



MONTESSORI ONE ACADEMY

Address: 9360 Holly Avenue, NE, Albuquerque, New Mexico 87122
Phone Number: 505.822.5150
Fax Number: 505.822.5120
Web Address: www.montessorione.net

ENROLLMENT CONTRACT

Student's Legal Name: _____ Date of Birth: _____

Student's Preferred Name: _____ Place of Birth: _____

Parent/Guardian Name I: _____ Phone Number: _____

Email Address: _____ Social Security #: _____

Parent/Guardian Name II: _____ Phone Number: _____

Email Address: _____ Social Security #: _____

Student Address: _____

Street Address

City State Zip

Please read and initial each box:

Montessori ONE Academy offers the following payment options.
 One-Payment Plan
 Two-Payment Plan (due August and January)
 Twelve-Payment Plan (monthly)
 *Note, NM Gross Receipts Tax will be added to all tuition payments at the current rate.

In addition, a non-refundable \$100 application fee and annual registration fee of \$650.00 must be paid in full by JULY 15th. Failure to receive the completed Enrollment Contract and Registration Fee by July 15th will result in releasing your student's enrollment spot in order to offer the spot to another qualified student.

If your child is withdrawn from school before July 31st, you will NOT be obligated to pay the total annual tuition. If your child is withdrawn between August 1st and August 31st, you will be obligated to pay the total annual tuition, however, withdrawal only due to moving out-of-state, with proof of new residence, you will be obligated to pay 50% of the total annual tuition. Withdrawal after August 31st, for any reason, you will be obligated to pay the remaining annual tuition for the academic year.

The undersigned Parent(s)/Guardian(s) is responsible for expenses in enforcing the terms of this Enrollment Contract. Expenses may include, but not limited to, late payment fees, attorney's fees and collection fees. Tuition fees are due by the 10th of each month. For payments delayed 30 days past their due date you will be charged a \$50 late fee at each occurrence, up to an annual maximum of \$500.

The undersigned hereby contracts to enroll this student at Montessori ONE Academy (“MONTESSORI ONE ACADEMY” or “School”). I/We, the “Parent(s)/Guardian(s)” have read, understand, and agree to the following terms and conditions:

I. Enrollment

Parent/Guardian hereby enrolls Student for entire school year beginning August through July in MONTESSORI ONE ACADEMY program indicated below, under the terms of this contract.

II. Annual Enrollment Deposit

A nonrefundable Annual Enrollment Fee* of \$650 per family is collected during the enrollment period for returning students.

III. Annual Tuition

Annual tuition is re-evaluated with each school year and increases may occur at start of each school year. Annual tuition may be prepaid in full or divided into monthly installments for the convenience of our families.

IV. Additional charges

Additional charges may include, but not limited to, the following:

- Before and/or after class fee (unless signed up for extended day program): \$10.00 per hour.
- Late pick up charge: \$10.00 per minute AFTER 6:00 P.M.
- Supplies and material fee: \$15 per month for preschool and elementary
\$20 per month for NIDO

Some optional fees may apply for activities available on Fridays – i.e., Pizza, Special Treats, etc.

V. Payment Options

Parent/Guardian must check ONE of the following payment plan options listed on this agreement. Tuition will be adjusted accordingly for students that make a mid-year transition to the next upper-level program.

- Payment options: Monthly pay – annual tuition divided into 12 equal payments
- Semi-annual pay – annual tuition divided into 2 equal payments
- One Annual Payment – One lump sum tuition payment at start of academic year

VI. Sibling Acceptance and Discounts

Siblings of currently enrolled students will receive priority acceptance once the following conditions are met: 1) child is developmentally ready; and 2) when an opening is available. Every opening will be filled promptly, if not by a sibling, then by the next qualified applicant. If the sibling is not enrolled at that time, the child may be placed at the end of the priority acceptance list until another opening becomes available. For families with 2 or more children enrolled, a discount of 15% will be applied to the lesser tuition amount.

VII. Late Pick Up

For late pick up, Parent/Guardian agrees to pay a charge of \$10 for every minute late after your scheduled program time. Please be considerate of our staff and pick up students promptly to avoid late pick up charges. Late pickup fees will be applied to your monthly invoice. If a Parent/Guardian is late for more than 30 minutes, staff will proceed accordingly with the Parent Handbook Policy on late pick up. We request Parents to contact us immediately in unforeseen and unexpected circumstances and provide guidance to staff as to how to proceed.

VIII. Program Changes

The Enrollment Contract is valid from initial enrollment through the entire enrollment periods at Montessori ONE. Scheduling changes disrupt the consistency we strive for in our school environment. If a student program change is necessary, the Parent/Guardian must submit written notice and be approved by the School Director 30-days before the date of change. If the program change is granted, Tuition may be pro-rated.

IX. Late Payments

Failure by Parent/Guardian to pay any scheduled payment shall be deemed a breach of this contract. Past due balances or payments received after the 10th of the month will be assessed a \$50 late fee. Failure to pay tuition and other fees when due may result in termination of enrollment and/or denial of future re-enrollment. Tuition payments more than 60-days delinquent will result in termination of Student’s enrollment. In the event that legal action is taken by the school to collect delinquent accounts, the Parent/Guardian agrees to pay all collection costs, including but not limited to third-party collection fees, court costs, and attorney fees.

Late tuition over four weeks from due date	\$50 fee
Late tuition over eight weeks from due date	Enrollment suspended until tuition paid
Returned check/NSF for electronic payments	\$35 + bank fees

Delinquent accounts sent to collections	\$100/m + collection & attorney fees
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X. Financial Responsibility - Withdrawal

NIDO, Toddler, and Primary Program

MONTESSORI ONE ACADEMY requires written notification of at least 30 days before the date of student withdrawal of NIDO, Toddler, and Primary students. Failure to do so will result in a penalty equivalent to one month's tuition. If suit or action by an attorney or collection agency is required to enforce collection, attorney or agency fees will be billed to your account.

Elementary Program

If a Parent/Guardian of Elementary child(ren) chooses to un-enroll a student before the end date of the contract (July 31st of each academic year), the Parent/Guardian will be held financially responsible to pay 50% of the remaining annual tuition owed at the time of withdrawal. Withdrawal after August 31st for any reason, you will be obligated to pay the remaining tuition for the academic year. If suit or action by an attorney or collection agency is required to enforce collection, attorney or agency fees will be billed to your account.

*A review of extenuating circumstances may be brought to the Director for approval of any exceptions to this clause.

XI. Termination

It is understood that the Student and Parent/Guardian agree to support all School policies, as set forth in the Parent/Guardian Handbook. The school reserves the right to terminate a student in situations involving repeated or serious violation of School rules, or serious academic problems, or if a student's influence is considered harmful or for any breach of this Enrollment Contract. If a student indicates by his/her behavior that he/she is either not ready or not adaptable for a Montessori program, or for any medical or psychological reasons for which the school is not equipped, the school also reserves the right to counsel the student out of the program. Such decision will be made by the Program Director in consultation with the school's faculty. The Parent/Guardian will be given a minimum of 2-weeks to find an alternative educational program or childcare for the student. If the decision to counsel the student out of the program is made by the school, the remainder annual tuition due will be waived.

MONTESSORI ONE ACADEMY also retains the right to terminate the Enrollment Contract at any time over the following: (1) substantial budget constraints; (2) outright closure of the school; (3) force majeure, which shall include, but not be limited to (a) health outbreaks, epidemics, and pandemics of any kind that the school determines causes a substantial risk to the health and safety of staff and/or students; (b) orders or recommendations of school closures by any state or federal administrative agency; (c) any natural event, including but not limited to fire, flood, act of God, war, governmental action, act of terrorism, natural disaster; or (d) any major event beyond the school's control. Such acts shall permit the school to terminate this Agreement and school shall be under no obligation to provide further services or be otherwise liable under this Agreement.

XII. Waiver

No singular waiver by the school of any late payment or other breach of this Enrollment Contract will operate as a waiver of any other late payment or breach or of the same late payment or breach on a future occasion.

XIII. Contract Cancellation

Any cancellation after 30 days of signing this contract will be considered a withdrawal and subject to the provisions of Section X and XII above.

XIV. Amendment

This contract is the entire contract between the School and Parents/Guardians, who are the parties concerning this Student for the duration of enrollment at Montessori ONE and may be amended only in writing signed by the School Director and Parent/Guardian.

XV. Non-Discrimination

MONTESSORI ONE ACADEMY admits students of any sex, race, color, national or ethnic origin, and are accorded all the rights, privileges, programs, and activities generally made available to students at the school. MONTESSORI ONE ACADEMY does not discriminate on the basis of sex, race, color, national or ethnic origin or disability in administration of its education policies, admissions policies, and other school-administered programs.

XVI. New Mexico Law

This contract shall be construed according to the laws of the State of New Mexico.

XVII. Effective Contract

This contract is valid from the date of signature through the duration of enrollment at Montessori ONE and will be effective when signed by a responsible party. The signature of each Parent/Guardian financially responsible for the student, by signing below, agrees

to be jointly and severally liable for the obligations under the Enrollment Contract. This contract constitutes the full and final agreement between Montessori ONE Academy and Parent(s)/Guardian(s).

I have read and accept the terms of this enrollment contract. I understand that I am obligated to read the current Parent Handbook, including all future editions and are bound by the policies stated therein.

I understand that in order to fulfill the mission of Montessori ONE, a positive working relationship between Montessori ONE, the student and the student's parent(s)/guardian(s) are needed. Montessori ONE reserves the right to end enrollment of a student at its sole discretion if the student has poor performance, does not meet the curriculum requirements, behaves counter to school standards and expectation of student behavior, excessive tardiness, or absence, contradicts the instructional purpose of the school or the student's account is not paid.

In the event that the school must close due to natural catastrophes, government assessment to shut down schools, local or national security (ex: medical quarantines, acts of terrorism, etc.), Montessori ONE will fulfill the academic year by additional days to the school year.

In providing a well-rounded education, Montessori ONE students are expected to participate in activities such as, but not limited to, academic, athletic, experiential education, field trips or activities specific to the student's interests. Montessori ONE does its best to prevent injuries and assure the wellbeing of every student. However, should an injury occur, by enrolling in Montessori ONE, parent(s)/guardian(s) acknowledge the risk of possible injury associated with participation in a school-related activity, regardless of whether the activity occurs on campus or elsewhere, and will not hold Montessori ONE Academy liable for such injuries or loss of any kind. Parent(s)/Guardian(s) understand that the student is expected and required to abide by the policies and conduct stated in the Parent Handbook at all times and during all activities, including off-campus activities and events.

Parent(s)/Guardian(s) authorize Montessori ONE Academy to use their child's name, photographs, videos, their writing, artwork and audio recordings in school publications, website, social media and advertising both print and electronic. If you do not want your child to participate in any of these types of materials, please notify Montessori ONE in writing and also make your child aware of your request.

I/We, the parent(s)/guardian(s) of _____, accept all the terms and conditions stated in this Enrollment Contract.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

MEDIA AND ONLINE CONSENT:

Montessori ONE Academy students often work on large-scale projects that require the use of media resources such as the Internet, educational videos or recordings. All media resources have age-appropriate controls in place. By signing below, you are giving Montessori ONE permission for your child to use these media resources.

Under the Children's Online Privacy Protection Act (COPPA), websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. Schools are permitted to consent to the collection of personal information on behalf of parent(s)/guardian(s), thereby eliminating the need for parent(s)/guardian(s) to give parental consent directly to the website operator.

Your child's teacher will provide a list of websites used by Montessori ONE students that require the collection of personal information. Parent(s)/Guardian(s) are responsible for reviewing each website. Your signature below serves as your permission for your child to have access to those websites, as well as your permission for this school to upload your child's personal information.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date