

ENROLLMENT TERMS AND CONDITIONS

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

TUITION

Your monthly tuition will be: \$ _____

The application fee is: \$350.00 _____

Total Due \$ _____

HOURS/ DAYS OF CARE

Hours _____

Days _____

Request start date _____

The first tuition payment is due one month BEFORE 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. Invoices for the upcoming month will be sent by the 25th of the current month (or charged to your credit card). Unless otherwise indicated by the party responsible for payment, invoices will be sent via e-mail. Payments after the 5th are subject to a late fee of \$50.00. Unless arrangements are made in writing, services will not be provided if payment is not received by the 5th of the month. We accept checks, money orders, cash and Visa or MasterCard.

Tuition is not credited for absences.

Phone number and e-mail address of party responsible for payment: _____

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

With the enrollment of your child it is necessary to maintain 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." The slot may be held ONLY if the \$350/\$600 Enrollment fee is paid prior to "dis-enrolling". Otherwise, 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 5:30 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 5:30 pm, 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.

COUNTRY DAY MONTESSORI SCHOOL OF RALEIGH

Location: 1201 Kent Road, Raleigh, NC 27606 ♦

Phone: 919.851.4054 ♦ Fax: 919.851.0940 ♦ URL: www.countrydaymontessorischool.com

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 fire drills and for education-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.

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.

• **Summary of the North Carolina Child Care Law.**

I have received in writing a Summary of the NC Child Care Laws. I have read and acknowledge this policy.

• **Safe Arrival and Departure Procedures**

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

• **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.

• **Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy** (Infant/Toddler families only)

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

I have received, read and agree with the items listed above that pertain to my child/ren’s enrollment. Additionally, I have received a copy of Country Day Montessori’s “Parent Handbook”.

Child’s / Children’s Name(s) Parent’s / Guardian’s Signature Date

CDM Administrator’s Signature Date