



ENROLLMENT AGREEMENT

This agreement is between the guardian(s) listed hereafter (the “guardians”) and NOTRE ECOLE, INC. , operating under the assumed name “LA PETITE ECOLE DE CHICAGO” (the “school”). Hereafter, “guardian” or “guardians” refers to all the undersigned guardians, jointly and severally.

ADMISSIONS

Guardians and their child must comply with all school admissions policies and procedures. This enrollment 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. The enrollment packet must be initialed and signed and returned to the school with a \$500.00 non-refundable application fee, which is applied to the first installment of tuition.

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. Tuition for pre-school grades must be paid in three equal installments of \$5,000.00 (total for the school year of \$15,000.00) due at registration, by August 15th before the Fall semester and by the following January 15th. For primary school grades, the tuition is three equal installments of \$4,200.00 (total for the school year of \$12,600), with due dates of March 15th, August 15th and January 15th.

The part time enrollment rate, in cycle 1 only, is \$4,000 per day of the week per year and is payable in full at registration.

A ten percent sibling discount is applicable for families registering more than one child (from the second child on).

A twenty percent discount is applicable to children of students, faculty, staff and alumni of the University of Chicago. This cannot be combined with the sibling discount.



AGREEMENT TO SCHOOL HANDBOOK

Guardians agree to the school's rules and regulations described in the School Handbook, which is hereby incorporated into this agreement.

PAYMENT

For the safety of our staff and the convenience of families, only wire transfers will be accepted as payments.

EARLY WITHDRAWAL

Withdrawal from the school prior to the term of this agreement requires at least sixty days advance notice. Tuition for the semester begun when notification is received is non-refundable. If notification occurs less than 60 days from the next semester's due date for tuition, then that tuition is still due in full.

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 inclement weather.

LATE PICK-UP CHARGES

Leaving a young child at school after regular hours causes serious issues both in terms of responsibility of the staff, the guardians and imposes a burdensome legal process on the staff. Also, significantly, this can result in developmental and emotional issues for the child. The details of the legal process are in the school handbook. If a child 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 child.

SUSPENSION/ DISMISSAL

The school reserves the right to suspend or dismiss a child at its sole discretion:

- for unsatisfactory or inappropriate behavior
- if the school does not have adequate expertise or resources for the child's educational, medical or other needs
- for violation(s) of our policies
- or if, for any reason, the school determines a dismissal to be in the best interest of the child or school.

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



STUDENT ILLNESS/ EMERGENCY

The school endeavors to maintain a healthy, safe environment for our students, families and staff. Guardians may not bring to school a child who is ill (see criteria in School Handbook). The school will notify guardian(s) if a child becomes ill. The child will then have to be picked up as soon as possible. Furthermore, in very severe cases, the school staff may decide to take a child to the emergency room.

By signing this agreement, the guardian(s) hereby authorize(s) the school staff to take their child to the emergency room.

RENEWAL

Registration at the school is on a full term basis. Children are not guaranteed a reservation for the following school term, unless guardians 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 enroll.

RESPONSIBILITY

Guardian(s) agree(s) to be responsible for any loss, damage or destruction by their child of any property of the school and for any damages for which the school becomes liable because of the child’s actions.

STUDENT RECORDS

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

COSTS OF COLLECTION

If the school refers this account for collection, parents will pay all late fees, accrued interest and the school’s costs of collection, including but not limited to attorneys’ fees.



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.

	Primary guardian	Secondary guardian
First Name:		
Last Name:		
Relationship:		
Signature:		
Date: (day/mon/year)		

	1 st student	2 nd student	3 rd student
First Name:			
Last Name:			
Birth Date: (day/mon/year)			
Entering grade:			
Pre-k (petite section)			
Jr-k (moyenne section)			
K (grande section)			
Primary grade (1-6)			

Staff Approval:	
Date:	Signature: