



# Enrollment Contract

I (We), the undersigned, being the parent(s) or guardian(s) or legal custodian(s) of (name of child) \_\_\_\_\_, in consideration of acceptance of said child into the Montessori program of Evergreen Montessori School, Inc., hereafter called Evergreen; do hereby make the following agreements, representations and promises.

Initials	
	I recognize that the Montessori program is based on a succession of three-year intervals (ages 3-6, primary level; ages 6-9, and 9-12, elementary level), and that the best results are obtained when the child enters the program between the ages of 2 ½ and 3 years, and remains in the program continuously through the age of 12 years. I hereby state that it is my intention to follow this schedule so long as I am able to do so.
	I agree to follow and adhere to the policies, rules and regulations of Evergreen as set forth in the <i>Parent Handbook</i> , and such other rules and regulations as may be promulgated hereafter by Evergreen and that said rules and regulations are incorporated in and made a part of this contract. I further understand that Evergreen reserves the exclusive right to alter, amend, modify, eliminate, add to, interpret and apply all policies, rules and regulations outlined in the <i>Parent Handbook</i> and this contract in order to update and/or clarify its policies, rules and regulations. Any such change will be communicated verbally at MPA meetings, and in written format, which I will be required to sign and return to the school within the given amount of time. If I choose to not agree to such changes, I understand that I will forfeit all monies as set forth in the dismissal fee schedule below. I understand that failure and/or refusal to comply with the policies established in the <i>Parent Handbook</i> or this contract may result in the dismissal of my child from Evergreen. Evergreen reserves the right to refuse admittance, to suspend or to expel any child/family that does not cooperate with the policies established in the <i>Parent Handbook</i> .
	I will adhere to the following requirements as laid out in the Parent Handbook: <ul style="list-style-type: none"> <li>• Attend, at a minimum, five of the MPA meetings,</li> <li>• Pay the MPA dues once per semester at the rate set,</li> <li>• Complete twenty parent hours per semester (forty hours per year) in one or more of the activities as defined in the Parent Handbook, or pay \$200 per semester in building fees payable at the end of each semester, and,</li> <li>• Complete at least one observation per child enrolled per year.</li> </ul>
	I hereby grant my permission for my child to accompany his/her class on all field trips organized and conducted by Evergreen personnel in furtherance of Montessori program goals.
	I understand that it is necessary that Evergreen have at all times correct and current vital information on my child and me. I, therefore, promise to notify the Evergreen office promptly of any changes in our family's information—phone numbers, addresses, work place, and health issues.

	<p>I agree to be liable for the full amount of the tuition upon execution of this contract. I understand that tuition is assessed annually and that a payment schedule of nine equal installments is available. I realize that if I select the nine-payment schedule, my payment is not applied to the particular month in which it is paid but to the entire year's tuition. I understand that missing one or more monthly payments may result in my child's not being allowed to attend school until all payments due are paid to Evergreen. Also, missing one or more payments may result in my forfeiting the privilege to use the installment payment method in future years.</p>																				
	<p><b>Tuition payment in full is due on the first day of school, or in the case of following the payment schedule, on the first day of the month. A 10% late charge will be added to any tuition payment that is not in the school business office on or before 4:00 pm of the 3<sup>rd</sup> business day of the month in which it is due.</b> In the event that any check payable to Evergreen is returned by the bank for insufficient funds, a \$30 returned check fee will be charged in addition to the 10% late fee. If I have two checks returned for insufficient funds, further payments will be remitted in a form agreed upon with the school administration. Should any indebtedness evidenced by the contract be collected by or through an attorney at law, I agree that Evergreen shall be entitled to collect attorney's fees and the total amount of indebtedness to Evergreen.</p>																				
	<p><b>Dismissal Schedule:</b>  If withdrawal or dismissal of the child is necessary for any reason, whether as a result of accident, disciplinary action or otherwise*, then financial adjustments shall be made according to the following schedule:</p> <table border="0" data-bbox="357 966 1266 1302"> <tr> <td><b>If enrollment is cancelled:</b></td> <td><b>Parent(s) is (are) responsible for:</b></td> </tr> <tr> <td>Before June 1</td> <td>Payments #1-2</td> </tr> <tr> <td>June 1 – 30</td> <td>Payments #1-3</td> </tr> <tr> <td>July 1 – 31</td> <td>Payments #1-4</td> </tr> <tr> <td>August 1 – 31</td> <td>Payments #1-5</td> </tr> <tr> <td>September 1 – 30</td> <td>Payments #1-6</td> </tr> <tr> <td>October 1 – 31</td> <td>Payments #1-7</td> </tr> <tr> <td>November 1 – 30</td> <td>Payments #1-8</td> </tr> <tr> <td>December 1 – 31</td> <td>Payments #1-9</td> </tr> <tr> <td>January 1 – 31 or thereafter</td> <td>Payments #1-10</td> </tr> </table> <p><i>* Exceptions may be granted solely at the discretion of the school for transfer, extended illness, or other extenuating circumstances.</i></p>	<b>If enrollment is cancelled:</b>	<b>Parent(s) is (are) responsible for:</b>	Before June 1	Payments #1-2	June 1 – 30	Payments #1-3	July 1 – 31	Payments #1-4	August 1 – 31	Payments #1-5	September 1 – 30	Payments #1-6	October 1 – 31	Payments #1-7	November 1 – 30	Payments #1-8	December 1 – 31	Payments #1-9	January 1 – 31 or thereafter	Payments #1-10
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	<p>I hereby promise and agree to indemnify and hold harmless and to absolve from liability for any injury or accident, whether such injury or accident should befall my child or me, Evergreen school upon which premises such injury or accident may occur. This promise is given with the express intent that it accrue to the benefit of such third party owners of premises on which Evergreen classes are located and in consideration of such third parties having leased or rented to Evergreen premises upon which Evergreen may offer the program from which my child shall benefit, and in partial consideration, as recited above, of Evergreen having accepted my child into its Montessori program. Nothing contained in this paragraph shall be construed to absolve such third party owners or their officers or agents, from liability for the consequences of their negligent acts or omissions or of their willful misconduct.</p>																				

	<p>I hereby grant my permission for my child to be photographed at school and consent to the use of these photographs by Evergreen without compensation to me in brochures, classroom displays, newsletters, and any other ways Evergreen may deem necessary and appropriate to promote the program and its purposes and its goals.</p>
	<p>It is expressly understood and agreed by and between the parties hereto that this Contract and the Application, the terms of which are hereby incorporated by reference, set forth all of the promises, agreements, conditions and understandings between Evergreen Montessori School, Inc. and the undersigned parent/guardian relative to the enrollment of the child or children listed on the Contract and/or Application and that there are no other promises, agreements, conditions or understandings, either oral or written, between them other than herein set forth. It is further understood and agreed that no subsequent alteration, amendment, change or addition to the Contract shall be binding upon Evergreen Montessori School or the undersigned parent/guardian unless reduced to writing and signed by them, and by direct reference therein made a part hereof.</p>

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**