



## Enrollment Contract 2016-2017

**This contract is hereby entered into between Discovery Montessori Academy and:**

Parent/guardian Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

The parent(s)/guardian of: \_\_\_\_\_

Student's Name

To reserve a spot for your child for the 2016-2017 academic year, the Parent/Guardian must sign and initial this contract and return with the registration deposit to the school by **April 18, 2016**. ***After April 25, 2016 enrollment is open to the public and your child's space will not be guaranteed.*** It is also understood that upon acceptance of this contract by DMA it will become a binding document.

### Annual Deposit and Fees

- A \$500 [per child] **Non-Refundable** Registration Deposit is required to reserve your child's spot for the school year at Discovery Montessori Academy.
- First time applicants will be responsible for a one time Application Fee of \$75.
- If opting to pay grocery fees for the school year in one payment to receive the discount: \$450 per student will be due no later than **May 16, 2016**. Please see your Tuition Worksheet for details.
- The following non-refundable fees will apply, and are **due by May 16, 2016**
  - A \$50 Materials Fee per child (Nido, Toddler, and Primary Only)
  - A \$250 Materials and Activities Fee per child (Elementary Only)

The undersigned agrees to pay all fees and tuition in accordance with the DMA Tuition and Fee Schedule (attached hereto and made a part hereof). It is understood that if I/we should fail to meet our obligations hereunder and the school is required to pursue legal action, the undersigned agrees to pay, to the extent permitted by law, DMA's expenses of enforcement and collection of tuition, fees and related expenses, including without limitation, attorney's fees and costs.

Initials: M/\_\_\_\_\_ D/\_\_\_\_\_ Date: \_\_\_\_\_

## Tuition, Late Payment Penalties and Return Checks Fees

Tuition at Discovery Montessori Academy is an annual tuition for the academic portion of the school year (August to May). Parents have the option of making one payment, or dividing tuition into monthly installments. Parents opting to make a single tuition payment receive a 10% discount on the tuition, and a \$50 discount on the annual grocery fees. Discovery Montessori Academy does not offer discounts in monthly tuition for holidays, days students miss due to illness or family vacations, days school is scheduled to be closed for parent conferences, etc. or days missed due to circumstances outside of the school's control, i.e. weather, physical plant problems, etc.

Tuition is due the first day of the month with no deductions for any absences or holidays. If the first falls on a weekend it is the undersigned's responsibility to pay tuition on the Friday before. If tuition is not paid on the day that it is due, a late fee of \$10.00 will be added to the tuition for each day that it is late. When a payment is delinquent for one week, the child's space can no longer be reserved. ***We, the undersigned, understand that delinquency in payment of fees and/or tuition may result in dismissal from Discovery Montessori Academy.***

A \$35.00 fee will be charged for a check returned for insufficient funds. If this occurs, Discovery Montessori Academy will have the option to refuse any future checks.

### Withdrawal

It is understood that my child's attendance is a privilege and not a right. DMA reserves the rights to terminate, at its' discretion, any child's enrollment if at any time his/her conduct or cooperation with school authorities, of either student or his or her parent(s) is not in keeping with the school standards.

It is further understood that DMA reserves the right to require withdrawal of a student in situations of: repeated or serious violation of school rules; or, serious academic or behavior problems; or, if a student's or parent's influence is considered detrimental, or if the student or parent's presence in the school or parent's use of technology/electronic communication designed for school use, is considered undesirable; or, for any breach of this contract; or, if any information in the application for admission is materially incorrect. Any and all decisions will be made by the Head of the School and/or Director. All such decisions shall be final and not subject to judicial review or arbitration.

I/We understand that DMA hires teachers, purchases supplies and curriculum, and makes other financial commitments on a yearly basis, and these commitments are largely determined by the number of enrollment contracts. **Therefore, I/we understand that this contract is a binding financial commitment for the full academic school year August 8, 2016 through May 26, 2017. We also understand that if we choose to withdraw our child prior to the end of the year, we are obligated to pay all tuition and fees listed in this contract for the full academic year.**

Initials: M/\_\_\_\_ D/\_\_\_\_ Date: \_\_\_\_\_

**Rules and Regulations**

By signing this contract, I/we agree to give our cordial endorsement and to comply with all the policies, rules and regulations for the operation of DMA as they now exist or are hereafter amended. We further agree to bring any criticisms or concerns directly to the appropriate authority [Head of School/Director]. We will adhere to the guidelines outlined in the DMA Parent Handbook regarding conflict resolution.

I/We understand that the school day begins at 8:30am, and students will not be admitted after 9:00am without a doctor’s note, and not at all after 11:30am. *This is a very strict policy, which we agree to honor.*

I/We pledge to support DMA by attending a minimum of two Family Enrichment meetings, minimum of two PTCA meetings and/or events, and serving the school with our time and talents. We also agree to donate a minimum of thirty [30] volunteer hours per family during the academic school year. We understand that if our family has not completed volunteer hours by April 28, 2017 a fee of \$10 per outstanding hour will be charged.

I/We also understand that this contract may not be voided except by the action of the Head of the School.

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I/We have read this contract carefully and agree to all the terms and conditions stated herein.

\_\_\_\_\_  
Signature of Parent/Guardian

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

\_\_\_\_\_  
Signature of Parent/Guardian

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

\_\_\_\_\_  
Accepted by:  
Head of School and/or Director

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