



# NORTH END Montessori School

## CONTRACTUAL AGREEMENT

CHILD'S NAME (LAST, FIRST)

DATE

### GENERAL OPERATING POLICIES:

1. North End Montessori School (NEMS) provides year round programming Monday through Friday with hours of operation from 7:00 a.m. to 6:00 p.m. Please visit our website or call 603.621.9011 for detailed calendar information including holiday/closings and important program dates.
2. Children ages 1-12 years will be accepted for programs.
3. North End Montessori School will provide 30-days' notice to parents/families before making changes in services or any other significant changes.
4. If your child is sick during the day (i.e., fever, vomiting, diarrhea, earaches) parent(s)/guardian(s) will be contacted (if parent(s)/guardian(s) cannot be reached, then the emergency contact person provided will be contacted), and the child will be sent home.
5. Only prescription medication will be given to children during the program. Staff will administer nonprescription medication (i.e., aspirin, antihistamines, vitamins, etc.) only when accompanied by a doctor's note. We encourage parents to keep children who are feeling ill at home.

For additional information regarding school procedures and guidelines for parents, please refer to the student/parent handbook.

### TUITION AND FEES:

Tuition cost varies according to individual program selection/participation as indicated on the REGISTRATION & EMERGENCY CONTACT INFORMATION FORM filled out by each family upon enrollment. Tuition includes most curriculum related activities & materials. Parents will be notified of additional costs such as field trips or outside resource enrichment program offerings. Please visit our website or call North End Montessori School 603.621.9011 for detailed information about what is included in your child's particular program. We do not provide make-up days or refunds for student/child illness or absences.

#### Tuition & Fees:

1. There is a one-time enrollment/administration fee of \$100.00 per child.
2. Tuition is due in advance. Payments may be made weekly, bi-weekly, or on the first Monday of the month. The first payment is due on/before your child's first day of school. If you require other payment options please contact North End Montessori School 603.621.9011.
3. Tuition is due during holiday/vacation weeks (yours and/or ours), payable on the Friday prior to vacation. Please note: tuition rates and payments are factored during NEMS budget planning.
4. Tuition payments must continue to be made during any 30-day student withdrawal period.
5. A \$50.00 fee is assessed for late payments.
6. A \$50.00 fee will be assessed for returned checks.
7. A late pick up fee of \$5.00 per minute after 6:00 pm will be assessed per child.

### DAMAGES:

Both the parent or guardian and North End Montessori School will make efforts to teach children to use materials carefully and to avoid damaging property that belongs to others. However, in the case of serious damage (over \$50.00 in value), the parent agrees to cover the cost of replacement or repair.

### THE PARENT(S)/GUARDIAN(S) AGREES TO:

1. Ensure that North End Montessori School has received all current and completed forms and the enrollment fee & first tuition payment before the first program/school day.
2. Call NEMS 603.621.9011 by **8:00 a.m.** if your child will be absent.
3. Have your child dressed, fed and ready to participate upon arrival each day.



**CONTRACTUAL AGREEMENT**

4. Provide a complete change of clothing for your child, appropriate for the weather and updated each season to ensure a proper fit/comfort, to be left at North End Montessori School.
5. Provide food/lunches/snacks for your child.
6. Notify NEMS staff of any contagious illness so we may inform other parents and keep students/staff healthy.
7. Notify the school sufficiently in advance if you will be early or late for drop-off or pick-up of your child.
8. Call or send a note if someone else is picking up your child and have that person provide proper identification to NEMS staff.
9. Sign parent permission slip prior to your child taking a field trip.
10. Provide a copy of liability insurance (automobile) to North End Montessori School to keep on file if you plan on transporting other people's children during school field trips.
11. Provide a **30-day notice** if you plan to withdraw your child. \*I/We understand tuition is due during the 30-day withdrawal period.

One signature required:

\_\_\_\_\_  
PARENT/GUARDIAN- Print Name

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN- Print Name

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE