

**Enrollment and Tuition Contract**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last First M.I.

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Does your child have a sibling currently enrolled at Cabot Montessori School? YES  NO

Will your child be enrolling in the extended-hours program (7:00 AM to 5:30 PM)? YES  NO

Tuition Payment Schedule: PER MONTH  MULTI-MONTH

Agreed Tuition Amount per Schedule (as selected above): \$ \_\_\_\_\_ Number of Months if Multi-Month: \_\_\_\_\_

Preferred Payment Method: CREDIT/DEBIT CARD  CHECK  CASH

**Persons Financially Responsible for Above Child**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Company: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Company: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_

**Disclaimer and Signatures**

*I hereby enroll my child, named above, in Cabot Montessori School from the dates stated above in the amount stated above at the schedule stated above. I have read, and do subscribe to and accept, the aforementioned and all of the policies and regulations set forth by Cabot Montessori School.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Enrollment and Tuition Policies

- No child will be admitted until all fees and current tuition are paid and all necessary forms have been returned to, and approved by, Victoria Smith at Cabot Montessori School.
- There will be no refund of tuition or fees paid.
- Tuition will be paid, in full, **every month regardless of attendance** or payment schedule.
- Monthly tuition is due and payable no later than the first (1<sup>st</sup>) day of each month. If the first day of the month falls on a weekend or observed holiday tuition is due on the last working day of the prior month.
- Late charges of \$35 will be added to ALL accounts not paid, in FULL, by the first day of the month. No exceptions. If the account is not paid by the first of the month a new invoice will be generated with the late charge shown in the payment due. A second late charge of \$35 will be added to the account if it is not paid, in FULL, by the 15<sup>th</sup> of the month.
- If tuition for the month remains unpaid by the end of that month, you will be required to make other arrangements for childcare until the account is made current.
- School Hours are 8:00 AM to 3:00 PM. Extended Hours are 7:00 AM to 5:30 PM. If your child attends before 8:00 AM or past 3:00 PM, Extended Hour rates will be charged.
- A late pick up charge of \$5 will be assessed for every five minutes or part thereof past 5:30 PM.
- The annual school fee is \$200 per child and is applied to the August to July school year. New students will pay the full amount in August. Students who enroll after the school year has commenced will have the school fee pro-rated based on the date of enrollment. For students presently in attendance, half of the annual school fee will be due no later than February 28<sup>th</sup> to secure re-enrollment for the next school year. The remaining \$100 will be due before the first day of the new school year in August. Annual school fees are **non-refundable**.
- When two or more children in a family are enrolled at Cabot Montessori School one child will pay full tuition and each additional child will get a \$30 per month reduction in tuition.
- School lunch can be provided, by request, for \$50 per month per child. It is strongly encouraged for students to bring lunch from home in a lunchbox. Preparing and cleaning up their own lunch is an important part of the Montessori Method. No students are currently participating in the school lunch program.
- Cabot Montessori School reserves the right to terminate a child's enrollment if the child's presence endangers the emotional stability and/or physical safety of other children. A parent/teacher conference will be scheduled and the reasons for discharge will be stated.
- We are licensed by the State of Arkansas to provide child care. All children in our care may be subject to being interviewed by the Child Care Licensing Division of Children & Family Services Special Investigations, and law enforcement, for investigative purposes and/or determining compliance with Licensing Requirements. Should this occur, child interviews DO NOT require parental notice or consent.
- The school will not make up any time it is forced to close due to circumstances beyond its control.
- **Written** notice is required, at least **ONE MONTH IN ADVANCE**, if you plan to withdraw your child from school before the end of the school year.

## Current Tuition Schedule

Payment Schedule	School Hours	Annual Total	Extended Hours	Annual Total
<b>Monthly</b>	\$550	\$6,600 (equal to \$127/week)	\$600	\$7,200 (equal to \$138/week)
<b>Multiple Months</b>	<i>If you wish to pay for multiple months, please contact the director for the discounted rate.</i>			