



# ARBOR MONTESSORI SCHOOL



## ENROLLMENT CONTRACT

I, the undersigned, being the parent(s) or guardian(s) or legal custodian(s) of

\_\_\_\_\_  
(name of child)

in consideration of acceptance of said child into the Montessori program of Arbor Montessori School, Inc. (hereafter called "Arbor") do hereby make the following agreements, representations and promises:

I recognize that the Montessori program is based on a succession of three-year intervals (ages 3-6=Primary level; ages 6-9 and 9-12=Elementary level; ages 13-14=Middle School level), and that the best results are obtained when the child enters the program between the ages of 2½ and 3 years and remains in the program continuously through the age of 14 years. I hereby state that it is my intention to follow this schedule as long as I am able to do so.

I agree to follow and adhere to the policies, rules and regulations of Arbor as set forth in the *Parent Handbook* (accessible through Arbor's website), as well as other rules and regulations as may be promulgated hereafter by Arbor, and that said rules and regulations are incorporated into and made a part of this contract. I further understand that Arbor reserves the right from time to time to make changes, both oral and written, to the *Parent Handbook* in order to update and/or clarify its policies, rules and regulations. In addition, I understand that Arbor maintains the exclusive right to alter, amend, modify, eliminate, add to, interpret and apply all policies, rules and regulations outlined in the *Parent Handbook*.

I understand that failure and/or refusal to comply with the policies established in the *Parent Handbook* may result in the dismissal of my child from Arbor. Arbor reserves the right to refuse admittance, to suspend or to expel any child/family that does not cooperate with the policies established in the *Parent Handbook*.

I agree to be liable for the full amount of the tuition upon execution of this contract. I understand that tuition is assessed annually and that a payment schedule of ten equal installments is available. I realize that if I select the ten-payment schedule, my payment is not applied to the particular month in which it is paid but to the entire year's tuition. I understand that missing one or more monthly payments may result in my child's not being allowed to attend school until all payments due are paid to Arbor. Also, missing one or more payments may result in my forfeiting the privilege to use the installment payment method in future years.

**Tuition payment is due on the first day of the month. A \$25 per month late charge will be added to any tuition payment that is not in the school business office on or before 4:00 PM on the 10<sup>th</sup> day of the month in which it is due, regardless of holidays, weekends, or school closings. In the event that any check payable to Arbor is returned by the bank for insufficient funds, a \$30 returned check fee will be charged.** Should any indebtedness evidenced by the contract be collected by or through an attorney at law, I agree that Arbor shall be entitled to collect as reasonable attorney's fees a sum equal to 15% of the total amount of indebtedness to Arbor.

(over)

If withdrawal or dismissal of the child is necessary for any reason, whether as a result of accident, transfer, sickness, disciplinary action or otherwise, financial adjustments shall be made according to the following schedule:

**If enrollment is cancelled:**

Before June 1  
June 1 – 30  
July 1 – 31  
August 1 – 31  
September 1 – 30  
October 1 – 31  
November 1 – 30  
December 1 – 31  
January 1 – 31  
February 1 or anytime thereafter

**Parent(s) is responsible for:**

Payment #1  
Payments #1-2  
Payments #1-3  
Payments #1-4  
Payments #1-5  
Payments #1-6  
Payments #1-7  
Payments #1-8  
Payments #1-9  
Payments #1-10

I hereby promise and agree to indemnify and hold harmless and to absolve from liability for any injury or accident, whether such injury or accident should befall my child or me, the owners of any premises leased to Arbor for school use, upon which premises such injury or accident may occur. This promise is given with the express intent that it accrue to the benefit of such third-party owners of premises on which Arbor classes are located and in consideration of such third parties having leased or rented to Arbor premises upon which Arbor may offer the program from which my child shall benefit, and in partial consideration, as recited above, of Arbor having accepted my child into its Montessori program. Nothing contained in this paragraph shall be construed to absolve such third-party owners or their officers or agents from liability for the consequences of their negligent acts or omissions or of their willful misconduct.

I hereby grant permission for my child to be photographed at school or school events. I assign full copyright of these photographs to the photographers, together with the right of reproduction, either wholly or in part. I agree that the photographers, licensees or assignees can use the photographs either separately or together, either wholly or in part, in any way and in any medium. The photographers and licensees or assignees may have unrestricted use of these for whatever purpose, including advertising, with any reasonable retouching or alteration. I undertake not to prosecute or to institute proceedings, claims or demands against either the photographer or his or her agents with respect to any usage of the above-mentioned photographs.

I hereby grant permission for my child to accompany his/her class on all field trips organized and conducted by Arbor personnel in furtherance of Montessori program goals.

I understand it is necessary that Arbor at all times has correct and current vital information on my child and me. I, therefore, promise to notify the Arbor office promptly of any changes in our family's information (e.g., phone numbers, addresses, work place, and health issues).

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**Parent's Signature**

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**Date**