



## Montessori School of Cherry Creek, LLC

Tuition Agreement/ Application

**For the Pre-Primary Class**

Phone: 303-627-2715 FAX: 303-627-9482

Today's Date \_\_\_\_\_

Start date \_\_\_\_\_

Child's name \_\_\_\_\_

Parent's names \_\_\_\_\_

Address \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_

Zip code: \_\_\_\_\_ E-mail address \_\_\_\_\_

Home phone number \_\_\_\_\_ birth date \_\_\_\_\_

Mother's Employer \_\_\_\_\_

Address of Employer \_\_\_\_\_

Work phone \_\_\_\_\_

Father's Employer \_\_\_\_\_

Address Employer \_\_\_\_\_

Work phone \_\_\_\_\_

### **Recommended procedure for enrollment:**

- Observation of the school and classroom by both parents
- Children attend for a minimum of one hour for a visit in a classroom.
- There is a home visit by the directress of the classroom
- Parents meet to go over procedures and policies with administration and meet the Directress.
- A \$50.<sup>00</sup> fee can be paid to place a family on the waiting list or hold a child's spot. This fee is non-refundable and does not apply to tuition if enrollment occurs.

### **Tuition and payment:**

- A 3% discount is granted for tuition fee paid 6 months in advance.
- All invoices are sent on the **25<sup>th</sup>** day of each month for the next month.
- Tuition fee is due on the 1<sup>st</sup> day of the month for that month. Tuition paid after the 5<sup>th</sup> day of the month is subject to a **\$ 50.<sup>00</sup>** late fee.
- All returned checks are subject to a **\$50.<sup>00</sup>** charge.
- Any payment more than 10 day late in arrears will result in the child being automatically withdrawn from the enrollment at Montessori school of cherry creek, LLC 6780 S. Liverpool St., units A and B, Aurora, Co 80016.
- Any fees/expenses accrued to the collection of a debt will be the responsibility of the parents of the children.

### **Early/late charges:**

If your child arrives early (before 7:00 a.m) or is picked up late (after 6:30 p.m). The charge assessed is **\$1.<sup>00</sup>** per minute. There is no grace period.

### **Conduct**

Chronic misbehavior results in unhappy children and a disruptive learning environment. When a child becomes disruptive, parents will be notified. If the behavior continues, parents may be asked to see professional guidance. Our responsibility to your child includes the obligation to limit this disruption from the learning experience. If a child cannot modify his/her behavior, the parents will be asked to remove their child from our school. Parents are responsible to reimburse or replace any school property or broken by their child.

### **Tuition and fees:**

- **Full-time: \$885.00 per month.**
- **Part-time: \$550.00 per month.**
- There is a **\$50.<sup>00</sup>** non-refundable registration fee.

### **A 5% discount is given to the family for a second child's tuition:**

Siblings of children that are admitted for the full year and enrolled full-time are granted a 5% discount on the second child's tuition.

### **Withdrawal/dismissal for school:**

Students are admitted for the full academic year and summer sessions and the agreement to pay tuition is not subject to adjustments for illness, absence, or any other reasons. If it becomes necessary to withdraw your child during the school year, written notice must be given **THIRTY DAYS PRIOR TO WITHDRAWAL**. We must have payment in full for the thirty day period, your family may use the thirty day period for the last month of the school. Failure to comply with this rule may result in collection of this debt. All expenses of the collection of a debt will be the responsibility of the family in question.

Tuition installments are non-refundable and will not be pro-rated. Tuition installments must be paid by the 1<sup>st</sup> of each month. **Any tuition paid after the 5<sup>th</sup> of that month will result in a \$50.<sup>00</sup> additional charge, plus \$5.<sup>00</sup> per calendar day after the 5<sup>th</sup> day of the month.** All returned checks will be subject to a \$50.<sup>00</sup> fee. Any payment more than 10 days in arrears will result in the child being automatically withdrawn from the enrollment at the Montessori school of cherry creek, LLC. Tuition is subject to change with a 30 days written notice.

I acknowledge that I have receive and read the Montessori school of cherry creek's **Parent Handbook** and that I agree to be bound by the policies and procedures set forth within the handbook and tuition agreement. In addition, I realize I am responsible for maintaining current information deemed necessary to the school in my child's file. All telephone numbers and emergency information must be current at all time. Please notify the office of new information during the year.

The people I have listed below may pick-up my child and may pick-up in the event of an emergency:

1.) Person's name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_

2.) Person's name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_

3.) Person's name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_

If some one other than the regular pick-up person will be picking your child up, it is very helpful if you notify one of the staff members either by written notification or by telling us. Please let the pick-up person know of our procedures for picking up a child. It is very important that they bring a valid photo I.D.

I have read and understand all the above information and attach the initial payment required.

Signatures of both parents and guardians:

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_