

Kingwood Montessori School  
2011 - 2012 Enrollment Agreement

**Student Non-refundable Fees**  
\$200 Application Fee

**Spaces will be filled as Enrollment Agreements are received.**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

1. Circle annual or monthly payment plan.
2. Choose 5 day or 3 consecutive day choice.
3. Read and sign back of contract
4. Return to school office with application fee.

**SCHOOL YEAR CONTRACT**

CLASSES				
<b>TODDLER</b> (AGES 1 ½ - 3)	<b>HOURS</b>	<b>ANNUAL PAYMENT</b>	<b>10 MONTH</b> 5 Day/3 Day	<b>MARK CHOICE</b>
HALF-DAY CLASS	8:30 – 12:00	\$6,360.00	\$636.00/484.00	<b>5 Day/3 Day</b>
FULL DAY CLASS	8:30 – 3:00	\$8,400.00	\$840.00/604.00	<b>5 Day/3 Day</b>
<b>EARLY CHILDHOOD</b> (AGES 3 – KINDERGARTEN)	<b>HOURS</b>	<b>ANNUAL PAYMENT</b>	<b>10 MONTH</b> 5 Day/3 Day	<b>MARK CHOICE</b>
Half-day Class	8:30 – 12:00	\$5,880.00	\$588.00/453.00	<b>5 Day/3 Day</b>
Full Day Class	8:30 – 3:00	\$7,860.00	\$786.00/573.00	<b>5 Day/3 Day</b>
<b>ELEMENTARY</b>	<b>HOURS</b>	<b>ANNUAL PAYMENT</b>	<b>10 MONTH</b>	<b>MARK CHOICE</b>
(AGES 6 – 12)	8:30 – 3:00	\$10,000.00	\$1000.00	<b>5 Day</b>

**EXTENDED CARE MONTHLY**

Toddler	Mark Choice	Toddler	Mark Choice	Toddler	Mark Choice
AM Care 7:00 – 8:30 (\$130.00)		After School 3:00 – 6:00 (\$190.00)		AM Care & PM Care (\$285.00)	
Early Childhood or Elementary	<b>Mark Choice</b>	Early Childhood or Elementary	<b>Mark Choice</b>	Early Childhood or Elementary	<b>Mark Choice</b>
AM Care 7:00 – 8:30 (\$130.00)		After School 3:00 – 6:30 (\$190.00)		AM Care & PM Care (\$285.00)	

**Drop in Rates if Space is Available, Approval Required**

- Before School 7:00 – 8:30 am \$20.00
- Full Day 8:30 – 3:00 pm \$50.00
- After School 3:00 – 6:30 pm \$20.00

**Please return the following:**

- Enrollment Agreement, completely filled out and signed on reverse side
- Completed Immunization History and signature of physician
- Completed Student Enrollment/Emergency Information Form

# Kingwood Montessori

## 2011 - 2012 SCHOOL POLICIES & PROCEDURES

THE UNDERSIGNED UNDERSTANDS AND AGREES TO THE FOLLOWING:

1. An Application Fee of **\$200** is due at the time that the application is submitted and is non-refundable.
2. Withdrawals for any reason require written notice **at least 30 days in advance of the withdrawal**. Provided the school has received proper notification of withdrawal, any unearned prepaid tuition held by the school will be refunded within 30 days of actual withdrawal.
3. Parents agree to observe all School literature concerning philosophy and policies; guidelines for food, clothing and attendance at school; fees and hours of operation.
4. The parent(s) will provide all required health and academic records before the time of admission.
5. The parent(s) agree to be responsible for meeting the child's daily food needs and ensuring the nutritional value of the food provided for the child.
6. In the event the school requests the child be evaluated for educational or psychological testing, the parent(s) agree to cooperate with the school. Continued enrollment in the school for children with special needs will be based on continuation of the services that are recommended.
7. The Kingwood Montessori reserves the right to withdraw the child from enrollment should it find that the child is not benefiting from the school's program, is not meeting the school's standards of behavior and performance, or for failure to render payment for services in a timely fashion.
8. In the event of any indebtedness owed to the school under the terms of a previous enrollment agreement, any monies paid under the terms of this agreement will be applied first to the balance due from the previous agreement.
9. **Late Fee on Tuition Payments:** A late fee of \$20.00 will be assessed if tuition is received after the tenth of the month unless prior arrangements have been made with the Business Office.
10. **Late Pick Up Fees:** For Toddlers and Early Childhood Students not picked up by 12:00 Noon (for noon dismissal) and 3:10 pm (for full day dismissal), there will be a \$20.00 charge and the emergency contact person will be called to pick up your child. If the child is not picked up promptly, extended care charges of \$20.00 will also apply. These fees will be charged after 3:10 pm for elementary.
11. The parent(s) consent to the taking of videotapes or photographs of the enrolled child while in attendance at the school for publication in school literature or school related articles.  **Yes**  **No (initial)**.
12. The parent(s) consent to their child's picture and/or work appearing on our Web page. Student's name will not be listed. ([www.kingwoodmontessori.com](http://www.kingwoodmontessori.com))  **Yes**  **No (initial)**.
13. I give permission for my school-age child to ride a bus or walk to or from school or home, or to be released to the care of a sibling less than 18 years of age  **Yes**  **No (initial)**. **Mode of Choice:** \_\_\_\_\_

Parents signing this agreement are responsible for payment of tuition unless otherwise indicated below:

Signed and agreed to this \_\_\_\_\_ Day of \_\_\_\_\_

Signature of Parent(s) \_\_\_\_\_

Accepted by Kingwood Montessori

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

Received Enrollment Agreement			Date:	
	Amount Due	Check Number	Amount Paid	Date Paid
Application Fee				
Tuition				
Extended Care				
Sibling Discount	(\$.....)			
<b>Total Due:</b>				