Village Montessori School

"Where Class Begins"

Village Montessori School
2812 West Britton Road
Oklahoma City, Oklahoma 73120
405-751-9448
Fax # 405-751-3575
www.villagemontessoriokc.com

Village Montessori
Primer / Kindergarten
2804 West Britton Road
Oklahoma City, Oklahoma 73120
405-755-3904
Fax # 405-752-8656
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ENROLLMENT CONTRACT

August 22, 2011 – May 25, 2012

TODDLER/TWO YEAR OLD CONTRACT

(Little Bears, Busy Bees, Junior Montessori)

NAME_____/_____/_____

LAST **FIRST** **MIDDLE**

Date of Birth _____/_____/_____ **Male**_____ **Female**_____ **Present Age**_____

FEES and PAYMENTS

- **Terms of New Enrollment: First Semester / Registration Fee ($125) and First Week's Fee ($180 (non-refundable)** **$ 305.00**
- **Second Semester Fee (due January 3, 2012)** **$ 125.00**
- **Weekly Fee** **$ 180.00**

The pay period begins on Monday. We have no split weeks. Payment for the week is due in advance and is expected on Monday or the first day of the week your child comes to school. Otherwise, a **$10.00 late fee**, per week, per child, will be added to all late payments.

REQUIRED SUPPLIES:

- Parents are to supply diapers, pull-ups, and baby wipes. The cost of these supplies is not included in weekly fees or registration fee.

POTTY TRAINING

- Potty Training will be a concerted effort between the parents and our teachers.
- Baby bottles, sippy cups, and pacifiers are not used.

CANCELLATION POLICY:

- This contract may be cancelled with a two-week written notice of withdrawal accompanied by payment for those two weeks and acceptance of notice by management of Village Montessori School.
- The Village Montessori School reserves the right to cancel this contract based upon the inappropriate behavior or conduct of a child, parent, or guardian. . Inappropriate behavior of a child includes, but is not limited to, biting and/or hitting. Inappropriate behavior and conduct shall be determined solely by the officers and management of Village Playschool, Inc.

RETURNED CHECKS:

- There will be a $10.00 service charge for a returned check. If you have a check returned a second time, we will no longer accept a check—only cash.

HOLIDAYS, SCHOOL BREAKS, & CLOSINGS:

- The Village Montessori School will be closed on Labor Day, (Monday, September 5, 2011), Thanksgiving Holiday, (Thursday *and* Friday, November 24 and 25, 2011), Monday, December 26, 2011, and Monday, January 2, 2012.
- **CLASSROOM INSTRUCTION BREAKS**: We will observe a two-week Christmas break (December 19, 2011 – January 2, 2012) and a one-week Spring Break (March 19-23, 2012). During these times there will be no classroom instruction, but **childcare is provided**. Weekly fees are paid during this time regardless of attendance.
- In the event of snow or ice, Village Montessori School may close. If weather dictates school closing, weekly fees still apply.

BUSINESS HOURS:

- Our business hours are 7:00 a.m. to 6:00 p.m., Monday through Friday.
- **After 6:00 p.m., the late pick up charge is $1.00 per minute, per child. Upon the second violation, fee increases to $2.00 per minute**
- **Please make arrangements to have your child picked up at or before 6:00 pm.**

By signing this contract, I, parent or legal guardian of above named child, am enrolling my child at the Village Montessori School for the session indicated above. Unpaid accounts will be considered in default after 30 days from the date of a statement, after which a late charge will be imposed at the rate of 1.5% per month on unpaid balances (annual percentage rate of l8%). Below signer agrees to pay the late charge together with any collection fees Village School may incur to affect collections.

_____/_____/_____

SIGNATURE PARENT'S SS # DATE

_____

STREET ADDRESS CITY STATE ZIP CODE

_____

BUSINESS PHONE # CELL PHONE #

WE APPRECIATE YOUR PATRONAGE

OFFICE USE ONLY

Date_____
Check #_____
Amount_____
Info. Card_____
Imm. Card_____
Initials_____
Class_____
New Student
Start Date_____