

MONTESSORI ACADEMY OF LANCASTER

2750 Weaver Road, Lancaster, PA 17601

Ph. 717-560-0815 Fax. 717-560-0817

Date Received _____

Check No. _____

This Enrollment Agreement (hereinafter "Agreement"), entered into this _____ day of _____
20_____ between: _____

(Please Print Name of financially responsible Parent or Guardian)

(hereinafter "PARENTS") and Montessori Academy of Lancaster (hereinafter "ACADEMY").

PARENTS hereby agrees to enroll _____
(Please Print Name of Student) (as of Sept. 1)

(hereinafter STUDENT) in the ACADEMY f 2011-2012 academic year and requests a place to be held for the STUDENT in:

Toddlers (20 months thru 2 yrs.)

- ___ Toddlers
- ___ 2 Half days, M-T or Th-F 9:00 AM - 12:00 PM
- ___ 2 Full days, M-T or Th-F 9:00 AM - 3:00 PM
- ___ Toddlers
- ___ 3 Half days, M-T-W 9:00 AM - 12:00 PM

- ___ Toddlers
- ___ 3 Half days, W-TH-F 9:00 AM - 12:00 PM

- ___ 3 Full days M-T-W 9:00 AM - 3:00 PM
- ___ 3 Full days W-TH-F 9:00 AM - 3:00PM
- ___ Part Time Extended M & F 9:00 AM - 12:00 PM
and T-W-TH 9:00 AM - 3:00 PM
- ___ 5 Half days AM 9:00 AM - 12:00 PM
- ___ 5 Full days 9:00 AM - 3:00 PM

Preschool / Preprimary (3, 4 and young 5 yrs.)

- ___ 5 Half days 9:00 AM - 12:00 PM
- ___ 5 Half days 12:00 PM - 3:00 PM
- ___ Part Time Extended M & F 9:00 AM - 12:00 PM
T-W-TH 9:00 AM - 3:00 PM
- ___ 5 Full Days 9:00 AM - 3:00 PM

Before / After School Care

Earliest arrival 7:30 AM
Latest pick-up 5:30 PM

___ AM Care Arrival Time _____

___ PM Care Pick-up Time _____

Preschool / Preprimary (3, 4 and young 5 yrs.)cont

- ___ 3 Half days 9:00 AM - 12:00 PM _____ days
- ___ 3 Half days 12:00 PM - 3:00 PM _____ days
- ___ 3 Full days 9:00 AM - 3:00 PM _____ days

YOU MUST INCLUDE A MON. OR FRI. AS ONE OF YOUR
THREE DAYS WHEN INDICATING YOUR CHOICE

Kindergarten Program

- ___ 5 Half days 9:00 AM -12:00 PM
- ___ Part Time Extended M & F 9:00 AM - 12:00 PM
and T-W-TH 9:00 AM - 3:00 PM
- ___ 5 Full Days 9:00 AM - 3:00 PM

Kindergarten must attend 5 days.

Pre-First

- ___ 8:30 AM - 3:15 PM

Elementary (6-9 yrs.)

- ___ 1st grade 8:30 AM - 3:15 PM
- ___ 2nd grade 8:30 AM - 3:15 PM
- ___ 3rd grade 8:30 AM - 3:15 PM

Elementary (9-12 yrs.)

- ___ 4th grade 8:30 AM - 3:15 PM
- ___ 5th grade 8:30 AM - 3:15 PM
- ___ 6th grade 8:30 AM - 3:15 PM

_____ Days of the week AM care is needed

_____ Days of the week PM care is needed

MONTESSORI ACADEMY OF LANCASTER

In consideration for holding a place, PARENT encloses a non-refundable fee of \$100.00 tuition deposit.

PARENT agrees to pay for the following tuition 2011-2012

- _____ Annually (A) Due on or before 9/01/11.
- _____ Semi-Annually (S) Two Payments Due on/or before 9/01/11 and 1/01/12.
- _____ Monthly (l) Nine Installments Due on/or before the 1st of each month
9/01/11 through 5/01/12.

Late fees will be charged according to the Academy Policy and admission is contingent upon payment received on or before above due dates. The above tuition does not include Before/After Care or the Enrichment Program.

STUDENTS are enrolled for the complete academic School Year and PARENTS understands that payment of the full tuition in single or multiple installments is to be made in a timely manner. PARENT agrees to pay late fees and penalties as mandated by the Board of Directors for any payment not received under the terms of this agreement.

PARENTS understands that once the Academic Year begins, no portion of the tuition paid, outstanding, or due in the future, will be refunded or cancelled due to the withdrawal of the STUDENT from the school or due to his/her absences. If, for any reason, the Administrator or Directress of the ACADEMY requests that any STUDENT be withdrawn, then cancellation of the remainder of this Agreement or a refund may be in order. This decision will be made by the ACADEMY'S Board of Directors and their decision will be final.

PARENTS and ACADEMY agree that part of the consideration for this Agreement is the contribution of hours of service by PARENT to ACADEMY in a manner to be determined by the Board of Directors, or its designee. PARENTS may, at his or her option, pay a fee in lieu of services as set forth on the front of this Agreement.

PARENT further understands that this is a binding contract, the terms of which are contained on these two pages. Only the Board of Directors may waive or modify any of the terms of this Agreement and then only upon written request directed to the President of the Board.

The ACADEMY complies with Pennsylvania Department of Education guidelines #5183 regarding return of tuition. They define a school "term" as a semester (September through December and January through June). If a student is withdrawn from a private school more than thirty (30) days prior to the start of a term, there is no tuition obligation. However, the tuition deposit is non-refundable. If the student is withdrawn within thirty (30) days prior to the start of the term, twenty-five (25%) percent of the tuition for that term must be paid. Those who choose to pay tuition monthly are only responsible for the current month. In each case, the parent must notify the school in writing by "registered mail" of the withdrawal of the child. The postmark on such notice shall be considered the date of withdrawal.

I/We are the parent(s) or guardian(s) who will be financially responsible for the tuition and by my/our signatures agree to the terms and conditions above and to accept and abide by the Rules and Policies of the Montessori Academy of Lancaster as stated in their current Student/Parent Handbook, which is incorporated herein by reference and provided as part of this Agreement.

Date _____ (sign)

_____ (sign)

(Please Print Name)

(address)

(city, State, Zip)

Phone no.

E-mail Address