

ENROLLMENT TERMS AND CONDITIONS

This form must be signed and returned on or before your child's first day of enrollment.

TUITION

PROGRAM

Your monthly tuition will be: \$ _____

The application fee is: \$ 350.00 . _____

Total Due \$ _____

Tuition is due on the 1st day of enrollment and then the 1st day of each month thereafter. If the 1st falls on a holiday or weekend the tuition is due prior to Friday. Payments after the 5th are subject to a late fee of \$25.00. Unless arrangements are made in writing, services will not be provided if payment is not received by the 5th of the month. We accept cash, money orders, checks, and Visa or MasterCard.

Application and Enrollment Fee

A non-refundable Application and Enrollment fee of \$350.00 (\$600 for two children) will be due at the time of this agreement (and before the child's first day of enrollment). This fee reserves the slot for the child up to five (5) work days following the scheduled first day of enrollment. After that time, the slot is forfeited.

Materials Fee

An annual fee of \$200.00 will be billed each September (or pro-rated for enrollment after this date). This fee helps to underwrite the cost of replacement and/or purchase of new Montessori materials, as well as other child development equipment.

Withdraws / Refunds

There are no refunds or credits issued at any time for the registration fee, holidays, or unused days or illness. There are no exceptions to this policy. A minimum 30 day written notice of withdrawal is required on the 1st of the month prior to withdrawal. If notice is not given, a fee equal to two weeks of tuition will be charged. Once the month begins no refunds for that month will be provided.

Vacation Credits

With the enrollment of your child it is necessary to maintain a our teaching staff and appropriate teacher /student ratios. Once your child is enrolled the teacher's presence is required whether your child is present or not. For this reason, *Country Day* does not provide "vacation or extended absence credits." Parents electing to withdraw for the summer months or longer than 30 days will be temporarily "dis-enrolled." Upon readmission, payment of the Application and Enrollment fee of \$350.00 will be required. Additionally, the child's / children's re-enrollment will be dependent upon classroom space available. Guaranteed. re-enrollment is not assured and your child may be placed on a "waiting list" upon your re-enrollment request.

Late Fee Pick Up

The Center closes at 6:00 pm. If I am not able to pickup my child before that time I will call the center and notify them of my late arrival. After 6:00pm, I understand that a late fee of \$5.00 for the first 5 minutes or less, plus an additional \$1.00 per minute thereafter, will be billed to my account.

Medical Emergency Treatment

In the event of a medical emergency, illness or accident, Country Day Montessori has my permission to administer emergency treatment or take my child to the nearest facility. Medical costs are the responsibility of the parent / guardian.

Fence Policy

My child / children has/have permission to be outside of the fenced area at Country Day Montessori occasionally to participate in educational related activities as supervised by teacher(s).

Discipline and Behavioral Policy

The Center’s discipline policy is listed in the Center’s “Parent Handbook.” I have received, understand, and accept their policies.

Health Forms

Completed health and immunization forms from your doctor are required prior to the first day of enrollment.

Drop Off / Pick & Parking

Our facility utilizes circular driveways for dropping off and picking up of the children. Please be conscientious of others and limit the time spent during that process. More permanent parking spots are available if you need to park for an extended length of time. PLEASE DO NOT LEAVE YOUR CAR’S ENGINE RUNNING WHEN PICKING UP YOU CHILD.

Authorization / Non authorized Pick up Policy

Unless prior arrangements are made, only the parents or guardian on record completing this registration are authorized to pick up the child /children. If an additional person is used, the staff at Country Day Montessori will need to be notified in writing prior to pick up. The individual picking up the child / children should be listed on the child’s emergency contact data. Additionally, they will be required to present a photo ID at the office.

Safe Sleep Policy (Infant/Toddler families only)

I have received in writing Country Day Montessori’s Safe Sleep Policy. I have read and acknowledge this policy.

Arrival and Departure Procedures

Please observe the following procedures to enable us to maintain our safe environment: Make staff aware of your child’s arrival and departure. Please sign them in and out on the binder provided.

Enter and leave through the front entrance only. Please do not enter or exit from side doors or playground entrances. Accompany your child to and from the classroom. At no time should your child be left unattended.

I have received, read and agree with the items listed above. Additionally, I have received a copy of Country Day Montessori’s “Parent Handbook” along with a copy of the “North Carolina Child Care Laws and Rules.”

Child’s / Children’s Names

Date

Parent’s / Guardian’s Signature

Date

CDM Administrator’s Signature

Date