

Discover Me Montessori

ENROLLMENT AGREEMENT & CONTRACT

This is a legally binding contract, please read it carefully.

This Contract is between JONES MONTESSORI ACADEMY, LLC, doing business as DISCOVER ME MONTESSORI (hereinafter the "School") and the parent(s) or legal guardian(s) (referred to as "Parent," which term includes the singular or plural, as applicable) of _____ (hereinafter "Student"). All persons signing this Contract are jointly and severally liable for the tuition and fees set forth herein.

Parent's signature and/or initials on this Contract evidence Parent's understanding and agreement to the terms of this Contract, as follows:

This Agreement contains the terms agreed upon between School and Parent/Guardian for the care of:

student: _____ D.O.B. _____

student: _____ D.O.B. _____

student: _____ D.O.B. _____

1. Terms. The agreement begins **August 1, 2019**, and terminates the end of the **2019 - 2020** academic school year. All contracts must be renewed at the end of each year. Failure to comply with the terms set forth in this agreement may, at School's discretion, result in immediate termination of enrollment and forfeiture of any security deposit paid. If you terminate without notice, you will still be held liable for the current month's tuition.

2. Contracted Hours. School operational hours are 7:00 a.m. to 6:00 p.m. Regular instructional school day hours are 8:15 a.m. to 2:45 p.m. All schedules are a Monday-Friday basis. Parent is responsible for paying for full tuition regardless of absences, illness, or vacations they may take during our hours of operation and agreed upon schedule for student. Below, check and initial your agreed upon, contracted schedule. Instructional students may arrive as early as 7:45 for breakfast but it is not required. Breakfast will no longer be served after 8 AM.

FULL TIME EXTENDED SCHEDULE 7:00 AM - 6:00 PM _____ (initial)

PARTIAL EXTENDED SCHEDULE 8:00 AM - 4:00 PM _____ (initial)

INSTRUCTIONAL HOURS (REGULAR SCHEDULE) 8:15 AM - 2:45 PM _____ (initial)

It is crucial that your student be picked up by your contracted pick up time listed above. If you are not able to pick up your student by the contracted time, please have someone else available to pick up your student for you that is on the approved pick-up list. If you are running late or stuck in traffic please call/text School in advance, so that School is aware of the situation.

3. Payment Rate. See Tuition Fees & Schedule to complete the following.

WEEKLY: The payment rate will be \$ _____ and is due on the 1st Monday of each week or you can pay the monthly total with a 2% discount (unless you are using an additional teacher/sibling/military discount).

MONTHLY: The payment rate will be \$ _____ and is due on the 1st school day of each month or you can pay the semester total (with additional discount) at \$ _____. If student is absent from care on a scheduled day the normal rate will still be due. You are paying for a position, as well as a service, no refunds are given for late arrivals or early departures. School will give the parent/guardian a minimum of thirty days written notice of any increase in fees.

Please check and initial the payment plan you agree upon: WEEKLY _____ MONTHLY _____ SEMESTERLY _____

FOR OFFICE USE ONLY:

Date Scheduled to Begin: ___/___/___ Amount of Deposit Received: \$ _____ Date Deposit Received: ___/___/___

Class Assignment: _____ Re-enrollment (check here): Siblings: _____

4. Payment Schedule. Fees are payable in advance, no exceptions are made for absences due to illness, vacation, or other reason for missed attendance unless it has been arranged with the School and there is written consent. Payment is due on the first of each month. If received after the 4th school day of the week, a **late fee of \$25** will be assessed. Payment must be received on the day it is due (or prior to), even if your student is not in attendance. If payment is not received by drop off by the 5th day of the week, your student will not be accepted into attendance until payment (including all late fees) is received. If payment is not received by the Monday of the following week, contract will terminate, which will result in forfeiture of any deposit and care will no longer be provided. You will be responsible for all unpaid fees (the full tuition agreed upon above) and costs related to collection of unpaid fees. Repeated late-payment of fees may result in immediate termination of enrollment.

5. Payment Options: The School accepts check, or digital payments through Zelle or Cash APP. It is the parent/guardian's responsibility to make a timely payment based on their contracted payment agreement. More information about the Zelle Platform is at the end of this contract.

6. Late Pick Up Fees. Students need consistency and predictability in their lives. Arriving at school on time each day can meet that need. Students who arrive late are at a disadvantage for integrating into the morning's activities and disrupt the other Students' learning opportunities. Class begins **PROMPTLY** at 8:15 a.m. Students arriving late are disruptive to all classrooms.

Whether pick-up time is 2:30, 4:00 or 6:00 p.m. please be on time. If you have an emergency and cannot reach the school on time, please call or text the office and notify a staff member immediately. The School gives you a 10 minute cushion for traffic and unexpected things of that nature. After the initial 10 minutes past your scheduled pick up time, the below fee will be added to your invoice. If you are late, you will be responsible for late pick-up charges (**\$10 per 15 minutes**); charges will be made to your account. Repeated late pick up or early drop off may result in termination of care. Please have someone else available to pick up your student for you if you will be late.

7. Returned checks. In the event of a returned or NSF check parent/guardian will be responsible for all bank charges incurred by School and a **\$35 NSF fee** will be charged to your account. If payment is not received within 24 hours of NSF notification normal late fees will be accrued. Failure to pay within 5 days will result in termination of contract for non-payment and forfeiture of any deposit. After two NSF checks, all future payments must be paid in money order or Zelle only; checks will no longer be accepted.

8. Hours of Operation. School opens at 7:00 a.m. for extended care students, and school begins at 8:15. Students in attendance of regular hours may arrive no earlier than 7:45 a.m. in order to receive breakfast. These hours are strictly enforced. Repeated early drop off or late pick up (outside of contracted hours) may result in additional fees and/or immediate termination of care. School closed at 6:00 p.m. or earlier on designated half-days. See Academic Calendar for more information on half-days.

9. Holidays. Please refer to the annual academic calendar for holiday closures. When you sign this contract, you are signing that you understand the days the School is closed and are responsible for finding alternative care. Parents will be reminded of closures in advance.

9. Weather. Our school DOES NOT follow the Keller Independent School District closing and delay decisions. If we decide to close school or to delay opening due to hazardous weather conditions, information will be emailed to parents' preferred email address, posted on our school Facebook page (facebook.com/discovermemontessori); and texted via the Preschool2Me app. Opening changes may be posted as late as 6:45 a.m., so please check often. Our decision to open or close will take into consideration travel conditions and general safety of our staff, students, and parents. We ask that parents make their own travel and attendance decisions based upon weather and road conditions in their vicinity.

10. Absences. In the event that your student needs to miss a day, please call within 1 hour of regular arrival time or schedule it in the Preschool2Me app. Please remember even if student is absent from care the normal rate will still be due. You are paying for a position, as well as a service.

11. Additional Fees. An enrollment fee of **\$100** is due at time of enrollment (which includes the first semester's supply fee). A supply fee of **\$100** is due the beginning of the second semester (January) for student to be provided with proper materials and supplies needed for activities and projects throughout the year.

12. School Rules: Student's enrollment at the School is subject to the general statements, rules, regulations, conditions, and financial terms contained in the School's Parent and Student Handbook and other published documents, which may be amended from time to time. Parent acknowledges that Parent and Student must abide by such School rules and guidelines.

13. School/Family Cooperation: A positive and constructive relationship between the School and Family Member (defined as Parent, Student, or other person associated with Student) is essential to the School's educational purpose and responsibilities to its students. If any Family Member engages in behavior, communications, or interactions on or off campus, that is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in or disagreement with the School's policies, methods of instruction or discipline, or otherwise interferes with the School's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to dismiss the Family or Family Member from the community. The School may also place restrictions on a Family Member's involvement or activity at School for other reasons that the School deems appropriate. Any determination under this Paragraph shall be in the School's sole discretion. There will be no refund of tuition where such dismissal occurs and any unpaid balance is payable in full according to the terms of this Contract. The School also reserves the right to withdraw an offer of enrollment or re-enrollment at any time and to void an executed Enrollment Contract.

14. Termination of Student's Attendance: The School has the right to suspend or terminate the attendance of any student for reasons set forth in the Parent and Student Handbook (or other published document), for reasons that the School Administration considers detrimental to the School community, student, or to other students of the School, or for the Parent's failure to pay all or any part of the Parent's financial obligations for Student's attendance.

15. Illness. Under no circumstances should a parent bring a student to School sick. If you are not sure if your student is well enough to attend School, please call and discuss it with School. Masking your student's symptoms with over-the-counter medications and bringing them to School anyway is not allowed and may be cause for immediate termination. School understands and respects your need to work, is responsible for the health and well being of all student in care and will closely follow health department regulations when it comes to illness. For the health and safety of all student School has the right to refuse care to any sick student.

No student will be accepted with a fever (100°+), diarrhea, vomiting, runny nose with colored discharge, rash, discharge from eyes or ears, lice, and/or a communicable diseases (i.e. chicken pox, measles, influenza, pink eye, etc). Should a student become ill during care, parent/guardian will be notified and may be asked to pick the student up. Students also must be symptom free, without the aid of medication, for a period of 24 hours before they will be accepted back into care.

16. Medication. Nonprescription and prescription medications, ointments, and creams can be given to your student if needed. Parents are required to fill out the proper forms and to supply all medications in their original containers. Prescriptions must be labeled with the student's name.

17. Medical Emergencies. Minor bumps and scratches are inevitable, but the School makes every effort to keep students safe through supervision. Minor injuries receive appropriate first aid and if an emergency injury or illness occurs, parent/guardian will be contacted as soon as possible. If necessary, your student will be taken to the nearest hospital where you will be asked to meet us. Parent/guardians are responsible for all costs involved in emergency medical treatment, including emergency transportation if required. The School will not be held liable for any sickness/injury of either parent/guardian or student while on the premises or while the student is in the company of the School.

18. Arrival and Departure. It is normal for students to be hesitant and sometimes even cry when being dropped off. Please be very brief (no more than 5 minutes is sufficient) during drop off times as the longer you prolong the departure the harder it gets for your student. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. Also please do not allow your student to go outside unattended. Pick up and drop off can be a time of testing limits when two different authority figures are present (parent and School) and student may test to see if the rules still apply. It is important that you support School's rules at this time, this promotes consistency, and if you do not, the School will remind your student of inappropriate behaviors being displayed and take action to correct them if needed.

19. Authorized Pick up. Under no circumstances will the student be released to anyone other than parent/guardian or those listed below without written permission from parent/guardian. Even with written permission, any persons unfamiliar to School will be required to show valid photo identification. Please alert School in advance when anyone listed below will be picking up. Please remember to inform the above-named person(s) that photo ID must be shown before student can be released to them.

20. Discipline. No student will be hit, spanked, or belittled, while in School's care. No corporal punishment will be used, including by parent/guardian when on the premise. Students will be treated with courtesy, respect, and patience. Students are explained the rules of the School frequently so that all know the guidelines. Once a student understands the rules and disobeys them, the following guidance techniques will be used according to age and understanding level. All students will be given redirection, positive reinforcement, verbal warnings, and/or a time to 'think' about their actions and consequences (one minute per year of age or less) depending on the severity of the offense. If a student develops a persistent behavior problem, the School will address it with the parent/guardian and follow such circumstances drawn out in the Parent Handbook.

21. Supplies. Parents are requested to bring a blanket and pillow and lovey for rest time to be kept at the School and a complete change of clothing (including socks) appropriate for the weather. Soiled clothing will be sent home and a clean change of clothes should be brought back the next day. Good/special clothing is not recommended. All items need to be labeled with your student's initials. Water bottles, labeled with student's name, also need to be brought and they will be washed and remained in the School for frequent daily use by the student.

Parents are required to supply pull-ups/trainers and wipes for non-potty trained students and diapers, wipes, and diaper ointment for toddlers. School will notify you when/if your student's supply needs to be replenished but you are ultimately responsible for making sure your child has an ample supply.

22. Potty Training. School will be happy to help with potty training provided that parents initiate the process at home first, prior to the first day of school. School expects parents to encourage this process. Putting a student in a diaper during the potty training process will only confuse the student and delay the training process. All potty training students must wear clothing that they can handle successfully on their own - no onesies, no overalls, no belts or jeans with buttons or snaps. Elastic waist pants are the most appropriate. Parents will be asked to supply extra sets of spare clothing during the training period.

23. Birthdays/Parties. Parent/guardian(s) are welcome to bring special food treats for their student's birthday. Please arrange with School beforehand as other students may have allergies to specific foods. Students will learn about most major holidays and the School may have holiday parties and/or holiday related activities. Please see Parent and Student Handbook for more information.

24. Meals. Breakfast, lunch, and snacks will be provided daily at no additional charge. Parent/guardians are responsible for feeding student if he/she will arrive after breakfast. Monthly menus will be provided and posted.

25. Nap/Rest Time. Each student is required to have a rest period. If your student no longer naps, after the state required time of 45 minutes of rest, the School will utilize this time to do small group reading or one-on-one schooling to further develop academic skills. Parents are requested to supply a blanket for the student to be kept at school during the week. Drop off or pick up is highly discouraged during this period as it has proven to be very disruptive to the sleeping students.

26. Field Trips. The School is unable to provide adequate transportation so no field trips will occur at this time.

27. Transportation. The School does not have appropriate means of transportation to offer services.

28. Termination. This agreement may be terminated by the parent/guardian by giving two weeks written notice if the student or students are to be permanently withdrawn. Monthly dues are still required, even if withdrawal happens mid-month or beginning of month. School will also give the family two weeks written notice of intent to cancel this agreement except in cases of gross misconduct on the part of the parent/guardian or student, and/or failure to follow the rules set forth in this contract and the Student and Parent Handbook, in which immediate termination without notice may be given.

29. Confidentiality. All information provided will be kept confidential. Absolutely no information will be released to persons outside of the School other than parent/guardian unless prior written permission has been received.

30. Promotional Materials/Statements: The School continually strives to ensure the accuracy of all written materials, including, but not limited to, promotional information, catalogs, brochures, handbooks, and advertising. In an effort to do so, however, information included in the materials (including class sizes, student-to-teacher ratios, School accreditation, teacher qualification, specialization, and length of service, etc.) may change as programs grow and as staff changes. Prior to relying on any written materials in making your decision to enroll Student in the School, please verify the accuracy of information with the Admissions Office. Please also understand that even if the information was accurate at the time that you enrolled the Student, the information may change prior to commencement of classes or during attendance at the School. Please also note that only the Director (or her designee) has the authority to make commitments regarding the nature of the program, specific arrangements for Student, or other changes from the School's regular curriculum.

31. Photos and Images: The Parent agrees to allow the Student's name, photograph, voice, image, and information to be used by the School for use in the School's publications, promotion materials, social networks, and website, without compensation and without prior notice. Parent also allows Student to be interviewed by the media on campus or at school-related events. Parent releases and holds the School harmless from any liability stemming from the use of the Student's name, photograph, voice, image, or information.

[] **Initial:** _____

Student's Full Name: _____

32. School Directory: Parent authorizes the School to place family information, including name(s), home address(es), email address(es), and telephone numbers of Parent, Student, and other children in attendance at the School, in a directory of students to be available to School families. Parent acknowledges that this directory and the information therein is not to be used for commercial use and is not to be distributed to any person other than another School family.

[] Initial: _____

34. Authority: Each party represents and warrants to the other (1) that it has full power to enter into and perform its obligations under this Contract; and (2) that this Contract constitutes its legal, valid, and binding obligation, enforceable in accordance with its terms. Parents in two-parent households agree that each is acting as agent for the other. Modification of this agency relationship shall be in writing and delivered to the School. No oral modifications will be recognized or accepted.

35. Entire Agreement: This Agreement sets forth the entire understanding of the parties hereto with respect to the subject matter hereof and merges and supersedes all prior and contemporaneous oral understandings between the parties. There have been no representations or warranties made by any party other than the representations and warranties contained herein. *Both parents must sign (unless the School, in its discretion, permits enrollment with one parent's signature).

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

School Signature: _____ Date: _____

Zelle email: christacarol@discovermemontessori.com

Cash App: \$ChristaCarol

Chase QuickPay® is better together with ZelleSM

Chase QuickPay with Zelle is a fast, easy and convenient way to send and receive money from your friends, no matter where they bank.

What if my friends don't bank with Chase?

No problem. Non-Chase customers can sign up with their bank's person-to-person payment service or visit zellepay.com for more options. In addition to Chase, Zelle members include major U.S. banks such as Bank of America, Wells Fargo and U.S. Bank. Visit zellepay.com to learn more.

When will my money get there?

- If your recipient is another Chase customer or their bank is a Zelle member and supports real-time payments, they'll typically get their money within minutes.
- If your recipient's bank is a Zelle member but doesn't support real-time payments or your recipient is using clearXchange.com, they'll get their money 1 to 2 business days after it's sent, depending on their bank's processing time.
- If your recipient is using the Zelle app to receive payments, they'll get their money soon after it's sent.