

CATHEDRAL HILL MONTESSORI SCHOOL

2015-2016 ENROLLMENT CONTRACT

The undersigned hereby contracts to enroll _____ ("Student") at Cathedral Hill Montessori School ("CHMS" or "School") for the 2015-2016 academic year. I / We _____, _____ ("Parent(s)/ Guardian(s)") have read, understand, and agree to the following terms and conditions:

I. Enrollment

Parent/Guardian hereby enrolls Student for the 2015-2016 school year beginning September 1, 2015 and concluding the week of August 31, 2016 in the CHMS program indicated below, under the terms of this contract.

II. Commitment Deposit (*New Students only*)

A one-time Commitment Deposit of \$450.00 must accompany this contract to reserve a place for the Student in the program Parent/Guardian chooses. This deposit will be applied directly against the final tuition payment of the Student's kindergarten year in the Children's House program. The Commitment Deposit will be forfeited if the Student is withdrawn, terminated, or counseled out of the program for any reason, see Section XI below.

III. Annual Enrollment Deposit (*Returning Students only*)

A nonrefundable Annual Enrollment Deposit of \$200 is collected during the enrollment period for Returning Students to reserve a place for the following school year. Half is deposited into a fund dedicated to the purchase of new classroom materials, while the remaining \$100 is applied as a deposit toward the first tuition payment due.

IV. Year Round Montessori

CHMS operates a year round Montessori program with an annual Enrollment Contract that is valid September 1 through August 31. A student removed from the school for any significant period of time, including the summer, will be treated as a withdrawal, subject to Section XI below. Parent/Guardian may be held financially responsible for full Annual Tuition.

V. Annual Tuition

Place a checkmark by the desired program in the appropriate column. Annual Tuition is re-evaluated with each school year. Annual tuition may be prepaid in three installments or divided into monthly installments for the convenience of our families. The Tuition for the 2015-2016 school year (September 1 - August 31) are as follows:

VI. Program Options

		Monday-Friday (5-days)
Toddler Community <i>16 - 33 months</i>	Half Days 8:30am -11:30am	<input type="checkbox"/> \$745 monthly \$8,940 annually
	Full Days 8:30am - 3:00pm	<input type="checkbox"/> \$1050 monthly \$12,600 annually
	Extended Days 8:00am - 5:30pm	<input type="checkbox"/> \$1,320 monthly \$15,840 annually
Children's House <i>33 months - 5 years</i>	Half Days 8:30am -11:30am	<input type="checkbox"/> \$640 monthly \$7,680 annually
	Mid Days 8:30am -12:30pm	<input type="checkbox"/> \$765 monthly \$9,180 annually
	Full Days 8:30am - 3:00pm	<input type="checkbox"/> \$915 monthly \$10,980 annually
	All Day Children's House 7:30am - 5:30pm	<input type="checkbox"/> \$1,175 monthly \$14,100 annually
Children's House Kindergarten <i>5 - 6 years</i>	Full Days 8:30am - 3:00pm	<input type="checkbox"/> \$748 monthly \$8,976 annually
	All Day Children's House 7:30am - 5:30pm	<input type="checkbox"/> \$1,008 monthly \$12,096 annually

Parent/Guardian hereby agrees to pay the Annual Tuition for the selected program. The Annual Tuition does not include meals or activity fees. In addition to the Annual Tuition, Parent/Guardian should expect to incur other expenses, including but not limited to, groceries for snacks and practical life activities, Student supplies, fees for specialty activities, field trips, and similar kinds of expenses. There will be no reduction in Tuition for any holidays, vacations, school closings, illnesses, or any other Student absences.

For Students that make a mid-year transition from the Toddler Community to the Children's House program, experience a mid-year program schedule change, or welcome a sibling to the School community the annual tuition rates above will be adjusted accordingly.

VII. Payment Options

Parent/Guardian must check ONE of the following payment plan options for the Annual Tuition:

☐ **OPTION A: Three Period Installment Plan**

Parent/Guardian agrees to pay the Annual Tuition for the school year three pre-paid installments (August, December, April). A discount of 2.5% will be applied to this payment plan. Credit card payments are not allowed.

☐ **OPTION B: Monthly Payment Plan**

Tuition for the school year may be paid in automatic monthly withdrawals from checking/savings of your choice on the 1st or the 5th of the month. This option must be accompanied by an Electronic Funds Transfer (EFT) form. Credit card payments are not allowed.

In the case of a Student entering the School after September 1st, the Annual Tuition payable with any of the payment options mentioned above will be calculated on a pro-rated basis according to the Student's starting date. The discount for the Three Period Installment Plan is not available after December 1st of the current school year.

VIII. Sibling Acceptance and Discounts

Siblings of currently enrolled Students will receive priority acceptance once the following conditions are met: 1) child is developmentally ready; and 2) an opening is available. Every opening will be filled promptly, if not by a sibling, then by the next qualified applicant. If the sibling is not enrolled at that time, the child may be placed at the end of the priority acceptance list until another opening becomes available. For families with 2 or more children enrolled, a discount of 5% will be applied to each Student's Tuition.

IX. Kindergarten

Kindergarten students must enroll in the Full Day or All Day Program. The final year of Children's House is considered "kindergarten" for most students. All kindergarten students (age 5 before September 1st) are eligible for a \$2000 Kindergarten Scholarship generously provided for by the Hiawatha Education Foundation, regardless of financial need. Tuition rates above reflect the applied scholarship to the annual tuition.

X. Extended Care Charges and Late Pick Up

If the Student is not enrolled in the All Day or Extended Day program, the Parent/Guardian agrees to pay \$10 per hour for prearranged extended care hours beyond the selected program option. For late pick up, Parent/Guardian agrees to pay a charge of \$10.00 after the first ten minutes past the contracted program time, and \$1 for every minute late thereafter. Please be considerate of our staff and pick up Students promptly to avoid late pick up charges.

XI. Withdrawal and Termination

In the case of a Student withdrawal, CHMS requires written notification of at least 30 days before the date of withdrawal. Parent/Guardian may be entitled to a refund of any Annual Tuition already paid, as long as proper written notice was provided. If 30 day written notice is not provided, Parent/Guardian is obligated to pay the tuition through the month of the Student's last day of school. The Commitment Deposit will be forfeited if the Student is withdrawn for any reason, as set forth above in Section II above.

It is understood that Student and Parent/Guardian agree to support all School rules, as set forth in the Parent/Guardian Handbook. The School reserves the right to terminate a Student in situations involving repeated or serious violation of School rules, or serious academic problems, or if a Student's influence is considered harmful or for any breach of this Enrollment Contract. If a Student is terminated, Parent/Guardian will not be entitled to a refund of the Commitment Deposit, as set forth in Section II above. If a Student indicates by his/her behavior that he/she is either not ready or not adaptable for a Montessori program, or for any medical or psychological reasons for which the School is not equipped, the School also reserves the right to counsel the Student out of the program. Such decision will be made by the Head of School in consultation with the School's faculty. Parent/Guardian will be given a minimum of 2 weeks to find an alternative educational program or childcare for the Student and will not be entitled to a refund of the Commitment Deposit, as set forth in Section II above.

XII. Program Changes

The annual Enrollment Contract is valid from September 1, 2015 through August 31, 2016. Scheduling decreases jeopardize the operating budget and disrupt the consistency we strive for in our school environment. If a Student's program change is necessary, Parent/Guardian must submit written notice and approved by the Head of School 30 days before the date of change. If the program change is granted, Tuition may be pro-rated. Only one (1) program change will be approved during a 12-month period.

XIII. Late Payments

Failure by Parent/Guardian to pay any scheduled payment shall be deemed a breach of this contract. Past due balances or payments received after the 5th of the month will be assessed a \$25 late fee. Failure to pay tuition and other fees when due may result in termination of enrollment and/or denial of future re-enrollment. Tuition payments more than 30 days delinquent will result in termination of Student's enrollment. In the event that legal action is taken by the School to collect delinquent accounts, Parent/Guardian agree to pay all collection costs, including but not limited to third-party collection fees, court costs, and attorney fees.

XIV. Waiver

No singular waiver by School of any late payment or other breach of this Enrollment Contract will operate as a waiver of any other late payment or breach or of the same late payment or breach on a future occasion.

XV. Contract Cancellation

Any cancellation after 5 days of signing this contract will be considered a withdrawal and subject to the provisions of Section XI above.

XVI. Amendment

This contract is the entire contract between the School and Parents/Guardians, who are the parties concerning this Student for the 2015-2016 school year, and may be amended only in a writing signed by the School and Parent/Guardian.

XVII. Nondiscrimination

CHMS admits Students of any sex, race, color, national or ethnic origin, and are accorded all the rights, privileges, programs, and activities generally made available to Students at the School. CHMS does not discriminate on the basis of sex, race, color, national or ethnic origin or disability in administration of its education policies, admissions policies, and other school administered programs.

XVIII. Minnesota Law

This contract shall be construed according to the laws of the State of Minnesota.

XIX. Effective Contract

This contract is valid from September 1, 2015 through August 31, 2016 and will be effective when signed by all parties and returned to the School along with the required deposit(s). A counter-signed copy of this Enrollment Contract will be returned to the Parent/Guardian.

Signature

Each Parent/Guardian financially responsible for the Student, by signing below, agrees to be jointly and severally liable for the obligations under the Enrollment Contract.

This contract constitutes the full and final agreement between Cathedral Hill Montessori School and Parent(s)/Guardian(s).

_____ Date: _____ Relationship: _____

_____ Date: _____ Relationship: _____

_____ Date: _____

Head of School

DID YOU REMEMBER TO:

- 1) Check the desired Program(s) under section VI: Programs Options
- 2) Check the desired Payment Option under Section VII
- 3) Sign and date the Enrollment Contract
- 4) Enclose a check for the Commitment Deposit of \$450 (New Students only); or
enclose a check for the Annual Enrollment Deposit of \$200 (Returning Students only)

Please return the completed Enrollment Contract and Commitment Deposit / Annual Enrollment Deposit to:

Cathedral Hill Montessori School
Attn: Admissions and Enrollment
325 Dayton Avenue
Saint Paul, MN 55102

Office Use Only:

Deposit Received: Date _____ Amount _____ Check # _____