

Today's Date: \_\_\_\_\_ Candidate's Name: \_\_\_\_\_



**Montessori Cares School**

Mother/ Guardian's Name:	
Father/ Guardian's Name:	

**Enrollment**

- I hereby apply for admission for my child, \_\_\_\_\_ to Montessori Cares School, starting from \_\_\_\_\_. My child's Date of birth is \_\_\_\_\_ I agree to pay the school tuition for the year in the amount of \_\_\_\_\_, according to the plan selected below:

Please select Timings and Payment Options.

<b>Updated</b>			
<input type="checkbox"/> 14-23 months			
	Annual Tuition	Discounted Onetime Annual Payment	12 Monthly Installments
<input type="checkbox"/> 8:00 am to 5:30 pm	\$17,519.46	\$17,344	\$1,460
<input type="checkbox"/> 8:30 am to 12:30 pm	\$10,269.73	\$10,167	\$856
<input type="checkbox"/> 12:30 to 5:00 pm	\$10,269.73	\$10,167	\$856
<input type="checkbox"/> 2-3 Years Old			
	Annual Tuition	Discounted Onetime Annual Payment	12 Monthly Installments
<input type="checkbox"/> 8:00 am to 5:30 pm	\$14,015.91	\$13,876	\$1,168
<input type="checkbox"/> 8:30 am to 12:30 pm	\$9,780.69	\$9,683	\$815
<input type="checkbox"/> 12:30 to 5:00 pm	\$9,780.69	\$9,683	\$815
<input type="checkbox"/> 3-KG Years Old			
Timings	Annual Tuition	Discounted One time Annual Payment	12 Monthly Installments
<input type="checkbox"/> 8:00 am to 5:30 pm	\$13,881.14	\$13,742	\$1,157
<input type="checkbox"/> 8:30 am to 4:00 pm	\$11,567.53	\$11,452	\$964
<input type="checkbox"/> 8:30 am to 2:00 pm	\$9,686.65	\$9,590	\$807
<input type="checkbox"/> 6-7 years old			
Timings	Annual Tuition	Discounted One time Annual Payment	12 Monthly Installments
<input type="checkbox"/> 8:00 am to 5:30 pm	\$13,464.97	\$12,792	\$1,122
<input type="checkbox"/> 8:30 am to 4:00 pm	\$11,338.23	\$10,771	\$945
<input type="checkbox"/> 8:30 am to 2:00 pm	\$7,795.85	\$7,406	\$650

Please check off all of the items that are being submitted in this request packet:

Parents' / Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Candidate's Name: \_\_\_\_\_

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- First and Last Month Tuition Check: \$ \_\_\_\_\_
- Registration Fee Check: \$ \_\_\_\_\_
- Classroom Supplies Fee Check: \$ \_\_\_\_\_
- Enrollment Request Form

- All necessary enrollment forms need to be completed, signed and returned to Montessori Cares to finalize the enrollment. All candidates have a visit/interview with the director as a process of enrollment.
- Montessori cares is a year round school. The enrollment duration is from September of a year to the August of next year.
- If enrolling in the middle of the school year, the tuition will be prorated to the remaining months of the school year.

#### **Tuition, Fees and other Support:**

- Meals, snacks, and other activities like field trips are free of charge.
- First and last month's tuition is due at the time of enrollment. The last month's fee will be applied to the student's last month at Montessori Cares.
- There is a \$200.00 non-refundable registration fee due at the time of enrollment application submittal.
- To take advantage of the discounted tuition, a single payment in full needs to be made by the 1<sup>st</sup> of August to start in the fall session.
- Monthly installments are due on the first of the month and late after 4<sup>th</sup> of the month.
- Tuition amount will be subjected to change if service is required beyond above schedule.
- Classroom supplies fee is annual and non-refundable. C.S.F is due at the time of enrollment.
- If enrolled in the middle of the calendar year, next year's C.S.F. will be prorated for the remaining months in January of the coming year. For example, students who enrolled in September 2017, will pay prorated amount of four months of 2018 in January of 2018. C.S.F. is due for all students in January of each year.
- Last month's deposit must be adjusted by parents accordingly when the tuition schedule updates in January of each year.
- A \$50.00 late fee will apply at the 5<sup>th</sup> of the month and \$10.00 will be added to the due amount every late day after the 5<sup>th</sup> of the month.
- Late monthly payment will result in late charges. Late charges will be deducted from the last month's tuition if not paid at the due time. This will reflect the last month's attendance opportunity.
- All bounced check will result in \$50.00 NSF fee charge.
- Tuition checks must have the accurate and current date and must arrive at school by the first of each month.
- Parents agree to chaperone for the school field trips and volunteer at school events.
- If it presents itself to be necessary, parents agree to attend the book club meetings and other workshops recommended by the school to further the child's progress.

#### **School Hours of Attendance**

- Drop off and Pickup times are based on the selected timings.
- A 10 minute window is provided free of charge for drop off and pickup.
- Any attendance outside the above range will be considered Extra Service and will be at the rate of ten (\$15.00) dollars per hour.
- Extra Service charges are due and to be paid in cash at the pick time. Extra Service charges will be billed at \$20.00 an hour if not paid at the pickup time.
- Montessori Cares will not make up any time that the school is forced to close due to circumstances beyond the school's control.

Parents' / Guardian's Signature: \_\_\_\_\_

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

Administrator's Signature: \_\_\_\_\_

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

**Withdrawal**

- First 30 days are the trial period. Attending the program beyond thirty days will make the candidate a permanent enrollment.
- The last month's tuition will be reimbursed if the enrollment discontinues within the trail period.
- Once becoming a permanent student, a 45 day notice is required in writing by the guardians/ parents.
- A forty-five days' tuition is due at the time of the withdrawal notice. Forty-five (45) day will be counted from the day Montessori Cares is notified of the withdrawal notice accompanied by the remaining balance of due tuition if any.
- The last month's tuition will be applied towards the first 30 days of the 45 day withdrawal notice period.
- No prorated/discount will be given or applied towards sick days, closure due to weather, personal vacations, holidays, months of August or December, etc.
- If *One Time Annual discount* payment option was taken, any reimbursement will be provided after deducting the 45 days tuition as well as any discount applied during 12 months of attendance.
- Any discounts will be due for reimbursements if withdrawal occurs before the completion of 12 months of attendance.
- All discounts will be due for payment if withdrawal notice is given during first 12 months of attendance.
- Montessori Cares retains the right to refuse the service or terminate the contract if there is a lack of cooperation between adults or if the administration determines that the school can not fit the needs of the family or the student.

**Special Needs:**

- The Montessori Cares School welcomes children from families of all races, creeds, religions, and national origins. We welcome and work with children with special needs collaborating with the Early Intervention Program and et al (Northwest ESD) with the parents' permission or request.

**Arbitration**

- In the event that any dispute cannot be resolved amicably between Montessori Care and the parents/ guardian, such dispute shall be submitted for binding arbitration before the child Care Division sitting in Portland Oregon. One arbitrator from the panel shall conduct the arbitration, or arbitrators supplied by said Association. The arbitration award shall include costs and a reasonable sum for the attorney's fees incurred by the prevailing party in such arbitration. Any court of competent jurisdiction may confirm any award made in such arbitration.

**Renewal**

- Contracts are automatically renewed each year by attending the session in the fall.
- Contracts can be reviewed and are subjected to change, and may only be amended by written document signed by both parties.
- Contracts are amended annually with the exception of major changes in licensing.

As parents/ guardians of the candidate named above we do hereby acknowledge and agree with the Enrollment Contract Policy in order to be accepted for enrollment at Montessori Cares School Hillsboro.

Parents' / Guardian's Signature: \_\_\_\_\_

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

Administrator's Signature: \_\_\_\_\_

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

IN CONSIDERATION OF THE ACCEPTANCE OF MY CHILD AS A STUDENT AT  
*MONTESSORI CARES*:

- a) I/we, the undersigned, agree to hold harmless and indemnify the Preschool, Personnel, and staff of the Montessori Cares against any and all claims made by or on behalf of:

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Child's Full Legal Name

- b) I/we have read and fully understand the above Policies and Procedures.
- c) I/we understand all our obligations stated in this contract.
- d) I/we understand and agree that in the event I/we default on any payments herein agreed to be paid, the entire balance owing shall become immediately due and payable. In the event it becomes necessary to engage an attorney, collection agency or institute, legal action to enforce the terms of this Contract, I/we shall be liable to pay all collection agency fees, attorney fees and costs incurred by the Montessori Cares.

Parents' / Guardian's Signature: \_\_\_\_\_  
 Administrator's Signature: \_\_\_\_\_

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

CHILD CARE CENTER  
NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/ Authorized Representative, you have the right to:

1. Enter and inspect the child care facility with/ without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the license's public file kept by the licensing office.
3. Review, at the childcare facility, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care facility without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care facility, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

- Licensing Office Name: Child Care Division in Oregon
- Licensing Office Add: P.O. Box 14050  
Salem, OR 97309-4050
- Licensing Office Ph. No. 503-526-2728

Parents' / Guardian's Signature: \_\_\_\_\_  
Administrator's Signature: \_\_\_\_\_

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