

Child Information

Name Last _____ First _____ Date of Birth ____/____/____

Parent/Guardian Information

Name Last _____ First _____ Relationship _____

Address _____ City _____ State ____ Zip _____

Personal Phone (____) _____ - _____ Work Phone (____) _____ - _____

Email Address _____ Driver License _____

ABOUT

We are offering a summer camp experience to our primary children. While this is not a Montessori program, we will hold to some of the principals of a Montessori education such as supporting students to be independent, and treating each other and our environment kindly. We will offer daily outdoor play and indoor work and play. Once a week children will do an art and craft project as well as outside water play.

ENROLLMENT

- An **enrollment deposit of \$50** is due with this registration form. This payment is non-refundable but is applied to the first summer session payment.
- You will be financial responsible for what you select on this sheet. Summer tuition is non-refundable after June 4th.
- You must be enrolled for the 2018 – 2019 school year to be eligible to attend.
- In the event that no space is available to accommodate your registration, your deposit will be returned to you.

SIGN UP

You may enroll your child weekly or for the full summer. Be sure to select the time your child will attend.

Weekly (check all that apply)							
June 18 th - 22 nd	8:30a-12:00p	\$105		July 23 rd - 27 th	8:30a-12:00p	\$105	
	8:30a-3:30p	\$175			8:30a-3:30p	\$175	
	8:30a-6:00p	\$190			8:30a-6:00p	\$190	
June 25 th - 29 th	8:30a-12:00p	\$105		July 30 th - Aug 3 rd	8:30a-12:00p	\$105	
	8:30a-3:30p	\$175			8:30a-3:30p	\$175	
	8:30a-6:00p	\$190			8:30a-6:00p	\$190	
July 2 nd - 6 th NO Camp on the 4 th	8:30a-12:00p	\$105		Aug 6 th - 10 th	8:30a-12:00p	\$105	
	8:30a-3:30p	\$175			8:30a-3:30p	\$175	
	8:30a-6:00p	\$190			8:30a-6:00p	\$190	
July 9 th - 13 th	8:30a-12:00p	\$84		Aug 13 th -17 th			
	8:30a-3:30p	\$140					
	8:30a-6:00p	\$152			NO CAMP		
July 16 th - 20 th	8:30a-12:00p	\$105		Full Summer Program	8:30a-12:00p	\$819	
	8:30a-3:30p	\$175			8:30a-3:30p	\$1365	
	8:30a-6:00p	\$190			8:30a-6:00p	\$1480	

SUMMER CAMP ENROLLMENT CONTRACT

This CONTRACT is between Stepping Stones Montessori School in East Lansing and the parent(s)/legal guardian(s) whose signature(s) appear at the end of this agreement. The parties hereto accept the following terms and conditions of enrollment for (Child's name): _____ in Stepping Stones Montessori School in East Lansing for summer 2018.

Please initial all sections with an asterisk.*

* _____ ENROLLMENT FORM AND NON-REFUNDABLE DEPOSIT:

I/we have completed a summer *Enrollment Form*, which I/we understand is also incorporated into the terms of this contract. I/we agree that the fully completed summer *Enrollment Form* shall be returned with a non-refundable \$50 deposit.

PRIOR TO THE FIRST DAY OF CAMP: Parents agree to supply the school with the following vital information. **If you are a current family we should have these forms on file. Please check with the office to be sure everything is up to date.

- Completed Child Information Card
- Statement of health
- Signed Enrollment Contract
- Signed Registration Form
- Allergy and Topical Form
- Public Release Form

* _____ Failure to provide the above information prior to the start date will result in the child being excluded from the program until such information is received.

1. * _____ TUITION AND FEES:

I/we understand that all persons responsible for paying any of the fees or tuition under this contract must execute the contract and that all such persons are jointly and severally liable for the tuition and fees set forth herein regardless of third party arrangements. I/we will adhere to the agreed upon tuition fee schedule which I/we understand is incorporated into the terms of this contract. Based on my payment schedule, I/we agree with the fees and tuition for this summer camp. I/we acknowledge that we will receive monthly invoices/statements that state payments due and it is my/our responsibility to remit these payments by the first of the month.

- 1.1. The first tuition payment for summer 2018 is due **by May 1, 2018**.
- 1.2. Statement balance is due on the first of each month. The school permits a ten-day grace period. If the last day of a grace period falls on a weekend or holiday, the grace period will end on the last day of camp prior to the weekend or holiday. **Prompt payments are essential for the operation of our school. We must pay our bills and most importantly our teachers in a timely manner according to a schedule, which requires prompt payments on your part.**
- 1.3. Invoices for any late payment fees, late pick-up fees, or returned check fees will be issued monthly and will be due upon receipt.
- 1.4. All payments shall be made payable to "Stepping Stones Montessori School". The date that the school receives the signed contract, enrollment fee and deposit/fees is the date of enrollment. I/we understand that if school does *not* receive these items and any other accompanying and complete paperwork, my child's enrollment may be withdrawn and unsecured spaces may be made available to new students.
- 1.5. I/we understand that all accounts must be paid in full for records and transcripts to be released or transferred to other schools. I/we also understand that my child will not be able to continue to attend classes or any school related event until all fees are paid by stated deadlines (or until I make other written arrangements to the school.)
- 1.6. Any unpaid balance is payable in full according to this enrollment contract and the schedule of fees. If a default continues for thirty (30) days after school gives borrower notice, all fees, tuitions and costs due and owing under this contract shall, at the option of the school, become immediately due and payable.
- 1.7. There is no refund or reduction of fees for camp tuition even if school must temporarily close due to weather or other emergencies. **We do not discount or refund for missed camp days of any type.** Whether the student is on vacation, holiday or ill, etc., camp tuition is still due or the student's seat may be given to another student on our waiting list. Our staff is hired and planned for according to enrollment.

2. * _____ LATE PAYMENTS:

- 2.1. I/we agree to pay a \$35 late payment fee assessed for ANY payments received after the ten (10) day grace period unless special arrangements have been made *in advance* with the Head of School. Each family will receive an initial invoice reflecting the monthly payment due including additional charges for drop-in care. If a permanent schedule change occurs during the year, the monthly invoice will reflect the revised payment.
- 2.2. Students with accounts more than 30 days past due may not be permitted to attend camp or may be replaced by another student from our waiting list.
- 2.3. Payments will be credited in order of receipt to the oldest invoice on the family's account.
- 2.4. The school reserves the right to withhold school records until all tuition and fees have been paid in full.

3. * _____ RETURNED CHECK FEE:

3.1. There will be a \$50 returned check fee assessed for any checks returned by our bank.

4. * _____ LATE PICK-UP FEE:

4.1. If you are late picking up your child after your scheduled camp time, there will be a **\$10** late pick up fee charged when a child is left beyond your scheduled camp time. This \$10 fee will apply to the first fifteen minutes after which time an additional fee of **\$1 per minute** will also apply. If you know that you are going to be late, contact the school so that we are able to communicate this to the staff and your child. **Most importantly, when you are late, it distresses your child.**

5. * _____ CANCELLATION FEE:

5.1. The parent may cancel one or more weeks of the contract **with a minimum of 30 days written notice to the office prior to the week of enrollment.** If you choose to cancel your enrollment for a specific week there will be a **\$35 processing fee.**

6. * _____ TERMINATION:

6.1. The school reserves the right to terminate this contract, for any reason, including if the Guide along with Head of School determines that the child is not thriving in this school's environment. Parents/guardians will be informed immediately of any problems and will be asked to work with the Guide and child to bring resolution. The right to terminate will only be taken after all possible attempts to address the issue(s) have been pursued. Termination of a contract will take effect immediately.

6.2. The parent may cancel this contract **with a minimum of 30 days written notice prior to the date of withdrawal** given to the office. **If you choose to cancel your enrollment there will be a \$35 processing fee.** Tuition **payments are expected in full for the month** regardless of when the child is withdrawn. If less than 30 days notice is given then payment for the following month's tuition will be the parent/guardian's responsibility to pay.

7. * _____ DAMAGE OR LOSS OF PERSONAL PROPERTY:

I/we understand that the school is not responsible for damages to or loss of personal property.

8. MICHIGAN ADMINISTRATIVE CODE:

Stepping Stones Montessori School in East Lansing, a licensed child care facility, will provide the following provisions of the Michigan Administrative Code:

Lunch Provision: Stepping Stones Montessori does not provide lunch for children. We are required to have a note on file from parents that states that they will bring lunch for their children.

*** _____ By signing this contract I agree to provide lunch for my child during attendance at Stepping Stones Montessori School.**

*** _____** I/we understand that Stepping Stones Montessori maintains a licensing notebook, including all licensing inspection and special investigation reports and related corrective action plans.

CONTRACT EXECUTION

By signing this contract, the parent, legal guardian or responsible adult and the childcare facility agrees to abide by the provisions contained in this contract. I/we, the undersigned, understand and accept the terms set forth in this enrollment agreement and agree to pay tuition in accordance there within. It is further agreed that the undersigned agree to pay any and all costs of enforcement of this agreement to the extent permitted by law. This document is to be signed by the parent(s)/legal guardian(s) and returned to the school. Once accepted, the school's representative will countersign this contract and supply a copy to the parent(s)/guardian(s).

Parent/Guardian (Print) Parent/Guardian (Signature) Date

Parent/Guardian (Print) Parent/Guardian (Signature) Date

Head of School, Stepping Stones Montessori School in East Lansing Date