



SAMPLE Enrollment Agreement 2024-2025

Student is hereby accepted or (re) enrolled in Harmony Montessori School (Harmony) subject to the terms and conditions of this Agreement.

1) **Admission Policy:** All new students entering Harmony must comply with the admission and safety policies as established by Harmony. All necessary and requested applications, documentation and forms shall be executed and delivered upon request and in a timely manner. Siblings of children who are currently enrolled are given priority for registration. After (date), registration will be open to students on the waiting list and to the general public. Final enrollment and ongoing attendance is and remains contingent upon prompt and full payment of tuition and material fee as billed.

Initial Here _____

2) **School Year:** The upcoming school year shall run for ten (10) months from August 28, 2024 through June 13, 2025. This contract is valid from the date your child enrolls through June 13, 2025.

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3) **Returning Students:** Agreements for returning students are due by **March 15, 2024** with a **\$2000 deposit due May 1, 2024**. By signing this contract you are agreeing to the withdrawal of a non-refundable \$2000 deposit on May 1, 2024, and to pay tuition for the 2024-2025 school year.

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4) **New Student Registration:** To reserve your new student's space for the upcoming school year, please return this agreement along with your registration deposit by **March 15, 2024**. Kindly make your deposit via Venmo @Harmony-Montessori in the amount of \$2000.00, by doing so your child's spot will be held, making this a non-refundable deposit. The non-refundable deposit is not subject to the 30 day cancellation clause.

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5) **Toddler Program School Hours:** The toddler school day begins at 9:00 a.m. and ends between 11AM and 1PM depending on each individual child's ability to stay.

Using the following metrics, teaching staff will independently assess your child and determine the best pick up time for them:

- Children will enter the primary program at different times/ages depending on the dynamic of the group and their personal readiness.
- Toddlers are eligible for an extended day once they display preparedness to manage a full day.
- Children in the toddler program will stay there until they have developed the skills necessary to be part of a larger group. These skills include: separating easily, demonstrating self care skills such as putting on/removing shoes/jacket, cleaning up after meals, taking out/putting away work, lining up and walking with the line.

Initial here if your child is entering the toddler program _____

6) **Tuition including material fee for the 2024 - 2025 School Year:** Includes supervision and instruction during school hours plus a nutritious, well balanced, organic snack each day. **Please check your preferred schedule:**

3 - Day - \$23,155

5 - Day - \$27,995

Payment plan payments are the cost of tuition for the year paid in one, three, or eleven installments, minus deposit. **Please check your intended plan.**

Option I – Full Payment: Full tuition paid by May 1, 2024 (no deposit needed.)

Option II – Three Payments: One third paid by June 1, 2024. One third paid Oct 1, 2024. Final third paid February 1, 2025

Option III – Monthly Payment Plan Tuition is payable in 11 monthly installments - June 1st, 2024 thru April 1st, 2025

7) **Payments:** Payments to Harmony are made through automatic ACH deduction generated through Bank of Marin. Payments are collected on the first business day of each month.

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8) **Absences or Holidays:** No reduction or adjustments to tuition, or schedule changes shall be made for absences or holidays.

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9) **School Hours:** The school day begins at 9:00 a.m. and ends at 1:00pm. Free after care is provided until 2:30 pm, Monday through Friday, depending on each individual child's ability to stay.

Initial Here ____

10) **Check-in/Check-Out:** Parents, guardians or pre-authorized adults must escort each student to and from Harmony each day to collect communications and fill out attendance records. Each student must be signed in and out each day. Parents/guardians may pre-authorize other responsible adults to checkout students, but must notify Harmony in advance of such authorization.

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11) **Parent Commitment:** Harmony's success is dependent upon a cooperative partnership between the school and its families. Parents/guardians understand the obligation to support your student's education and agree to contribute as a volunteer of Harmony. Parents are expected to:

- Maintain clear and open communication with teachers regarding your child's interactions with staff, the school environment, other parents, and children throughout the school year.
- Educate yourselves on the Montessori philosophy and support the school's implementation of it..
- Respond to teacher recommendations and requests for support regarding your child.
- Respond to teacher input and requests regarding your child's school attire (e.g. weather appropriateness, functionality, ease of use for practicing self-care skills, etc.).
- Participate in family workdays and classroom projects or activities as requested and in fundraising efforts.

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12) **School Calendar 2024 - 2025: (Subject to change)** Harmony is closed for the following Holidays:

- September - Labor Day
- October - Indigenous People's Day
- November - Veterans' Day (Observed)
- January - MLK Day

- May - Memorial Day

Harmony is on Break:

- November 25 - 29 - Thanksgiving Week
- December 23 thru January 3 - Winter break
- February 17 - 21 - Ski week/Mid-Winter Break
- April 7 - 11 - Spring break

13) **Modification or Exceptions:** No modifications or exceptions will be made regarding the rules, protocol or terms of this agreement without the express, written consent of Harmony.

Initial Here _____

14) **Cancellations Returning Students:** Once your deposit is drawn on May 1st the obligation to pay tuition for the full year becomes absolute and final.

Initial Here _____

15) **Cancellations New Students:** No cancellation of this agreement will be effective more than thirty (30) days after execution. After thirty (30) days, the obligation to pay tuition for the full year becomes absolute and final.

Initial Here _____

I/We, the undersigned parents/guardians of the above named student, having fully read and understood this agreement, do agree and consent to abide by its terms and conditions.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____