

The Watson Hall Montessori School Enrollment Agreement

Child's Name: _____

Date of Enrollment: _____

The Watson Hall Montessori School Before and After School Program			
<u>Programs</u>	<u>Grade</u>	<u>Status</u>	<u>Office Only:</u>
<input type="checkbox"/> Before School Program (7 a.m.-8:30 a.m.)- \$175.00 <input type="checkbox"/> After School Program (3:45p.m.-6:00 p.m.)- \$225.00 <input type="checkbox"/> Before & After School- \$400.00	<input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> New Student <input type="checkbox"/> Sibling <input type="checkbox"/> Staff	Date: _____ Amount: _____ Ck. No. _____

Program Fees

Fees are assessed on a monthly basis without invoicing. Payments are due on the first day of each month. Fees are not refunded or prorated due to absences caused by illness, vacations, withdrawal/dismissal, inclement weather, or school closings/breaks (planned and unplanned). Early withdrawal from the program does not terminate parent's tuition responsibility for the month.

Late Program Fees: Program fees are assessed on the 1st of each month. Payments are due no later than the 7th each month. A **\$15.00** late fee is assessed for payments arriving on the 8th thru the 15th of each month. After the 15th, the late fee is **\$25.00**. Tuition not paid by the 29th will incur a **\$30** late fee on the 30th of the month (except for February, which would be the 28th).

Returned Checks: \$35.00 A charge of \$35.00 will be made on any returned check.

Failure to Sign Your Child In or Out on the Attendance Record: The State of Maryland requires parents to sign an attendance record each time the child(ren) are dropped off and picked up. The State requires a legible signature (or first initial and full last name) and legible time. Failure to sign your child in or out, and document the time, will be billed \$.50, per occurrence. Reminder: Please be sure that the signatures & times are legible.

Attendance

Parents are asked to email The Watson Hall Montessori directly if their child will be absent from the program for any timeframe. Parents may email apyatt-johnon@watsonhall.org.

Changes in Programming

All changes to scheduled care must be made in written form and emailed to the administrator, Andrea Pyatt-Johnson, two (2) weeks prior to the change. Program staff cannot accept verbal notification of changes or withdrawals. Registration fees are neither refundable non-transferable.

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Absentee and Sick Child

There will be no reduction of fees if a child is absent from the program. The Health Department's regulations concerning periods of infection will be enforced. Children must be fever free for 24 hours prior to returning to the program. The Watson Hall School does not administer medication to students.

Closings and Early Dismissals

There will be no reduction of fees if your child's school is forced to close due to circumstances beyond The Watson Hall Montessori's (i.e. water main break, electrical outage, severe weather). On emergency early dismissal days, The Watson Hall Montessori will only provide care for the stated program hours and time. Before and after school care is not provided on days that Baltimore County Public Schools and/or The Watson Hall Montessori is closed. After school care will not be provided on Baltimore County Public Schools and /or Watson Hall School half-days. Parents are responsible for knowing the days that The Watson Hall School is closed for the entire or half day.

Transportation

The Watson Hall Montessori staff will drop-off and pick-up students at the Baltimore County designated bus stop for Westowne Elementary. WHM requires parents and students to review the Baltimore County Public Schools "Parents' & Students' Guide to Transportation". The Watson Hall School is not responsible for incidents occurring on the bus or bus stop prior to staff arrival.

Late Pick-Up Fee: Beginning at 6:01pm, \$1.00 per minute is billed until your child is picked up.

Consistent late pick-up may result in dismissal from the program. All late fees are due by the end of the occurrence month.

Photographs: Any photographs taken during The Watson Hall Montessori program hours or on a The Watson Hall School sponsored field trip may be used by the program, at no cost, for publicity.

Disclosure: Parent/Legal Guardian certifies that they have disclosed, in writing to The Watson Hall School, any physical, mental, or emotional disabilities of the child or any other matter which could affect the child's enrollment and/or participation at the school. Except for any such separate written disclosure, Parent signifies by Parent's signing this agreement that the child is physically capable of participating in all aspects of the instruction and training of the school.

Forms and Account Information: It is the parent/guardian's responsibility to notify the staff of any medical information pertinent to their child's health, safety and well-being. It is also the responsibility of the parent/guardian to keep telephone and emergency information updated on their child's emergency card and on account with the Administrative Office.

Medical and Emergency Incidents: If a medical emergency arises, the Watson Hall Montessori Staff will attempt to contact the parent/guardian. If parent/guardian cannot be reached, staff will try to contact emergency contacts until someone is reached in-person. If the emergency is such that immediate hospital attention is necessary, the staff will accompany any child to the hospital in an ambulance.

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Hold Harmless: The Watson Hall Montessori will not be held responsible for any injury to any child/student(s) while he or she is in the classroom, on a field trip, during indoor/outdoor playtime, or en route to a field trip, indoor/outdoor play area, or classroom.

Dismissal by The Watson Hall Montessori School: The school reserves the right to discharge, at any time, any child, who, in the opinion of the administration, is displaying behavior which is detrimental to the program. Dismissal by the school does not relieve the Parent/ Legal Guardian of the responsibility for payment of the above mentioned fees. Failure to pay fees in a timely manner may also result in the dismissal of the child from The Watson Hall Montessori.

Failure to Pay: The Parent agrees to pay the aforementioned fees as specified, time being of the essence with respect thereto. In the event of non-payment of any funds due hereunder, The Watson Hall School reserves the right to cancel this agreement and to exclude this child from participating in the instruction. The unpaid balance shall accrue interest and late charges after the due date, until paid in full, at the interest rate of 1.5% per month. The annual percentage rate shall be 18%. In the event that it becomes necessary for The Watson Hall School to employ a collection agency and/or an attorney for collection of any amounts due under this agreement, Parent agrees to pay all the costs and expenses incurred by The Watson Hall School whether or not litigation is initiated, including, but not limited to, all postage fees, attorney fees, and court costs incurred by The Watson Hall Montessori. Delinquent accounts will be sent to a company or lawyer, to be determined by The Watson Hall Montessori, for collection management. If payment remains delinquent by the second Monday of the following month, the student's attendance will be suspended on the second Tuesday of that month. Placement may be lost if balance is not brought to a current status by the 30th of the month in which the Child/Student's attendance has been suspended (in February, the date is the 28th).

* The Parent/Legal Guardian understands and agrees that the Child's placement is not secured until all enrollment forms and the enrollment fees have been received by The Watson Hall Administrative Head.

I/We have read The Watson Hall Montessori Before and After Care Program Enrollment Agreement. I have taken full opportunity to make all inquiries necessary to understand the policies, curriculum, and terms of fiscal responsibilities to The Watson Hall Montessori. Upon signing, I agree to abide by the policies, both financial and otherwise, as stated in, this enrollment agreement and enrollment forms for the child indicated below. In addition, I/We understand that we have legal financial obligation to The Watson Hall Montessori to make timely payment of all fees according to the amount (s) indicated in this agreement for the child/student indicated below.

Child/ Student : _____

Parent/Guardian (print and sign)

Date

The Watson Hall Montessori Enrollment Agreement

Parent/Guardian (print and sign)

Date

Tuition:	E/S Fee:	Total :	Check #/Date:
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