

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:**

##### **14 – 23 months**

Timings	Annual Tuition	Discounted Onetime Annual Payment	Two partial Payments
8:00 am to 5:30 pm	\$17,957.45	\$17,509	\$8,979
8:30 am to 12:30 pm	\$10,526.47	\$10,263	\$5,263
12:30 to 5:00 pm	\$10,526.47	\$10,263	\$5,263

##### **2 – 3 Years old**

Timings	Annual Tuition	Discounted Onetime Annual Payment	Two partial Payments
8:00 am to 5:30 pm	\$14,366.31	\$14,007	\$7,183
8:30 am to 12:30 pm	\$10,025.21	\$9,775	\$5,013
12:30 to 5:00 pm	\$10,025.21	\$9,775	\$5,013

##### **4 – KG Years old**

Timings	Annual Tuition	Discounted Onetime Annual Payment	Two partial Payments
8:00 am to 5:30 pm	\$14,228.17	\$13,872	\$7,114
8:30 am to 12:30 pm	\$11,856.72	\$11,560	\$5,928
12:30 to 5:00 pm	\$9,928.82	\$9,681	\$4,964

##### **6 – 7 Years old**

Timings	Annual Tuition	Discounted Onetime Annual Payment	Two partial Payments
8:00 am to 5:30 pm	\$13,801.59	\$13,112	\$6,901
8:30 am to 4:00 pm	\$11,621.69	\$11,041	\$5,811
8:30 am to 2:00 pm	\$7,990.75	\$7,591	\$3,995

#### **Request packet checklist: (Please check off all of the items that are being submitted in this request):**

Submitted	Items	Amount
Yes/No	First and last month Tuition check	\$
Yes/No	Registration fee check	\$
Yes/No	Classroom supplies fee check	\$
Yes/No	Enrollment request form	-

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

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

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

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

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

Candidate's Name: \_\_\_\_\_

- 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 adjusted for the attending months of the school year.

#### **TUITION, FEES AND OTHER SUPPORT**

- Meals, snacks, and other activities like field trips are free of charge.
- Tuition is due in full or partial payment at the time of enrollment.
- If opting for partial payments, first portion of the payment is due at the time of the registration and second payment is due two months prior.
- There is a \$200.00 non-refundable registration fee due at the time of enrollment application submittal.
- To take advantage of the tuition discount, a single payment in full needs to be made by the 1st of August to start in the fall session.
- Tuition amount will be subjected to change if service is required beyond the schedule.
- Classroom supplies fee is annual and non-refundable. CSF is due at the time of enrollment.
- If enrolled in the middle of the calendar year, next year's CSF will be prorated for the remaining months in January of the coming year. For example, students who enrolled in September 2020, will pay prorated amount for four months of 2021. CSF 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 \$100.00 late fee will apply for delayed payment for the term which is first of the month.
- All unpaid dues will be deducted from the deposit. All bounced payments will result in \$100.00 NSF charge.
- ACH will be the means of payment and any bounced payments will be subjected to \$100.00 NSF charge.
- 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 15 (\$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.

#### **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.
- Any prepaid tuition will be refunded at Montessori Cares School's discretion.

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

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

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

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

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- No prorate/discount will be given or applied towards sick days, closure due to weather, personal vacations, holidays, months of August or December, etc.
- Any discounts given at the time of enrollment or any other time will be due for reimbursements if withdrawal occurs before the completion of the annual year.
- All discounted amounts will be due for payment accompanied with the withdrawal notice.
- Withdrawal notice will be valid only and when the dues are accompanied with the notice.
- Montessori Cares retains the right to refuse the service or terminate the contract without a refund if there is a lack of cooperation between adults or school cannot fulfil the needs of the family that are beyond school's ability.

#### **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 & CHANGES**

- Contracts are automatically renewed for next year by attending the session in January of each year.
- Updated changes in the enrollment form are considered accepted by clients by continuing the attendance.
- Montessori Cares is subjected to make changes to the contract throughout the year. Clients can review the changes throughout the year online.
- The changes can be reviewed in the online format of this contract.
- Contracts can be amended due to the changes by the Early Learning Division guidelines that might be enforced by the agency for immediate operational purposes.
- Recommendation letters will not be provided to students who withdraw from MCS before they reach the maximum age allowed by Early Learning Division to MCS.
- MCS is not obligated to provide recommendation letter to any student but can choose to provide one arbitrarily.

*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: \_\_\_\_\_

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

Candidate's Name: \_\_\_\_\_

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:

\_\_\_\_\_  
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, we shall be liable to pay all collection agency fees, attorney fees and costs incurred by the Montessori Cares.  
e) I/ we understand that Montessori Cares reserves the right to stop/ terminate the service due to contention or disagreement that creates added burden or stress on the administration and staff.

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

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

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

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

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

Candidate's Name: \_\_\_\_\_

**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: \_\_\_\_\_

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

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

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