



# LA PETITE ÉCOLE DE CHICAGO

## ENROLLMENT AGREEMENT (2022-23 school year)

This Enrollment Agreement (“Agreement”), made on \_\_\_\_\_, 202\_\_, is by and between the parent(s) or guardian(s) named below (“Parent(s)”, which term includes the singular or plural) of \_\_\_\_\_ (“Student”) and NOTRE ECOLE, INC., operating under the assumed name “LA PETITE ECOLE DE CHICAGO” (“School”). All Parents signing this Agreement are jointly and severally liable for the tuition and fees described below. Parents initials or signature on this Agreement signifies their understanding of an agreement to the terms of this Agreement, as follows:

### 1.0 ADMISSIONS

1.1 This Agreement is subject to final approval of the child’s admission by the School’s director and the completion of the full enrollment packet prior to the first day of School.

1.2 The enrollment packet must be signed by the Parents and returned to the School. The Illinois School Form must be filled out by an Illinois licensed pediatrician and submitted to the School no later than August 15<sup>th</sup>, prior to the start of the full school term or if the child is admitted later in the school year, the enrollment packet and the Illinois School Form must be submitted to the School prior to the Student’s first day of school. An eye exam is also required for the Student’s prior to starting in the School.

1.3 Parents and their child must comply with all School admissions policies and procedures.

### 2.0 RENEWAL

Registration at the School is for one full-term only. Children are not guaranteed a reservation for the following school term, unless Parents enter into a new Enrollment Agreement and pay all applicable tuition and fees in a timely manner. To ensure that currently enrolled families have priority for enrollment in the next term, all Enrollment Agreements will be issued to current families with a deadline to return them before new families are given a chance to sign up.

### 3.0 TUITION

3.1 Responsibility for Payments. Parents signing this Agreement are jointly and severally liable for all tuition, fees, and other costs incurred at the School.

3.2 Full Term Tuition. The term of enrollment is from the date of the signing through the end of the school year. Parents agree to pay tuition and fees for the entire term, subject to the early withdrawal policy set forth below. For each school year, tuition must be paid in three equal installments due as follows: 1) at registration, 2) no later than August 15<sup>th</sup>, and 3) no later than the following January 15<sup>th</sup>. A ten percent sibling discount is applicable for families registering more than one child (from the second child on).

Hyde Park Campus  
5200 S Hyde Park Blvd, Chicago, IL 60615

Winnetka Campus  
620 Lincoln Ave, Winnetka, IL 60093  
(312) 721-1166  
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3.3 Partial Term Tuition. If the Student begins at the School at a time other than the beginning of the full school year, tuition is due as follows: 1) if entering into the School at any time during the fall semester other than the first day of the fall semester, the first two payments described above are due before entering the School, with the third payment due as described above; and 2) if the student begins at any time during the winter semester, the tuition shall be prorated and due in one payment before the first day of attendance.

### 4.0 EARLY WITHDRAWAL

Withdrawal of the Student from the School before the end of the school year requires at least sixty (60) days written advance notice (to permit the preparation of files for the student's school transfer). Tuition for the year begun when notification is received is non-refundable. In cases of significant hardship, families may appeal to the Academic Committee, whose decisions are discretionary and final.

### 5.0 PAYMENT

Payments for tuition, fees, etc., will be made electronically. No other form of payment will be accepted by the School. All electronic payments must be submitted to:

#### **La Petite École de Chicago**

**ABA:** 071925444 **Acct:** 0385441

Identification of your payment should include the first initial of the Student, the first three letters of the Student's last name, the tier being paid, and the year of the start of the fall term of School.

e.g. **J.DOE 1/XX** (the first payment of 20XX-20XY year for Jane Doe)

### 6.0 HOLIDAYS/IN-SERVICE DAYS

Tuition and fees are calculated on an annual basis, without reduction for holidays, vacations, professional in-service days, or teacher or student absences or illness. Holidays and professional in-service days are shown on the School calendar. No credit or refund will be owed if the School must close due to an emergency or to inclement weather. In the 2022-23 School year, if a pandemic related emergency is declared by the governmental authorities (whether federal, state or local), requiring that distance learning be implemented, the School will comply. In this type of situation, no refunds will be issued to families as the same staff and other indirect costs will continue to be incurred by the School to perform distance learning.

### 7.0 LATE PICK-UP CHARGES

Leaving a young Student at the School after regular hours causes serious issues in terms of responsibility for the staff while imposing a burdensome legal process on the staff. Also, significantly, this can result in developmental and emotional issues for the Student. If the Student is picked up three (3) times after the scheduled closing time, a \$100 late pickup fee will be assessed per additional occurrence. Late pick-up fees are payable within the five (5) open School days following the late pick up. Failure to pay a late pick-up fee in a timely manner may result in suspension of the Student.

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### **8.0 AGREEMENT TO SCHOOL HANDBOOK**

Parents agree to the School's rules and regulations described in the School Handbook, which is hereby incorporated into this Agreement and which may be amended from time-to-time.

### **9.0 RESPONSIBILITY FOR DAMAGES**

Parents agrees to be responsible for any loss, damage or destruction by Student of any of the School's property and for any damages for which the School becomes liable because of the Student's actions.

### **10.0 SUSPENSION/DISMISSAL**

10.1 The School reserves the right to suspend or dismiss the Student at its sole discretion under the following conditions:

- a) for unsatisfactory or inappropriate behavior;
- b) if the School does not have adequate expertise or resources for the child's educational, medical or other needs;
- c) for violation(s) of School policies by the Student or Parents; or
- d) if, for any reason, the School determines a dismissal to be in the best interest of the child or of the School.

Suspension or dismissal may be with or without notice at the School's sole discretion.

10.2 The School also reserves the right to withdraw an offer of enrollment or re-enrollment at any time and to void an executed Enrollment Agreement.



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## 11.0 STUDENT ILLNESS/ EMERGENCY

11.1 The School endeavors to maintain a healthy and safe environment for our students, families, and staff. Parents may not bring to School a Student who is ill. Some symptoms of illness include:

• a temperature of 100°F (or feeling feverish)	• a congested or runny nose
• cough	• abdominal pain, diarrhea
• shortness of breath	• nausea, vomiting
• body aches	• loss of taste or smell
• headache	• an eye infection such as pink eye
• rashes	

11.2 The School will notify Parent(s) if Student becomes ill while at School. The Student will then have to be picked up as soon as possible. Furthermore, in very severe cases, the School staff may decide to take the Student to the emergency room or to call for an ambulance to assist the Student.

11.3 By signing this Agreement, the Parent(s) hereby authorize(s) the School staff to take their child to an emergency room or to allow the Student to be taken by ambulance to an emergency room. Parent(s) hereby release(s) and hold(s) School harmless from any liability which might arise from the giving of such consent. Parents agree to reimburse the School for any medical expenditures made on Student’s behalf.

## 12.0 COVID-19 EXPOSURE; PRIVACY RELEASE TO IDPH

12.1 By signing this Agreement, Parents agree to report to the School any COVID-19 or flu-like symptoms in their family or any staff or others who could have been in their homes or in contact with their children, as well as anyone who has tested positive for COVID-19. In that case, the Student may be sent home for a period of two weeks (or longer if recommended by the Illinois Department of Public Health “IDPH”).

12.2 Failure to report such a situation to the School may result in dismissal from the School of all the children in that household who are students at the School.

12.3 Parents also agree to allow the School to notify the IDPH so that contact tracing and other mitigation measures may be taken.

12.4 A Student sent home because of symptoms or suspected exposure to COVID-19 may be required to test negative before returning to School.



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### **13.0 VACCINATION POLICY**

13.1 It is the School's policy that all staff and students must be vaccinated against the flu and that all children must receive all the vaccines listed on the Illinois School form. Parents agree to provide the School with an Illinois School Form, duly filled out by an Illinois licensed pediatrician for each Student.

13.2 Children will be required to be vaccinated against COVID-19 30 days after full FDA approval is granted. The School's staff is vaccinated against COVID-19, except where documented medical contra-indications exist.

### **14.0 STUDENT RECORDS**

All student records remain the property of the School, except as provided by law. If Parent(s) permit the School to send academic records and confidential recommendations to other schools, Parents agree that they will not seek access to Student's confidential recommendations and evaluation materials. Furthermore, Parents hereby release the School and its staff from any and all liability resulting from or pertaining to the furnishing of recommendations and records.

### **15.0 COSTS OF COLLECTION**

If the School refers this account for collection, in addition to any amounts owed, Parents will pay all late fees, accrued interest, and the School's costs of collection, including but not limited to attorneys' fees.

### **16.0 PROTECTIVE ORDERS**

If there is a legal decision preventing anyone from approaching the Student, (protective order, restraining order, etc.) it is the Parents' responsibility to provide the School with a notarized copy of the order and a photo of the person(s) mentioned in the order so that School staff can be made aware of this situation and report any violations of such orders to the Parents and to the Authorities.

### **17.0 Authority**

Each party represents and warrants to the other that it has full power to enter into and perform its obligations under this Agreement. Parents in two-parent households agree that each is acting as agent for the other. Modification of this agency relationship shall be in writing and delivered to the School.

### **18.0 Governing Law**

This Agreement and the rights and obligation of the parties shall be governed by and construed under the laws of the State of Illinois without regards to the principles of conflicts of law.



## LA PETITE ÉCOLE DE CHICAGO

I (We) agree to the above terms and conditions, including the obligation to pay to the School all charges for tuition and fees, and in all events to be responsible for the financial obligations of my child(ren).

**SCHOOL YEAR:** 20\_\_ - 20\_\_

**CAMPUS place X for campus:** HYDE PARK \_\_\_ WINNETKA \_\_\_ LINCOLN PARK \_\_\_

	Primary Parent	Secondary Parent
First Name:		
Last Name:		
Address:		
Telephone:		
Email address:		
Relationship:		
Signature:		
Date: (dd/mm/yr)		

Student	1 <sup>st</sup> student	2 <sup>nd</sup> student	3 <sup>rd</sup> student	4 <sup>th</sup> student
First Name:				
Last Name:				
Birth Date: (dd/mm/yy)				
GRADE:				
Pre-k (PS)				
Jr-k (MS)				
K (GS)				
1 <sup>st</sup> grade (CP)				
2 <sup>nd</sup> grade (CE1)				
3 <sup>rd</sup> grade (CE2)				
4 <sup>th</sup> grade (CM1)				
5 <sup>th</sup> grade (CM2)				
6 <sup>th</sup> grade (6ème)				
Other: 7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup>				

<b>Staff Approval:</b>	
Date:	Signature:

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