



Tuition Agreement Primary (Preschool) 2014-2015

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: _____

Start Date:

Full Day	Half Day	Extended Day
<input type="checkbox"/> 5 Full Days \$1,030 8:00am to 3:30pm	<input type="checkbox"/> Morning Half Day \$620 8:00am – 12:30pm <input type="checkbox"/> Afternoon Half Day \$420 12:30pm – 3:30am	<input type="checkbox"/> Before Care \$75 7:00am to 8:00am <input type="checkbox"/> Aftercare \$150 3:30pm to 6:00pm <small>Daily Drop-ins for before and aftercare can be scheduled through the front desk or emailing KRuntas@MonarchM.com</small>

I agree to pay tuition in the amount of \$ _____: semi- month (add \$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 at First Steps at Monarch Montessori **in writing** 30 days prior to withdrawals, two weeks prior to schedule changes and all schedule changes are based on availability.

I also acknowledge that I am responsible for 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 4/14



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 12:30 PM (for children enrolled half day) and 6:00 PM (for children enrolled full day).**
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 does NOT offer a vacation credit for primary. You are encouraged to take vacations during scheduled breaks.

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