



Tuition Agreement Infant & Toddler 2013-2014

Child's Name: _____ Birth Date: _____

New to Monarch or Currently enrolled and changing schedule \$25 Fee

Parent or guardian responsible for payment:

Parent/Guardian: _____ Relationship: _____

Email: _____ Cell #: _____

Driver's License #: _____ State: _____ SS #: _____

Referred By: _____

Program Data

Enrollment Date: _____ Start Date: _____ Infant Toddlers

<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	<input type="checkbox"/> Option 3
<u>Fulltime</u>	<u>Partial Week 3 Days</u>	<u>5 Half Days –Toddlers ONLY</u>
5 full days (up to 10 hours)	<input type="checkbox"/> M, Tu, W <input type="checkbox"/> W, Th, F	<input type="checkbox"/> 8:00am – 12:30pm or <input type="checkbox"/> 2:00pm – 5:30pm
Hours: ____am to ____pm <i>*Drop-off no later than 9:00 AM for toddlers</i>	<u>Partial Week 2 Days</u>	
	<input type="checkbox"/> M, Tu <input type="checkbox"/> Th, F	
Tuition \$ _____/month	Tuition \$ _____/month	Tuition \$ _____/month

I agree to pay tuition in the amount of \$ _____ semi-monthly (additional \$20) monthly

I have read and agree to the terms on **both sides** of this financial agreement. The above information is correct. I understand it is my responsibility to inform the staff and First Steps at Monarch Montessori **two weeks in writing** anytime the above information changes.

I also acknowledge that I am responsible for possible additional charges and/or fees as stated in the terms of this financial agreement that are not covered under my monthly contracted amounts.

Parent/Guardian Signature _____ Date _____

Please read and sign the back of this form! Rev 4.13

First Steps at Monarch Montessori of Denver – Tuition Agreement Continued

Payment Policies: _____ (initial)

- There is a non-refundable registration fee of \$100 per child/\$150.00 per family.
- There is an annual supply fee of \$100 per child that begins in September or your first month of enrollment.
- Payment must be made in the form of a check or money order and must be made payable to First Steps at Monarch Montessori.
- **Payment is due by 6:00 p.m. on the day payment is due (monthly – 1st of the month, semi-monthly – 15th of the month.) If your child does not attend on the day payment is due, then you should make your payment on the business day prior to the due date to avoid late fees.**
- Late payment fee of \$25.00 will apply if balance is not paid within 3 days of due date and 10% each day thereafter.
- Late payment will result in suspension of child care until unpaid balance is paid.
- Accounts past due for more than 90 days will be referred to a collection agency and you will be responsible for any collection costs incurred, including legal fees.
- A returned check fee of \$40.00 will be assessed to every returned check. After two returned checks, payments must be made by cash only.
- It is \$10 to replace or purchase a third swipe card (two swipe cards per family are given at time of enrollment).

Late and Illness Pick-up: _____ (initial)

- **A late pick up fee of \$20.00 per child for each 15 minute increment after 6:00 PM will apply.** All efforts will be made to contact the parent and/or responsible persons as listed on the EMERGENCY CONTACT SHEET. If the child has not been picked up by 45 minutes past closing, the Police and or the family crisis center will be called to pick up the child.
- In case of illness the child must be picked up within the hour. All families must have back-up care if a child needs to be excluded from group-care.

Contract Changes: _____ (initial)

- The parent/guardian is responsible for informing the Director in writing of any contract changes.
- Schedule changes must be submitted **two weeks prior in writing** to the effective date for Director Approval and to affect the tuition rate.
- Changes in address, telephone numbers, and/or employment must be submitted in writing immediately.
- Schedule availability is contingent on enrollment and classroom ratios. A \$25 fee will be applied to a reduction or increase in days.
- A 30 day notice is **required in writing** when terminating care with First Steps at Monarch Montessori of Denver. **If your child is withdrawn without notice, you are responsible for 30 days of tuition.**

Vacation Credit: _____ (initial)

First Steps at Monarch Montessori offers a vacation credit for infants and toddlers effective 6 months after enrollment, and reoccurs every 6 months. Your credit is equal to the number of days your child attends per week. For example, children enrolled full-time receive 5 days of credit every 6 months; children attending 2 days per week accrue 2 days every 6 months. First Steps at Monarch Montessori of Denver must be notified in writing two weeks prior to vacation by filling out a vacation request form. Accounts will never have more than 5 days of credit. Vacation credit cannot be applied to the withdrawal period or redeemed as a credit upon withdrawal.

School Closures: Holiday and possible snow day closures are factored into the monthly rates. Therefore, credit will **NOT** be given for Holiday or snow day closures. First Steps at Monarch Montessori of Denver will be closed for the following days:

(Refer to the calendar for specific dates)

Winter Break	Martin Luther King Day	President's Day	Spring Break
Memorial Day	Independence Day	Labor Day	Thanksgiving Holiday
Staff Development Days	Parent Teacher Conferences		

Please note fees and policies are subject to change with 30 days notice.

I have read and understand the above policies and procedures:

Signature

Date