

Annual Enrollment Contract: 2017-2018 School Year

Student's Name (please print): _____

Date of Birth: _____ **Age on Sept. 1, 2017:** _____ yrs. _____ mos. **Grade:** _____

Program: Check appropriate program:

_____ **Elementary II:** 9 – 12 year olds: 8:15 a.m. – 3:15 p.m. Monday – Friday \$12,780

_____ **Elementary I:** 6 – 9 year olds: 8:30 a.m. – 3:30 p.m. Monday – Friday \$12,780

Children's House: 2.9 – 6 year olds

_____ Kindergarten 8:45 a.m. – 3:00 p.m. Monday - Friday \$11,120

_____ 5 Full Day 8:45 a.m. – 3:00 p.m. Monday - Friday \$10,740

_____ 5 Part Day 8:45 a.m. – 1:00 p.m. Monday - Friday \$9,285

_____ 4 Full Days 8:45 a.m. – 3:00 p.m. Tues., Wed., Thurs., Fri. \$9,215

_____ 4 Part Days 8:45 a.m. – 1:00 p.m. Tues., Wed., Thurs., Fri. \$7,650

_____ 3 Full Days 8:45 a.m. – 3:00 p.m. Tuesday, Wednesday, Thursday \$7,375

_____ 3 Part Days 8:45 a.m. – 1:00 p.m. Tuesday, Wednesday, Thursday \$6,160

Total Annual Tuition for this student: \$ _____

Less \$500 Enrollment Deposit: (\$500)

Tuition Balance for this student: \$ _____

NOTE: Any financial aid award will be reflected in a signed addendum to this contract.

Tuition Policy

A completed, initialed and signed Annual Enrollment Contract and a \$500 Enrollment Deposit must be submitted by the date on the reverse side of this contract. The Enrollment Deposit will be applied toward tuition. Parents must contact the Head of School or the Business Manager one week prior to the due date if a tuition payment is likely to be delinquent. Tuition payments more than **30 days in arrears** will result in the dismissal of the child from the school program unless the parents and the school have entered into a written schedule addressing the arrearage and future payments.

Tuition Payments

Tuition payments are managed by: **Smart Tuition: Financial Solutions for Schools and Parents**. Visit www.smarttuition.com for more information about this convenient tuition payment program. Families pay tuition in **TWELVE MONTHLY PAYMENTS**; each for 1/12 of the total NET tuition due on or before the first of each month, **June through May**.

Fees are charged according to Smart Tuition's policies for late tuition payments and tuition payments returned due to insufficient funds. Bridgeview Montessori will also invoice for any fees associated with any payment made directly to us that is returned due to insufficient funds.

Policy on Nondiscrimination

Bridgeview Montessori School does not in any way discriminate on the basis of race, gender, age, religion, cultural heritage, political beliefs, national/ethnic origin, physical disability, toileting status, gender identity or expression, marital status, or sexual orientation in the administration of its hiring, admissions, and educational policies, or in any other school program.

Please initial in the boxes below acknowledging that you have read and agree to the policies set forth herein:

☐ **Policies and Procedures**

By signing this Annual Enrollment Contract you agree to follow all policies and procedures of Bridgeview Montessori School as stated in the school's official publications including, but not limited to, the Parent Handbook and any addenda or amendments thereto as may be promulgated by the school from time-to-time.

☐ **Children's House Schedule Changes**

Sometimes Children's House 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. If a change is made that results in a lesser tuition, we reserve the right to credit the following year's tuition.

☐ **Withdrawal and Refund Policy**

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. The following refund policy will apply:

- Withdrawal at any time after enrollment and prior to the start of the new school year will result in one-third (33%) of the total annual tuition being due and payable to Bridgeview Montessori School. The \$500 Enrollment Deposit will be applied to the balance due.
- Withdrawal at any time after the start of school but before the December break will result in two-thirds (66%) of the total annual tuition being due and payable to Bridgeview Montessori School. The \$500 Enrollment Deposit will be applied to the balance due.
- Withdrawal at any time after the December break and before the end of the school year will result in total annual tuition being due and payable to Bridgeview Montessori School. The \$500 Enrollment Deposit will be applied to the balance due.

☐ **Before Care and After Care Payment Details**

- The fees are based on the time a child is signed in or out each day that he/she participates in Before/After Care.
- Fees for these services are invoiced monthly by the school, and payment is due, in full, within 30 days of receipt of invoice.
- After Care closes at 5:30. Parents who arrive later than 5:30pm, when After Care officially closes, will be assessed a late fee of \$10.00 for any amount of time within each fifteen minute increment (e.g. If you pick up your child at 5:50, you will be assessed a \$20 late fee based on two 15 minute increments).
- Parents of attendees will be invoiced monthly from October through June.
- For Children's House scheduled early dismissal days, regular fees will begin to accrue starting at 12pm for all attendees.

☐ **Attendance and Punctuality Policy**

We encourage all parents have their child arrive on time to School. Any student not picked up at dismissal time will be placed in After Care, and the parent will be invoiced accordingly. Once a student misses more than 10 days of school without approval from the Head of School,

that student is placed on academic probation; if additional school days are missed from this point forward, termination may result.

Five (5) tardies may constitute one day's-absence.

Five (5) early dismissals may constitute one day's absence.

☐ **Termination and Suspension Policy**

The school will pursue all possible options to avoid suspension or termination of any student due to behavioral, social/emotional or academic concerns, which may include the following steps:

- Documentation and communication of concerns with parents, teacher team, Education Director and Head of School.
- Meetings with parents to discuss plans for success.
- Referrals for appropriate evaluation and services.
- Upon completion of evaluations, school will receive reports with the intention to learn how to best support the student.
- As needed, staff opportunities for supportive services in order to support a child.
- Development and implementation of behavior intervention plan for home and program.
- Appropriate follow up with parents, teacher team, Education Director and Head of School.

If after taking the warranted steps above, the Administration feels the student is unable to be successful at Bridgeview Montessori School, the school may dismiss the student. Dismissal of a student requires the approval of the Head of School. Written notification will be made prior to the child's date of suspension or termination and will include the reason for dismissal. This must include a written explanation of any possible conditions for return.

In addition to classroom concerns as noted above, 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 Bridgeview Montessori School.
2. Parent(s) not willing to:
 - follow school procedures and policies related to attendance, punctuality, drop-off, pick-up, school conferences, Before Care, or After Care.
 - find positive ways to communicate with the staff and administration regarding questions or concerns about school programs.
 - engage in conversations initiated by the school related to questions and concerns.
 - represent the school in a positive manner to the community at large.
3. Parent(s) not willing to seek professional help in assisting with their child who is aggressive and a potential threat to the safety and well being of himself/herself and/or others.
4. Any student or parent who presents a potential threat to the safety and well being of himself/herself and/or others.
5. Tuition accounts and/or Before and After Care accounts more than 30 days in arrears without written arrangements being made with Head of School.
6. Excessive absences according to the Attendance and Punctuality Policy.

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

SIGN THIS ANNUAL ENROLLMENT CONTRACT WITH YOUR ENROLLMENT DEPOSIT BY March 3, 2017.

Name of Parent/Guardian (Please Print)

Signature of Parent /Guardian

Date

Name of Parent/Guardian (Please Print)

Signature of Parent /Guardian

Date

Sandra Nickerson, Head of School

Date

