

# CATHEDRAL HILL MONTESSORI SCHOOL

## 2018-2019 ENROLLMENT CONTRACT

The undersigned hereby contracts to enroll \_\_\_\_\_ (“Student”) at Cathedral Hill Montessori School (“CHMS” or “School”) for the 2018-2019 academic year. I / We \_\_\_\_\_ (“Parent(s)/ Guardian(s)”) have read, understand, and agree to the following terms and conditions:

### I. Enrollment

Parent/Guardian hereby enrolls Student for the 2018-2019 school year beginning September 1, 2018 and concluding the week of August 31, 2019 in the CHMS program indicated below, under the terms of this contract.

### II. Commitment Deposit (*New Students only*)

A one-time Commitment Deposit of \$450.00 for Children’s House students and \$600 for Toddler Community students must accompany this contract to reserve a place for the Student in the program Parent/Guardian chooses. This deposit will be applied directly against the final tuition payment of the Student’s kindergarten year in the Children’s House program. The Commitment Deposit will be forfeited if the Student is withdrawn prior to the end of Student’s kindergarten year, or is counseled out of the program for any reason by CHMS (see Section XI below).

### III. Annual Enrollment Deposit (*Returning Students only*)

A nonrefundable Annual Enrollment Deposit of \$300 payable to CHMS is due during the enrollment period for Returning Students to reserve a place for the following school year. The \$300 deposit will be credited in \$25 per month increments for each of the 12 monthly installments of the contracted school year.

### IV. Year Round Montessori

CHMS operates a year round Montessori program with an annual Enrollment Contract that is valid September 1 through August 31. A student removed from the school for any significant period of time without payment, including the summer, will be treated as a withdrawal, subject to Section XI below.

### V. Annual Tuition

Place a checkmark by the desired program in the appropriate column. The Tuition for the 2018-2019 school year (September 1 - August 31) are as follows:

VI. Program Options		Monday-Friday (5-days)
Toddler Community <i>16 - 33 months</i>	Half Days 8:30am -11:30am	<input type="checkbox"/> \$840 monthly \$10,080 annually
	Full Days 8:30am - 3:30pm	<input type="checkbox"/> \$1,340 monthly \$16,080 annually
	Extended Days 8:00am - 5:30pm	<input type="checkbox"/> \$1,530 monthly \$18,360 annually
Children’s House <i>33 months - K</i>	Half Days 8:30am -12:30pm	<input type="checkbox"/> \$865 monthly \$10,380 annually
	Full Days 8:30am - 3:30pm	<input type="checkbox"/> \$1,160 monthly \$13,920 annually
	All Day Children’s House - 4:30 8:30am - 4:30pm	<input type="checkbox"/> \$1,250 monthly \$15,000 annually
	All Day Children’s House - 5:30 8:30am - 5:30pm	<input type="checkbox"/> \$1,345 monthly \$16,140 annually
	Extended Morning + Half Days 7:30am-12:30pm	<input type="checkbox"/> \$1010 monthly \$12,120 annually
	Extended Morning + Full Days 7:30am-3:30pm	<input type="checkbox"/> \$1,300 monthly \$15,600 annually
	Extended Morning + All Day Children’s House - 4:30 7:30am-4:30pm	<input type="checkbox"/> \$1,390 monthly \$16,680 annually
	Extended Morning + All Day Children’s House - 5:30 7:30am-5:30pm	<input type="checkbox"/> \$1,485 monthly \$17,820 annually

Parent/Guardian hereby agrees to pay the Annual Tuition in monthly installments for the selected program. See Section VII below. The Annual Tuition does not include meals or activity fees. In addition to the Annual Tuition, Parent/Guardian should expect to incur other expenses, including but not limited to, optional hot lunches, groceries for snacks and practical life activities, fees for specialty activities, field trips, and similar kinds of expenses. There will be no reduction in Tuition for any holidays, vacations, school closings, illnesses, or any other Student absences.

#### **VII. Payment**

Tuition for the school year is paid in 12 equal automatic monthly withdrawals from a checking/savings account of your choice on the 1st or the 5th of the month. This option must be accompanied by an Electronic Funds Transfer (EFT) authorization form. Credit card payments are not accepted. In the case of a Student entering the School after September 1st, the Tuition payable will be calculated on a pro-rated basis according to the Student's starting date.

#### **VIII. Sibling Admissions and Discounts**

Siblings of currently enrolled Students receive priority admission, once the following conditions are met: 1) child is developmentally ready; and 2) an opening is available. If the sibling is not enrolled by the Parent/Guardian, the child may be placed in the waiting pool and will be reevaluated upon the next opening. Every opening will be filled promptly, if not by a sibling, then by the next qualified applicant. Early withdrawal of any Student of the same family from the School may eliminate the priority admission of a younger sibling. For families with more than one child enrolled at CHMS, a discount of 5% will be applied to the oldest Student's Tuition only.

#### **IX. Kindergarten**

The "Kindergarten" year is defined the final year of Children's House (the 3rd or 4th year for most Students). Students entering the Kindergarten year are 5 years of age before September 1st and must enroll in the Full Day or All Day program for the benefit of the morning and afternoon work cycle.

#### **X. Extended Care and Late Pick Up Charges**

The Parent/Guardian agrees to pay \$10.00 per hour for pre-arranged extended care hours beyond the selected program schedule. For pick up after program hours have ended, Parent/Guardian agrees to pay a late charge of \$5.00 after the first five minutes past the contracted program time, and \$1 for every minute late thereafter. Please be considerate of our staff and pick up Students promptly to avoid late pick up charges.

#### **XI. Withdrawal and Termination**

In the case of a Student withdrawal, CHMS requires written notification of at least 60 days before the date of withdrawal. If 60-day written notice is not provided, Parent/Guardian is obligated to pay the tuition through the 60th day following notification of intent for withdrawal. The Commitment Deposit will be forfeited if the Student is withdrawn for any reason, as set forth above in Section II above.

It is understood that Student and Parent/Guardian agree to support all School rules, as set forth in the Parent/Guardian Handbook. The School reserves the right to terminate a Student's enrollment in situations involving repeated or serious violation of School rules, serious academic problems, or if a Student's or Parent(s)/Guardian(s) influence is considered harmful or for any breach of this Enrollment Contract. If a Student's enrollment is terminated, Parent/Guardian will not be entitled to a refund of the Commitment Deposit, as set forth in Section II above. If a Student indicates by his/her behavior that he/she is either not ready or not adaptable for a Montessori program, or for any medical or psychological reasons for which the School is not equipped to support the Student's needs, the School also reserves the right to counsel the Student out of the program. As such a decision will be made by the Head of School in consultation with the School's faculty. Parent/Guardian will be given a minimum of 2 weeks to find an alternative educational program or childcare for the Student and will not be entitled to a refund of the Commitment Deposit, as set forth in Section II above.

#### **XII. Program Changes**

The annual Enrollment Contract is valid from September 1, 2018 through August 31, 2019. Program changes may jeopardize the operating budget and disrupt the consistency we strive for in our school environment. If a Student's program change is necessary, Parent/Guardian must submit written notice and obtain approval from the Head of School 30 days before the date of change. If the program change is granted, Tuition may be pro-rated. Only one (1) program change will be approved during a 12-month period.

#### **XIII. Late Payments**

Failure by Parent/Guardian to pay any scheduled payment shall be deemed a breach of this contract. Past due balances or payments received after the 5th of the month will be assessed a \$25 late fee. Failure to pay tuition and other fees when due may result in termination of enrollment and/or denial of future re-enrollment. Tuition payments more than 30 days delinquent will result in termination of Student's enrollment. In the event that legal action is taken by the School to collect delinquent accounts, Parent/Guardian agree to pay all collection costs, including but not limited to third-party collection fees, court costs, and attorney fees.

#### **XIV. Waiver**

No singular waiver by School of any late payment or other breach of this Enrollment Contract will operate as a waiver of any other late payment or breach, or of the same late payment or breach on a future occasion.

#### **XV. Contract Cancellation**

Any cancellation after 5 days of signing this contract will be considered a withdrawal and subject to the provisions of Section XI above.

#### **XVI. Amendment**

This contract is the entire contract between the School and Parents/Guardians, who are the parties concerning this Student for the 2017-2018 school year, and may be amended only in writing signed by the School and Parent/Guardian.

**XVII. Nondiscrimination**

CHMS admits Students of any sex, race, color, national or ethnic origin, and are accorded all the rights, privileges, programs, and activities generally made available to Students at the School. CHMS does not discriminate on the basis of sex, race, color, national or ethnic origin or disability in administration of its education policies, admissions policies, and other school administered programs.

**XVIII. Minnesota Law**

This contract shall be construed according to the laws of the State of Minnesota.

**XIX. Effective Contract**

This contract is valid from September 1, 2018 through August 31, 2019 and will be effective when signed by all parties and returned to the School along with the required deposit(s). A counter-signed copy of this Enrollment Contract will be returned to the Parent/Guardian.

**Signature**

Each Parent/Guardian financially responsible for the Student, by signing below, agrees to be jointly and severally liable for the obligations under the Enrollment Contract.

This contract constitutes the full and final agreement between Cathedral Hill Montessori School and Parent(s)/Guardian(s).

\_\_\_\_\_ Date: \_\_\_\_\_ Relationship: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

*Head of School*

**DID YOU REMEMBER TO:**

- 1) Check the desired Program(s) under section VI: Programs Options
- 2) Sign and date the Enrollment Contract
- 3) Enclose a check for the Commitment Deposit of \$450 for Children’s House students or \$600 for Toddler Community students (New Students Only); or Enclose a check for the Annual Enrollment Deposit of \$300 (Returning Students only)

Please return the completed Enrollment Contract and Commitment Deposit or Annual Enrollment Deposit to:

Cathedral Hill Montessori School  
Attn: Admissions and Enrollment  
325 Dayton Avenue  
Saint Paul, MN 55102

Office Use Only:  
Deposit Received: Date \_\_\_\_\_ Amount \_\_\_\_\_ Check # \_\_\_\_\_