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**Monarch Montessori School**

**12-month Contract**

Welcome to Monarch Montessori School. We’re glad you’ve decided to enroll with us. As is standard practice, we offer a 12-month contract to all families enrolled with MMS. Please review the terms of your contract, the agreed-upon tuition rate and add the necessary signatures below.

This agreement is entered into on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, between **Monarch Montessori School located at 218 East Monroe Avenue** and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Services**

Monarch Montessori School agrees to do the following:

1. Provide trained and experienced childcare staff
2. Provide constant supervision
3. Promote prosocial behavior
4. Promote a cohesive and non-competitive classroom environment
5. Feeding/assistance with meals
6. Diapering
7. Promote healthy eating and toileting habits
8. Educational instruction
9. Provide a safe and nurturing environment
10. Provide healthy snacks twice per day
11. Provide transportation for off-campus activities
12. Provide a daily instructional schedule
13. Conduct quarterly educational assessments & parent-teacher conferences
14. Provide opportunities for parent engagement
15. Provide childcare during normal operational hours
16. Provide a school calendar containing closures and events
17. Provide a method of mass communication

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby agree to the terms outlined in the Client Agreement and Parent Handbook.

I agree to pay a rate of \_\_\_\_\_\_\_\_\_\_ per \_\_\_\_\_\_\_\_\_\_.

I understand that tuition is due on the 1st of each month and that I will be assessed a late fee of $70 should my tuition payment be made after the 4thth .

I understand that the late fee must be included at the time the late tuition payment is made.

I understand that Monarch Montessori School reserves the right to withdraw my child from the Center due to non-payment, returned checks or declined credit card payments.

**Withdrawal**

If you elect to withdraw from Monarch Montessori School, we require that families give a 30-day notice. Notice must be given in writing and tuition will be assessed 30 days from your projected last date of enrollment. Your bill must be paid in full to avoid collection costs.

**Code of Conduct**

At Monarch Montessori School, we will do our best to work with any family in need of childcare. However, we reserve the right to terminate any contract for prolonged offensive, violent and inappropriate behavior.

**Tuition Increase**

I agree to a possible escalation of 3% in tuition costs on a yearly basis.

**Reenrollment**

As stated in the Client Agreement, Monarch Montessori School requires that all families reenroll their child should they wish to do so, on their 12-month anniversary. Monarch Montessori School agrees to give enrolled parents first preference once a reenrollment request has been made.

I agree to pay the reenrollment fee of $195 in addition to insurance for $120, no later than one week after my anniversary date to hold my child’s spot.

I understand that if payment to reenroll my child is not received within 7 calendar days, I forfeit my child’s spot.

**Amendments to the Contract**

I understand that any amendments to my 12-month contract must be approved by Monarch Montessori School’s Management.

Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_