



# ENROLLMENT CONTRACT – Nido & Toddler

## Enrollment

I/We agree to enroll my/our child, \_\_\_\_\_, in the Ithaca Montessori School (IMS) in the following program(s):  
*(print child's name)*

### Program Desired:

- Nido Program** (5 days):
  - (8:30am – 3:30pm)
  - (8:30am – 4:30pm)
  
- Toddler Program**
  - 3 Days (Mon, Wed, Fri)
    - (8:30am – 12:00pm)
    - (8:30am – 3:30pm)
    - (8:30am – 4:30pm)
    - (8:30am – 5:30pm)
  - 5 Days
    - (8:30am – 12:00pm)
    - (8:30am – 3:30pm)
    - (8:30am – 4:30pm)
    - (8:30am – 5:30pm)
  
- Monthly Before School** (5 days):
  - (7:30am – 8:30am)

## Enrollment Fee

I/We understand that a non-refundable enrollment fee of \$200 will be due in order to finalize the enrollment of my child at Ithaca Montessori School. The enrollment fee covers the administrative cost associated with the enrollment process. It is non-refundable and is not credited against any tuition.

## Tuition Deposit

- I/We enclose a tuition deposit payment equal to one month of tuition.
- Sixty days written notice is required prior to the last day of attendance. If proper notice of withdrawal is submitted, then the tuition deposit will be returned within 30 days of date of withdrawal.

## Tuition Payment

- Parents are required to register with Ithaca Montessori School's tuition management system, SMART TUITION, upon enrollment.
- Tuition is due on or before the first of each month.
- Tuition fees are not subject to proration for illness, holidays, or emergency closure of the school.
- Parents or guardians assume unconditional responsibility for tuition payments. The undersigned understand(s) and agree(s) that this is a legally binding contract for said child unless IMS requests the child to withdraw.
- Payments received by IMS more than 10 days after the due date are subject to a late charge of \$40 per month to cover added administrative costs. Acceptance by IMS on one occasion of a late payment without assessing a late charge shall not be a waiver of its rights with respect to any other late payments and resulting late charges.
- Failure to make an installment payment within 30 days of its due date gives IMS the right to declare the entire unpaid balance of the annual tuition immediately due and payable.
- IMS reserves the right to cancel a student's enrollment if payments are not made by the tuition due dates.
- In the event that IMS incurs expenses in connection with the enforcement of this contract and/or collection of monies owed under this contract, the undersigned will be responsible for reimbursing IMS for such expenses incurred, including attorney's fees and costs.



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## Parent Hours

I/We agree/understand that each family has a commitment of 20 volunteer hours per year. Each parent volunteer hour is valued at \$20 per hour.

- 5-day per week enrollment: 20 hours year
- 3-day per week enrollment: 12 hours year

Signature of Person(s) Responsible for Tuition:

\_\_\_\_\_

Parent / Guardian

\_\_\_\_\_

Parent / Guardian

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Date

\_\_\_\_\_

Date