



# Enrollment Contract

2011-2012 School Year

**CONTRACT:**

An Enrollment Contract made by and between Rock Prairie Montessori School, Janesville, Wisconsin (referred to hereinafter as "RPMS") and Parents/Guardians: \_\_\_\_\_ and  
(mother's printed name)

\_\_\_\_\_ (referred to hereinafter as "Parents") as follows:  
(father's printed name)

**1. ENROLLMENT: (Please see page two for Programs and Payment methods)**

The Parents desire to enroll the following child(ren) in the Program(s) indicated:

Name: \_\_\_\_\_ Program Code(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Please  Napper  Non-Napper Payment Method (1, 9, 10 or 12 months) \_\_\_\_\_

Name: \_\_\_\_\_ Program Code(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Please  Napper  Non-Napper Payment Method (1, 9, 10 or 12 months) \_\_\_\_\_

Name: \_\_\_\_\_ Program Code(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Please  Napper  Non-Napper Payment Method (1, 9, 10 or 12 months) \_\_\_\_\_

Name: \_\_\_\_\_ Program Code(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Please  Napper  Non-Napper Payment Method (1, 9, 10 or 12 months) \_\_\_\_\_

**2. TUITION:**

- 1 annual tuition payment plan: A 2% tuition discount will be applied to this option. One ninth of the payment is due no later than June 1<sup>st</sup> with the balance due on or before October 1<sup>st</sup>.
- 9 month tuition payment plan: The first tuition payment must be made no later than June 1<sup>st</sup> with the remaining eight installments due monthly by the first of the month beginning October 1<sup>st</sup>.
- 10 month tuition payment plan: The first tuition payment must be made no later than June 1<sup>st</sup> with the remaining nine installments due monthly by the first of the month beginning September 1<sup>st</sup>.
- 12 month tuition payment plan: The first tuition payment is due June 1<sup>st</sup> with the remaining eleven installments due monthly by the first of the month beginning July 1<sup>st</sup>.

RPMS offers a sibling tuition discount: a 20% discount is offered to families with two children enrolled at the school; 25% for a third child; 30% for the fourth child, etc. The full rate will be charged for the highest-priced tuition of any two or more enrollments.

**No tuition refunds or proration are offered for children's absences.**

The Parents are hereby obligated to pay the entire annual tuition, applicable fees and deposit regardless of their choice in payment plan options.

The Parents understand any changes in programming must be made in writing using the RPMS Class Change Form. Any changes in payment options must be made in writing using the RPMS Enrollment Contract.

3. PROGRAMS and TUITION AMOUNTS:

**YC** - Young Child (ages 2 – 3 years)

Program Codes	YC Program Choices	1 payment	9 month	10 month	12 month
	<i>Morning Program Times: 8:30am – 11:30am</i>				
<b>YC5</b>	5 day morning	\$4,495.95	\$499.55	\$449.60	\$374.66
<b>YC3</b>	3 day morning (M,T,W)	\$2,918.25	\$324.25	\$291.83	\$243.19
<b>YC2</b>	2 day morning (Th, F)	\$2,039.40	\$226.60	\$203.94	\$169.95
	<i>Afternoon Program Times: 11:30am – 3:30pm</i> <i>Napping available- please indicate if student naps on page 1</i>				
<b>YCME5</b>	* 5 day afternoon Montessori Enrichment	\$3,420.00	\$380.00	\$342.00	\$285.00
<b>YCME3</b>	* 3 day afternoon Montessori Enrichment (M, T,W)	\$2,205.00	\$245.00	\$220.50	\$183.75
<b>YCME2</b>	* 2 day afternoon Montessori Enrichment (Th, F)	\$1,530.00	\$170.00	\$153.00	\$127.00

**CH** – Children’s House (ages 3 – 6 years)

Program Codes	CH Program Choices	1 payment	9 month	10 month	12 month
	<i>Morning Program Times: 8:30am – 11:30am</i>				
<b>CH5</b>	5 day morning	\$3,708.00	\$412.00	\$370.80	\$309.00
<b>CH3</b>	3 day morning (limited openings)	\$2,966.40	\$329.60	\$296.64	\$247.20
	<i>Afternoon Program Times: 11:30am – 3:30pm</i> <i>Napping available- please indicate if student naps on page 1</i>				
<b>CHME5</b>	* 5 day afternoon Montessori Enrichment	\$2,970.00	\$330.00	\$297.00	\$247.50
<b>CHME3</b>	* 3 day afternoon Montessori Enrichment (M, T,W)	\$2,385.00	\$265.00	\$238.50	\$198.75
<b>CHME2</b>	* 2 day afternoon Montessori Enrichment (Th, F)	\$2,070.00	\$230.00	\$207.00	\$172.50

\*Afternoon Montessori Enrichment programming: You must be in attendance on the same day morning program in order to enroll in an afternoon Montessori Enrichment program

**EX** – Extended Day Program (ages 5 – 6 years) - Kindergarten

Program Code	<i>Program times: 8:30 am – 3:30 pm</i>	1 payment	9 month	10 month	12 month
<b>EX</b>	Extended Day	\$6,588.00	\$732.00	\$658.80	\$549.00

**EL** – Elementary Program (ages 6 – 9 years)

Program Code	<i>Program times: 8:30 am – 3:30 pm</i>	1 payment	9 month	10 month	12 month
<b>EL</b>	Elementary	\$5,500.00	\$611.11	\$550.00	\$458.33

#### 4. FEES:

A snack fee of \$50 per semester will be invoiced accordingly. An annual material fee of \$50 will be invoiced accordingly. **A non-refundable enrollment deposit is due at the time of application.** This deposit will be credited to your May tuition invoice. This deposit may be paid in a lump sum of \$150 or \$50 with the next two installments billed concurrently with the next two monthly invoices. *Please indicate your choice below:*

- \$150**                       **\$50 and invoice remaining**

Parents who do not meet the required volunteer service hours as described in the Family Handbook are expected to 'buy out' the balance of those hours. All two parent families will be responsible for a \$200 service fee (20 hours) and all one parent families will be responsible for a \$100 service fee (10 hours). Service hours are to be completed by April 25<sup>th</sup> of each school year. The complete service hour fee will be prorated and any balance due will be indicated on the May invoice.

#### 5. EDUCATION:

RPMS will strive to educate by:

- Providing educational excellence, guided by Montessori principles and the International Montessori Council Standards.
- Offering a curriculum including the highest quality mathematics and geometry, global social studies, language, the sciences, geography, the arts, physical education, and practical life skills.
- Maintaining carefully-prepared learning environments and indoor and outdoor state-of-the-art facilities.
- Attracting and retaining exceptional and qualified teachers, passionate about child-centered education.
- Promoting virtues and qualities, such as respect, charity, order, independence, morality, honesty, self-discipline, freedom, the intrinsic motivation to learn, and diversity spanning cultures, languages, and economics.

#### 6. POSITIVE DISCIPLINE:

All behaviors, which respect others, oneself and the school environment and materials, are acceptable in a Montessori environment. The focus of RPMS is the preparation of an environment, both physical and psychological, which promotes the development of self-discipline in children. Concentration, focus, and independent learning are our values. Children must always be respected. Physical harm to oneself, others, or the materials is not acceptable. RPMS and the Parents will work together to be consistent at home and at school with child guidance methods and limit setting.

#### 7. PARENT HANDBOOK:

The Parents have read the information provided in the RPMS Family Handbook.

#### 8. DROP-OFF & PICK-UP:

We, the Parents, understand the following: All academic programs begin at 8:30 am with the period of 8:20-8:30 considered arrival time; all morning only academic programs end at 11:30 am with the period of 11:20-11:30 considered pick-up time; all full day academic programs end at 3:30 pm with the period of 3:20-3:30 considered pick-up time; After Care Programs end at 4:00 pm; 4:30 pm; 5:00 pm and 5:30 pm depending on option choice. Children arriving before 8:20 and/or remaining beyond the respective pick-up times will be invoiced for Drop-In Before Care and/or After Care dependent upon program. Pick-up times of 5:35 pm or later will be billed at a \$1.50 per minute charge.

9. DELINQUENT ACCOUNTS:

If an account goes past due by 30 days, the Director of Operations will contact the responsible parties. Immediate payment will be asked for. If full payment cannot be made, a payment plan not to exceed 60 days will be put into place and agreed upon by both parties. If contact and/or a payment plan cannot be worked out, at 60 days past due, the account will go to Small Claims Court and services by RPMS will be terminated.

10. ADMISSIONS:

The above indicated child(ren) will have a place **reserved** in the program(s) selected when RPMS receives the completed and signed Enrollment Contract, Student Information Form and the enrollment deposit. The above indicated child will be **enrolled** once all aforementioned forms and the first tuition payment are received. Enrollment of any child into a selected program is subject to prior teacher or administrative approval.

When RPMS fills a program, names of children who are recommended for this same program will be placed on a waiting list. An effort is made to balance the full enrollment in each program with regard to age, sex, and Montessori experience. If all factors are equal, preference will be given to a student who has other siblings in our program(s). If this is not applicable, the determining factor will be the date of initial enrollment at Rock Prairie Montessori School.

The enrollment fees are waived until placement of the student can be made in the requested program(s). RPMS will contact the Parents by phone and mail. The family will have five business days from the initial phone call to accept or decline. If the space is accepted, the enrollment fee must be paid during that five-day window.

11. WITHDRAWAL:

Requests to be released from this contract must be submitted in writing to RPMS no less than 30 days prior from the date of withdrawal. Such releases refer to tuition only. Under no circumstances will fees or the deposit be refunded. The entire payment obligation remains in effect until the Head of School grants release from the contract in writing. **Days of school missed for any reason are not refundable and may not be made up.**

The emotional and physical well-being of all children at all times is the foundation of a Montessori classroom. All children are enrolled at RPMS on a provisional basis. It is possible that a particular child may not adjust or be suited to the Montessori environment. If this occurs, and if in the judgment of RPMS or the Parents, the child is not benefiting from the Montessori experience, and/or is interfering with class function, the Parents may be instructed, or instruct the school, to withdraw the child.

12. AGREEMENT:

We, the Parents, hereby apply for enrollment of the above indicated child into RPMS. We have indicated our program choice and payment plan choice. This contract embodies the full agreement between the Parents and RPMS. RPMS reserves the right to recover legal fees necessary to enforce this enrollment contract from the applicable parents/guardians.

Parent/Guardian: \_\_\_\_\_  
(signature)

Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_  
(signature)

Date: \_\_\_\_\_

RPMS Head of School: \_\_\_\_\_  
(signature)

Date: \_\_\_\_\_

RPMS Director of Operations: \_\_\_\_\_  
(signature)

Date: \_\_\_\_\_

Rock Prairie Montessori School  
**Student Information**

2011-2012 School Year

One form needs to be completed for each child enrolled.

(PLEASE PRINT)

Last Name:	First Name:	Middle Initial:	
Preferred First Name:	Gender: M / F	Date of Birth: / /	Age (as of Sept. 1st):
Family E-mail Address #1:	Family E-mail Address #2:		

<b>Office Use</b>	Class:	Teacher:	Start Date: / /
-------------------	--------	----------	-----------------

<b>Mother's Information</b>			
Name:	_____		
Address:	_____		
	City	State	Zip
Occupation:	_____		
Place of Work:	_____	Daily Hours:	_____
Phone #'s:	_____ / _____ / _____		
	home	work	cell

<b>Father's Information</b>			
Name:	_____		
Address:	_____		
	City	State	Zip
Occupation:	_____		
Place of Work:	_____	Daily Hours:	_____
Phone #'s:	_____ / _____ / _____		
	home	work	cell

**Residence:** Child lives with:  Both Parents  Mother only  Father Only  Shared/Split Custody  Other: \_\_\_\_\_

\*Legal Custody:  Both Parents  Mother only  Father Only  Guardian

\* RPMS reserves the right to request legal documentation for verification purposes.

**Directory:** See the Family Handbook for exceptions to nondisclosure. (Please choose an option below.)

- Please include my family's directory information in the RPMS Student Directory which will include my name, my child's name, class, address, and home phone number.
- I would **not** like my family's directory information published in the RPMS Student Directory.

**Photographs:** (Please check if you agree.)

- I/We give RPMS permission to photograph my/our child engaged in school activities, and to use these photos in promotional materials.

**Insurance Notice:** (Please check if you agree.)

- I/We understand that RPMS does not provide any type of health or accident insurance for injuries incurred by my child at school.

Please see the reverse side.

### Health and Emergency Contact Information

Does your child have Allergies:  No  Yes

If yes, please list them: \_\_\_\_\_  
\_\_\_\_\_

Are there any medical conditions (mental, emotional, physical) that would affect your child's participation in school activities including, but not limited to: physical education, outdoor recess, fire drills, group snack/lunch, classroom activities, etc.?

No  Yes

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Physician Name: \_\_\_\_\_ Clinic: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

The following persons (age 16 or older) may be called in an emergency, when parent(s) or guardian cannot be reached, and have permission to remove and transport my child from school.

\_\_\_\_\_ Phone: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Emergency Contact Name home work cell

\_\_\_\_\_ Phone: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Emergency Contact Name home work cell

In addition to those listed as emergency contacts, the following persons (age 16 or older) are authorized to transport my child:

Authorized Person	Signature of Parent/Guardian	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The above form is filled out to the best of my knowledge. I understand that my child will only be authorized to be picked up by those persons listed on this sheet. **Changes must be made in writing by a parent/guardian.**

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Helpful Information

**School District:** Please indicate the school district that you reside in: \_\_\_\_\_

**How did you learn of Rock Prairie Montessori School?**

- Newspaper  Current parent (list): \_\_\_\_\_
- Phone Book
- Internet  Other: \_\_\_\_\_

**Siblings:**

_____	_____	_____	_____
Name	Age	Name	Age

---

Name

Age

---

Name

Age

*Going Beyond the Common Classroom Experience*