



Montessori West Christian School New Parent Tuition Enrollment Agreement for the Academic Year 2011-12

I wish to enroll my child, _____, in Montessori West Christian School for the academic year 2011/12. I understand that the enclosed Enrollment Fee of \$125, Tuition Down Payment of \$200 and Materials Fee of \$125 are **NON-REFUNDABLE**.

I understand that all tuition payments are due the first day of each month. If payment is not made by the 5th, a 5% late charge will be assessed. If tuition is unpaid by the 10th of the month, a 15% penalty will be assessed. Tuition and any late charges must be paid by the 20th of the month in order for a child to continue in school. I further understand there are no reductions of monthly tuition for holidays, vacations, illness or lost school days due to inclement weather causing a shut down of public schools. Tuition is payable on a monthly basis as a convenience to parents and actually represents a prorated charge based upon the annual cost of the child's tuition for the school term.

I agree to pay my tuition installment when due and in the event it is necessary for me to withdraw my child from Montessori West, I further agree to give Montessori West thirty days written notice and an additional tuition payment. Enrollment in Montessori West is a commitment for the entire academic year with classes starting on September 1, 2011.

I agree to pay an annual Materials Fee of \$125, a 1st Payment of \$200 annually and a Security Fee of \$50 per key. \$25 will be returned for each key when I withdraw from Montessori West. The remaining 11 payments are due according to the Payment Schedule.

I agree to adhere to the Probation Period of thirty days. If in that time it is apparent to the teacher that the Montessori environment is not appropriate for my child, I will withdraw him and receive a refund of my Materials Fee and Tuition Down Payment. After this thirty days, any student not adhering to Montessori West's policy may be placed on academic probation and may be asked to withdraw from the program.

I understand that Montessori West will close for one week during Christmas Break and for two weeks during the July 4th holiday. It will also be closed for Labor Day, Thanksgiving (3 days), New Year's Eve, New Year's Day, Martin Luther King Day, Good Friday and Memorial Day. The school will remain open one week during Christmas and Spring Break for parents desiring childcare only. **This childcare is available on a sign-up basis only.** Each semester, the school will have a Teacher Work Day during which the school will be closed. In addition, the school will be closed May 31st as a transitional day at the end of the academic year.

I understand the importance of parental involvement and agree to attend parent/teacher conferences and to attend Montessori workshops.

I understand that Montessori West is a Christian Montessori School and classes will fully integrate Montessori lessons with non-denominational Bible stories and principles. All classes will include Christian reading material and direct and indirect references to God and Christ during the day.

I understand that foreign language will be offered at no extra charge for Kindergarten students.

My child will attend:

Half Day 12:00 _____

Full Day 3:00 _____

Kindergarten 3:00 _____ *

* For Five year olds or by prior approval

After School Program:

4:30 _____

5:30 _____

6:00 _____

Parent or Guardian

Date