



2018-2019 Enrollment Agreement

I hereby apply for admission and care of my child, _____, with Sunrise Montessori until July 31, 2019. Regardless of how many days are in each month or school holidays, I agree to pay monthly school tuition in the amount of **(check one)**:

FULL DAY PROGRAMS

- NIDO Full Day/\$1150 per month
- BAMBINI Full Day/\$1050 per month
- PRE-PRIMARY Full Day/\$910 per month
- PRIMARY Full Day/\$890 per month

HALF DAY PROGRAMS

- PRE-PRIMARY 5-Day Half Day/\$710 per month
- PRIMARY 5-Day Half Day/\$690 per month
- PRIMARY MWF Half Day/\$450 per month
- PRIMARY TTH Half Day/\$350 per month

*Nido: 8 weeks to 9 months
Bambini: 9 to 18 months
Pre-Primary: 18 to 36 months
Primary: 3 to 5 years old*

Initial:

Tuition

I understand that tuition is **DUE and PROCESSED (ACH/Credit Card) ON THE 1ST DAY OF EACH MONTH**, with the exception of July tuition which is weekly and run on Mondays. I understand that my child is admitted for the full academic year from my child's start date until July 31, 2019 and that my agreement to pay for the full academic year is not subject to change regardless of the reason for my child's absence(s). My monthly tuition payment includes the care and education of my child during the Full Day hours of 7:00AM until 6:00PM or the Half Day hours of 7:00AM until 12:00PM. I understand that unenrolling my child waives my right to reserve future enrollment. During the month of July, Sunrise Montessori offers weekly rates as July is the only month a child can unenroll for all or part of the month and still reserve their spot for the following month. If I need care for July 29 – 31 (3 days), these three days will be prorated as a separate charge. I understand that there is no vacation credit, and should I unenroll my child to go on an extended stay elsewhere, that my child's spot will not be saved for their return unless I am paying tuition while they are gone. My checked box above indicates which program I want my child enrolled in and I agree to pay tuition and all fees as listed in this Enrollment Agreement.

Pictures and Social Media

I understand that by signing this Enrollment Agreement I am giving permission to Sunrise Montessori staff to take pictures and/or video of my child and to possibly use these pictures on Sunrise Montessori's website, posting on bulletin boards at Sunrise, Sunrise Montessori's Facebook page, Weekly Updates, Schoolwide Newsletters, Preschool2Me (attendance/reports/parent messaging), Instagram, and Montessori Compass (academic/lesson planning/progress reports). Neither child nor parents will be compensated for photos or video taken. I am aware that I can submit a letter asking for my child to not be photographed for any reason.

Fees

I understand that a **non-refundable** \$200 annual Materials Fee is due upon return of the signed Enrollment Agreement. The Materials Fee is due at the beginning of enrollment and then annually on June 1st. There is a **non-refundable** one-time Registration Fee of \$200 per family due upon return of the signed Enrollment Agreement. ***My non-refundable payment for fees will be collected when I submit this signed Enrollment Agreement or up to one month prior to enrollment, whichever is shorter.*** If I choose to unenroll after Sunrise Montessori has collected my fees payment, I understand that I will not receive a refund because fees are **non-refundable**. **As soon as a spot is offered by Sunrise Montessori and accepted by me, I will be charged (ACH or credit card) for fees to secure enrollment. Enrollment is not guaranteed until Sunrise has 1) A signed Enrollment Agreement, 2) A spot is offered, and 3) Fees have been paid in full.**

Late Pick Up Fees/Late Payment Fee/Returned Payment

I understand that a **Late Pick Up Fee of \$2 PER MINUTE** will be assessed for a Full Day child between 6:00PM – 6:10PM or Half Day child between 12:00PM – 12:10PM. The Late Pick Up Fees will be run on my ACH or credit card account attached to my account.

Also, chronic late pick up of a child 7 or more times in a school year may result in termination of enrollment. ***If an ACH or credit card payment is returned for any reason, a \$25 Bounce Fee as well as the \$25 Late Fee per day will be assessed, if applicable.*** If a payment is late, the late tuition payment should be paid in the form of cashier's check, money order, or cash. Credit cards are also available with a \$25 processing fee. Chronic bounce fees of 3 or more times per school year may result in termination of enrollment.

_____ Payment Options

I am aware that I have four payment options for tuition and fees: **ACH, credit card, cashier's check/money order, or cash.** Personal checks are **NOT** accepted. ACH is linked to my checking account and is free of charge. If my child is enrolled in a full day program, then I am aware that I have the option of paying tuition once per month on the 1st or twice per month on the 1st and 16th (please see our ACH Enrollment Form for more details). If I choose to use a credit card, there is an additional service charge of \$25 per transaction. Tuition must be paid in full on the 1st of the month if using a credit card. If I choose to use a cashier's check, money order or cash, it is FREE of charge and must be paid in full on the 1st of the month. If the 1st of the month lands on a weekend or school closure, tuition will be due on the next business day.

_____ Withdrawing

A two-week signed or emailed written notice is required before withdrawing my child from Sunrise Montessori. Even if my child stays only a portion of their remaining two weeks with Sunrise Montessori, I understand that I am still obligated to pay the full two week's tuition. Sunrise Montessori also has the right to refuse future enrollment for any reason at any time. If I choose to withdraw my child for any reason (except during the month of July) and then re-enroll at a later time, I understand that I will pay a \$200 Re-Enrollment Fee and then if 6 or more months have passed, the \$200 Materials Fee.

_____ Liability Waiver

I understand that my child and all children at Sunrise Montessori will be engaging in activities that may involve risk or injury. I will not hold Sunrise Montessori including its agents and/or employees, responsible for risk or injury. In consideration for acceptance of my child as a student at Sunrise Montessori, the undersigned agrees to all of the aforementioned policies and procedures in this Enrollment Agreement.

What is your anticipated or requested start date for your child? _____

_____ Name of Child Male or Female? Date of Birth

_____ Printed Name of Parent/Guardian Email Address

_____ Mailing Address Phone Number

_____ Signature of Parent/Guardian Date

~ Please Note: If you are enrolling more than one child for full day academic care, there is a 10% sibling discount for the older child. Please ask us for this form.

| OFFICE USE ONLY
| 1) Classrooms Shown on Tour: _____ 2) Requested Start Date: _____
| 3) Referral? Yes/No Name of referring family? 4) How did they hear about us?
| Internet/Yelp/Referral/Saw Location/Other
| 5) Coupon? Yes/No What coupon and how much?
6) Did the family leave an ACH or CC Form to pay fees? Yes/No