_\_\_ I/We understand and agree to pay a non-refundable deposit (“Tuition Deposit”) to be billed upon signing this Enrollment Contract. This Tuition Deposit that includes application and registration fees is required to be paid in order to reserve a spot for my/our child for the upcoming academic year. Payment of these fees constitute our commitment to enroll our child for the upcoming year. If I/we decide not to move forward with enrolling our child at TLVM, we will notify the Director at least 60 days in advance to allow the school to fill the slot that my child was occupying on the roster. Failure to notify the school of our decision not to enroll as committed will result in our being responsible for ⅓ of the school’s annual tuition. See Refund Policy below.

**Payment Plans**

\_\_\_I/We understand that all Tuition and Fees and other charges will be invoiced through the TLVM Business Office Tuition Management System, Harvest. Tuition billing is based on the payment plan which I/We selected during the enrollment or re-enrollment process. Fees for Casita After Care will be added to the invoice if applicable. Fees for late pickup charges, special event expenses and summer workshops scheduled outside of the academic year will not be billed through this system.

Payment Plan Options for Tuition and Fees billing are:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Full Day Student** | **Frequency** | **Total Tuition Paid** | **Total Full Day + Casita After Care ($250)** |
| **Option A: Payment in Full** | Tuition ($830) x 12 months=  $9,960  (*this does not include tuition deposit fees, sibling discounts, or 2 family vacation weeks*) | Once in August or at the time of contract whichever is later | $9960 | $10,210 |
| **Option B: Two Payments** | Payment 1: Tuition ( 830) x 6= $4980  Payment 2: Tuition ($830) x 6=$4980  (*this does not include tuition deposit fees, sibling discounts, or 2 family vacation week*) | Payment 1: August 1  Payment 2: February 1 | $9960 | $10,210 |
| **Option C: Twelve Monthly Payments** | Twelve monthly payments of tuition ($830) per month  (*this does not include tuition deposit fees, sibling discounts or 2 family vacation weeks*) | The 1st day of each month August-July | $9960 | $10,210 |

\_\_\_I/We understand and agree that all Tuition and Fees and other charges will be paid as set forth in this Enrollment Contract. All outstanding balances must be paid in full by March 31 of the current school year in order for my/our child to be re-enrolled for the following academic year. Any additional fees incurred after the signing of this Enrollment Contract will be paid by July 31 of the current school year. The fact that Tuition and Fees can be paid in installments does not create a fractional contract or in any way relieve the responsibility for the entire year’s tuition and fees upon the signing of this Enrollment Contract.

**Late Fees and Delinquent Accounts**

\_\_\_I/We understand that all Tuition and Fees must be current by the first day of school or my/our child will not be able to attend school.

\_\_\_I/We also understand that if my/our account should become more than 30 days delinquent during the course of the school year in accordance with my selected payment plan, a monthly late fee of $35 per month will be invoiced through the TLVM Business Office Tuition Management System until my/our account is no longer delinquent.

\_\_\_I/we also understand that should our account become more than 30 days delinquent I/we will make arrangements with The Little Village Montessori’s Business Office for appropriate payment of tuition and/or fees in arrears.

\_\_\_If I/we do not contact The Little Village Montessori’s Business Office within five business days of notification or if my balance becomes 60 days delinquent, my/our child will not be permitted to attend school. Any accounts with outstanding balances as of March 31 of the current academic year will not be allowed to re-enroll until the balance due is paid in full.

\_\_\_I/we understand that if my/our account becomes chronically delinquent, The Little Village Montessori may not permit my/our family to re-enroll.

**Fees Associated with the Collection of Delinquent Accounts**

\_\_\_In the event that The Little Village Montessori engages an attorney to collect all or any portion of the tuition owed by me/us, I/we also agree to pay legal counsel fees equal to thirty percent (30%) of any balance due in the event the account is turned over to an attorney for collection, whether or not suit is filed. The parties hereby waive trial by jury in any action or proceeding to which they may be parties arising out of this Enrollment Contract.

**Schedule Changes**

\_\_\_I/We understand that a tuition contract is a financial commitment. The school relies on these commitments in planning and budgeting for the educational programming in the upcoming school year. Sometimes families experience changes that result in their desire to modify their child's program. Please note that we will do our best to accommodate these changes but cannot guarantee this flexibility.

\_\_\_I/We understand that if we request a schedule change that results in a lesser tuition, The Little Village Montessori is not required to refund or modify the current tuition rate for the year already budgeted.

**Refund Policy**

\_\_\_I/We understand and agree that no portion of Tuition and Fees, paid or outstanding, will be refunded or canceled in the event of absence, or early dismissal, except as described under the “Contract Termination by the Parent or Guardian” and the “Contract Termination by the Little Village Montessori” sections of this Enrollment Contract. Enrolling at TLVM is a financial commitment for the full year and families are expected to uphold their financial commitment. The following conditions for obligatory payment apply absent the 30 days’ notice described under those conditions:

• Withdrawal at any time after enrollment and prior to the start of the new school year will result in one-fourth (25%) of the total annual tuition being due and payable to The Little Village Montessori School. The $200 Enrollment Deposit will not be applied to the balance due.

• Withdrawal at any time after the start of school but before the December break will result in half (50%) of the total annual tuition being due and payable to The Little Village Montessori School. The $200 Enrollment Deposit will not be applied to the balance due.

• Withdrawal at any time after the December break and before the April break of the school year will result in three-fourths (75%) total annual tuition being due and payable to The Little Village Montessori School. The $200 Enrollment Deposit will be not applied to the balance due.

• Withdrawal at any time after the April break and before the end of the school year in July will result in full (100%) total annual tuition being due and payable to The Little Village Montessori School. The $200 Enrollment Deposit will be not applied to the balance due.

By signing this Annual Enrollment Contract below, I/We agree to follow all policies and procedures of The Little Village Montessori School as stated in the school’s official publications including, but not limited to, the Family & Community Handbook and any addenda or amendments thereto as may be promulgated by the school from time-to-time, and the Enrollment and Tuition Schedule.

Parent/Guardian Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Little Village Montessori Administration/Director Signature:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_