



CONTRACT AGREEMENT 2018 - 2019

Welcome! We do all we can to make your child feel comfortable in an atmosphere of love and acceptance.

Please keep all sick children at home. No fever, earaches, contagious or undiagnosed rashes, or diarrhea. Please be considerate of the other children. If a serious illness develops, please inform us so that we are aware of it. If your child becomes ill during the day we will call you immediately and you will be expected to pick up your child as soon as possible.

If you are going to be late or your child will not be coming, please notify us as soon as possible.

- Tuition is due by the 1st of each month. A late fee of \$10 will be added if you pay after the 1st, \$30 after the 10th, and \$60 after the 20th of each month.
- 2018-2019 school year goes from September 1st to June 30th.
- Checks returned due to insufficient funds incur a \$25 fee, plus bank charges.
- A one-time non-refundable admission fee of \$200 is required for the first child from each family admitted, and a \$100 admission fee for each subsequent sibling from those families.
- School bus and places to be visited (that have admission fees) when we go on fieldtrips are not included in the tuition.
- Monthly summer sessions are optional. (July and August)
- I understand that my child is admitted for the full school year term (September 1 – June 30) and that my agreement to pay tuition for the full academic term is not subject to adjustment because of illness, absence, holidays, or Thanksgiving, winter/spring break.

- Out of the best interest for your children, once a child's schedule is set for the school year, it should not be changed.
- \$1.00 per minute will be charged for any pickups after 6:00 pm.
- After 6 pm, if the child is not picked up and the parent/guardian made no attempt to arrange for a pick up, and after 3 attempts(every 20 minutes) to contact the emergency contacts fail, outside authorities will be called (police and or child abuse hotline). We will be responsible for the child's protection and well-being until the parent/guardian or outside authorities arrive.
- All conversations regarding late pick up will be between adults and not include your child.
- Emergency contact must be updated as soon as you change the person, phone number or both.
- A two week notice of termination is required from the parents or from us and must be in written.
- As long as your child is with me, he will be safe.
- The children in the After School Program will be picked up from their school and dropped off to the Academy only for the person their parents have given authorization and this information should be given in written at the beginning of the school year. These parents are the responsible of requesting the appropriate Insurance coverage of the transportation.

Your questions and concerns are very important for us. We encourage your involvement and suggestions about your child's progress. Please feel free to discuss any subject with us.

I / We accept the terms of the Contract Agreement 2018-2019

This is to confirm my intention to enroll _____

7:30 am - 8:30 am offered at no extra charge

8:30 am – 6:00 pm \$1,128 per month

The Tuition payment is not tied in any way to the number of days of school in any given month, nor is it reduced due to sickness or vacations or Thanksgiving, winter and spring break.

Parent name

Parent name

Parent signature

Parent signature

Mary Lubinus

Date

Please enclose a \$35 non refundable application fee (for each applicant) for admission process. An enrollment contract and pertinent forms will be sent to you upon receipt of this form and application fee. Please write checks to Montessori Academy. Send application form with application and admission fee to 1217 N. Harlem Ave. No. C. Oak Park, IL 60302. Contact me at 630 -670 -7521 or info@myspanishmontessori.com