

2023-2024 Enrollment Agreement

Name of Child: _____ (the “Child”) Date of Birth: _____

AGREEMENT made between the Parent(s) named below and Stuyvesant Heights Montessori International (the “School”). The Parent(s) hereby enroll(s) the Child and Stuyvesant Heights Montessori International hereby accepts the Child for enrollment as a pupil for the September 2023 - June 2024 academic year. The Parent(s) agree(s) to adhere to all policies of the School that are included in, but not limited to, the Enrollment Agreement and the Parent Handbook.

Tuition for the 2023-2024 academic year is as follows:

Attendance Schedule	3 Days	3 Days Extended	5 Days	5 Days Extended
Time	8am-3pm	8am-6pm	8am-3pm	8am-6pm
Annual Tuition	\$15,473.00	\$17,774.00	\$19,730.00	\$23,577.00
Non-refundable deposit <i>seat is reserved</i>	(\$3,750.00)	(\$3,750.00)	(\$3,750.00)	(\$3,750.00)
11 monthly installments after deposit deduction - Starts in August with F.A.C.T.S.	\$1,066.00	\$1,275.00	\$1,453.00	\$1,803.00

The Child will attend the following schedule:

3 DAYS

3 DAYS EXT

5 DAYS

5 DAYS EXT

M T W TH F

M T W TH F

Tuition Payment Policy

The tuition payments are in exchange for the reservation of a slot. Payment of tuition may be made in installments as set forth as an accommodation to the Parent(s). Tuition payments are made in 11 installments starting August 2023 through June 2024. **No payment, including the \$3,750.00 deposit nor the first installment, is refundable for any reason.** Submit non-refundable deposit directly to the School. *Full deposits and applications fees are to be paid through Venmo @shmontessori with code 7305, payable to Stuyvesant Heights Montessori. We do not charge any fees for venmo- please make sure total due is received by the School. All tuition installments are to be processed through F.A.C.T.S.* There are only two options for payment: automatic

Initial Here: _____

withdrawal or automatic credit card payments. These payments can be taken out on the 1st or the 3rd of each month. Each tuition installment NOT submitted though F.A.C.T.S. will be subject to a \$50 penalty.

Upon signing this contract, the Parent(s) agree to fulfill their financial commitment for the entire year. In the case of an early withdrawal, the Parent(s) agree(s) to pay full tuition. Tuition is not subject to reduction, adjustment or refund because of illness, absence, class/school COVID/quarantine closures or withdrawal of the child from the school for any reason unless the withdrawal is at the specific request and/or approval by the school.

The School reserves the right to request withdrawal of a pupil, and in such case, will prorate the tuition on a per diem basis in accordance with the school calendar except where such withdrawal is requested by reason of non-payment of tuition.

Enforcement of Contract

In the event of default (default being 30 days past due), the Parent(s) agree(s) to pay all costs of collection, including, but not limited to reasonable attorneys' fees, collection agency fees, court costs and a late fee of \$50 per delinquent tuition installment. Further, as to any account more than 90 days in arrears, the School reserves the right to accelerate the total unpaid balance of tuition and fees due under this Enrollment Agreement. After accounts are more than 90 days in arrears, the account can be referred to the School's collection agent and/or counsel for satisfaction.

Change of Attendance Schedule

The Parent(s) is/are permitted to increase the Child's attendance schedule throughout the year but may not decrease their child's attendance schedule without written consent of the Head of School.

Dishonored Checks

A charge of \$50 for each dishonored check shall be due to reimburse the school for bank charges and administrative expenses.

Late Fees

Daily pickup must be before or at the contracted dismissal time. Any child picked up after the designated time is subject to a late fee of \$2 per minute. The late fee for June - August is \$3 per minute. All late fees are billed and are to be paid by the invoiced due date in cash.

Donations

Donations are voluntary, however, to continue to provide and maintain the best teachers as well as an excellent learning environment, families may be called upon to contribute items beyond tuition payments.

Early Drop-off

Early drop-off is anytime between 7:30am-8:00am. **There is a \$20 per day fee for this service.** You must contact the office via phone/email and confirm at least 24 hours before the requested day. All payments made via cash or Venmo, @shmontessori with code 7305.

Initial Here: _____

Extended Day

Extended Day is from 3:00pm - 6:00pm. **There is a \$50 per day fee for unscheduled extended days.** Unscheduled extended days are reserved for emergencies. Extended days do not occur on the day before vacations. *You must call before 12 noon to reserve a space for the same day. All payments made via cash or Venmo, @shmontessori with code 7305.*

Media

The Parent(s) grant(s) the School permission to use names, images, voice recordings, and video of the Child for promotional, public relations, and educational purposes only.

Reimbursement for Domestic Legal Disputes

The Parent(s) agree(s) to promptly reimburse the School for all expenditures incurred by the School as a result of their domestic legal disputes, including, but not limited to: parental disagreements about Student's education or placement; divorce proceedings; custody proceedings; and/or modifications of custody proceedings. Costs incurred may involve reasonable attorneys' fees/costs to prepare for and/or attend depositions, trials, or hearings; communication with parent or parent's counsel, guardians ad litem or attorneys ad litem; respond to subpoenas; draft letters or motions; and perform research. Costs include the cost of copying documents, providing records, engaging substitute teachers or temporary employees, computerized research, and travel expense. The Parent(s) agree(s) to reimburse the School for such fees/costs within thirty (30) days of the School billing the Parent(s) for such expenses. Any dispute between the Parents regarding which Parent may owe which portion of the bill should be resolved between the Parents so that the bills for reimbursement to the School can be paid on a timely basis. Parents' failure to pay such fees/costs promptly will result in dismissal of the family from the School.

Force Majeure

The School's duties and obligations shall be suspended immediately without notice for all periods during which the School is closed because of events beyond its control, including, but not limited to, any fire, act of God (including, but not limited to, inclement weather), war, governmental action, act of terrorism, epidemic, pandemic or any other similar event. If such an event occurs, the School's duties and obligations will be postponed until the School, in its sole discretion, may safely reopen. The School will not be obligated to refund any fees or tuition in the event of such postponement.

Equal Opportunity Policy

Stuyvesant Heights Montessori International is dedicated to meeting the educational, developmental, and social needs of all children. The School admits students of any race, color, national or ethnic origin, creed, gender, family composition or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. Stuyvesant Heights Montessori does not discriminate on the basis of race, color, national or ethnic origin, creed, gender, family composition or disability in administration of or educational policies, admissions policies, and other school administered programs, or hiring. The School reserves the right to determine if your child needs an educational and/or psychological evaluation. We may refer an agency or families may choose their own.

Initial Here: _____

Dismissal of Students

Stuyvesant Heights Montessori International reserves the right, without recourse and in its sole discretion, to require withdrawal of any student at any time for academic reasons, unfulfilled financial obligations, or conduct deemed inimical to the best interests of the School. **Copies of school records will not be made available, nor reports released unless all tuition and fees have been paid.**

I acknowledge that I have read and agree to the terms of this 2023-2024 enrollment agreement.

Parent's/Guardian's Name (Print): _____

Parent's/Guardian's Signature: _____

Parent's/Guardian's Social Security: _____

Date: _____

Parent's/Guardian's Name (Print): _____

Parent's/Guardian's Signature: _____

Parent's/Guardian's Social Security: _____

Date: _____

Tracey Mina, MS Ed.
Head of School _____ Date _____

For Office Use Only

Deposit Start Date: _____ Exit Date: _____

- Medical Form
- Flu Shot
- Emergency Contact Form
- Cumulative Health Form
- Thermos Form