

**\*Novi Woods Montessori**  
**Parent Responsibilities and Enrollment Agreement**

Child's Name: \_\_\_\_\_

An enrollment fee of \$ 80.00 is due at time of enrollment. It is NOT REFUNDABLE. All children must re-enroll for the Fall session. Tuition is based on the academic year September to June. No tuition adjustment can be made for holidays, emergency days, snow days, in-service days, vacations days, lack of utilities or severe weather closing. **Payment will be the same during holiday weeks.**

There is a non-refundable Kindergarten fee of \$100.00. The weekly payment is due each week no matter how many days attended. There is no adjustment of tuition. A two-week notice of withdrawal must be given. Tuition responsibility continues until official date of withdrawal. In the event that the enrollment agreement is broken and your child does not complete the academic year September to June that he/she has been signed up for, there will be an additional penalty of \$350.00.

Payments are due on the first Monday of the week to be used. A late fee of \$10.00 will be added to your account for past due payments. There will be a \$35 fee for any checks that do not clear. Any Changes made to your child's schedule will incur a \$50.00 administration cost.

If you are on a monthly payment plan, tuition is due on the first of every month with a final payment due by the first week of May (9 installments). Payments more than 10 days late will result in cancellation of your child's enrollment from the program.

**Tuition is not subject to adjustment because of illness, unless over two weeks.** Adjustments will be made for the third week. This will be half of the weekly tuition charge. A fee of \$1.00 per minute will be assessed when a child is picked up after 6:00 p.m.

A 10% discount is allowed for the second child enrolled from the same family during the school year on the less expensive program. This pertains to full-time children only.

Novi Woods Montessori will not be responsible for damaged or missing clothes or personal possessions.

If your child has to take medication at the center for any reason, please notify a staff member. You **MUST SIGN a "Medication Permission Slip."** The medication **MUST** have the pharmacy label indicating the physician's name, child's name, instruction and strength of the medication to be given. The medication will be given in accordance to those **INSTRUCTIONS**. Over the counter medications must have the child's name and dosage printed on it. You are taking **FULL RESPONSIBILITY** for any unforeseen reactions your child may have to any medication you ask us to dispense.

In order to protect all of the children, your child **WILL NOT BE ACCEPTED** at the center if he/she has any of the following symptoms: a temperature, a rash that has not been diagnosed, and or any diarrhea or vomiting.

If your child develops any of the above symptoms while in the center, he/she will be isolated from the other children, you will be contacted by phone, and the child **MUST BE PICKED UP WITHIN ONE HOUR OF THAT TIME.**

In case of emergency requiring immediate medical treatment, the procedure is as follows: 1). Call 911 - 2). Contact parent(s) **IMMEDIATELY** - 3). Contact emergency care person, if parent cannot be reached - 4). Attempt to contact the child's doctor.

It is essential that we have a record of any food allergies that your child might have. All necessary **forms must be in the day your child starts school**, with the exception of the physical, which is due within 30 days of enrollment.

I HAVE READ THE ENROLLMENT AGREEMENT AND AGREE WITH THE GUIDELINES AS SET FORTH

I acknowledge that my child is enrolled at Novi Woods Montessori for the Academic year \_\_\_\_/\_\_\_\_

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