



# Enrollment Agreement

I hereby apply for admission and care of my child, \_\_\_\_\_, with Sunrise Montessori. Regardless of how many days are in each month or holidays, I agree to pay monthly school tuition in the amount of:

### FULL DAY PROGRAMS

- NIDO Full Day /\$1,350 per month
- BAMBINI Full Day /\$1,295 per month
- PRE-PRIMARY Full Day /\$1,170 per month
- PRIMARY Full Day /\$1,140 per month

### HALF DAY PROGRAMS

- PRE-PRIMARY 5-Day Half Day /\$800 per month
- PRIMARY 5-Day Half Day /\$780 per month
- PRIMARY MWF Half Day /\$540 per month
- PRIMARY TTH Half Day /\$430 per month

*Nido: 2 - 9 mo.*  
*Bambini: 9 - 18 mo.*  
*Pre-Primary: 18 - 36 mo.*  
*Primary: 3 - 5 yo*

\*\*\*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 Initial:

#### \_\_\_\_Tuition

I understand that tuition is **DUE and PROCESSED (ACH/Credit Card) ON THE 1ST DAY OF EACH MONTH (or 1<sup>st</sup> and 16<sup>th</sup>, depending on which program the parent chooses)**, with the exception of July tuition which is weekly and run on Mondays. I understand that my child is admitted until they are unenrolled and that my agreement to pay for their care 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 August. I understand that there is no vacation credit, and should I unenroll my child to go on an extended stay elsewhere, my child's spot will not be saved for their return unless I am paying tuition while they are gone. Tuition and fee rates may be increased twice per year, February 1<sup>st</sup> and August 1<sup>st</sup>. 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 or as advertised on our website after a tuition increase.

#### \_\_\_\_ 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 Montessori, Facebook, Weekly Updates, Schoolwide communication, Preschool2Me or similar messaging software (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 \$250 annual Materials Fee is due upon return of the signed Enrollment Agreement (a prorated amount of \$125 if enrolling between January to May). The Materials Fee is due at the beginning of enrollment and then annually on June 1<sup>st</sup>. There is a non-refundable one-time Registration Fee of \$300 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 after 6:00PM or Half Day child after 12:00PM. 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 2 or more times per school year may result in termination of the ACH payment option and possibly unenrollment.

\_\_\_\_ **Payment Options**

I am aware that I have four payment options for tuition and fees: **ACH (preferred method), 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 1<sup>st</sup> or twice per month on the 1<sup>st</sup> and 16<sup>th</sup> (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 1<sup>st</sup> 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 1<sup>st</sup> of the month. If the 1<sup>st</sup> 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 does not attend or 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 \$300 Re-Enrollment Fee, and if 6 or more months have passed, the \$250 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, injury or medical treatment cost. In consideration for acceptance of my child as a student at Sunrise Montessori, the my signature below means that I agree to and will abide by all of the aforementioned policies and procedures in this Enrollment Agreement.

*What is your 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

*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