

5003 218th Ave NE
 Redmond, WA 98053
 PHONE 425-868-7805
 FAX 425-516-7188
 WEB www.mchkids.com
 EMAIL office@mchkids.com



Independence. Discovery. Nature.

FOR OFFICE USE ONLY	Amount Received	Date Received	Check Number
ENROLLMENT FEE			
TUITION DEPOSIT			
OTHER			
TOTAL RECEIVED			

Elementary Program: 2016-2017 Enrollment Agreement

The undersigned parent(s) or guardian(s) (the "Parents") of the student (the "Student") listed below agree to enroll the Student at Montessori Children's House ("MCH") for the 2016-2017 school year upon the terms and conditions described in this Enrollment Agreement (the "Agreement").

Student							
First Name		Middle Name			Last Name		
Age on Sept. 1, 2016	Date of Birth	Gender	Nickname	Current Classroom			
Parent or Guardian				Parent or Guardian			
First Name		Last Name		First Name		Last Name	
Home Address				Home Address			
City	State	Zip	Home Phone	City	State	Zip	Home Phone
Email Address		Cell Phone		Email Address		Cell Phone	
Place of Employment/Position		Work Phone		Place of Employment/Position		Work Phone	

MCH offers the following programs and scheduling options. Please check the desired option(s).

Programs and Schedules	
Lower Elementary (1st – 3rd Grade)	
<input type="checkbox"/> Full Day; M, T, Th, F (8:50 AM–3:30 PM) and W (8:50 AM–1:00 PM)	\$1,590.00/Month
<input type="checkbox"/> Wednesday PM Care; (1:00 PM–3:30 PM)	\$150.00/Month
<input type="checkbox"/> Before and After school care (<i>Max 10 hours per day, includes "No School-Care Available" days</i>)	\$275.00/Month
<input type="checkbox"/> Materials Fee (Due with this application)	\$375.00/Annually
Upper Elementary (4th – 6th Grade)	
<input type="checkbox"/> Full Day; M, T, Th, F (8:50 AM–3:30 PM) and W (8:50 AM–1:00 PM)	\$1,625.00/Month
<input type="checkbox"/> Wednesday PM Care; (1:00 PM–3:30 PM)	\$150.00/Month
<input type="checkbox"/> Before and After school care (<i>Max 10 hours per day, includes "No School-Care Available" days</i>)	\$275.00/Month
<input type="checkbox"/> Materials Fee (Due with this application)	\$375.00/Annually
Part-Time Rates; Does not include "No School-Care Available" days; billed in 15 Minute increments.	
<input type="checkbox"/> PT Elementary Care (Mon-Fri 3:30-4:15 PM) Specify hours: _____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday \$12.00/hour	
All of the rates detailed above remain in effect from January 1, 2016 – December 31, 2016 Enrollment or schedule changes in effect after January 1, 2017 will be charged at 2017-18 Tuition Rates	

NON-REFUNDABLE DEPOSITS REQUIRED AT TIME OF ENROLLMENT.

- 1. **ENROLLMENT DEPOSIT & MATERIALS DEPOSIT:** The Parents agree to submit with the signed Enrollment Agreement a **non-refundable enrollment and materials deposit** of One Hundred Twenty-Five Dollars (**\$125.00**). This deposit will not be refunded under any circumstances.
- 2. **NONREFUNDABLE TUITION DEPOSIT:** The Parents further agree to submit with the signed Enrollment Agreement, a **nonrefundable deposit** equal to **one month's tuition** which will be applied to the Student's tuition in March 2017. This deposit will not be refunded under any circumstances, including, but not limited to, a voluntary withdrawal of the Student prior to March 2017.

TUITION. Parents attest they have reviewed the 2016-2017 tuition schedule detailed herein and available on MCH's website and agree to pay the Tuition described below, in addition to the (1) mandatory, nonrefundable enrollment deposit of \$125.00 and (2) one-month non-refundable tuition deposit. Parents understand and acknowledge the Student's placement is not reserved until both deposits and the signed Enrollment Agreement are received.

Base Tuition: \$ _____ per month

Additional Care: \$ _____ per month

Total Tuition: \$ _____ per month

Plus Fees (if applicable) \$ _____

PAYMENT PLANS. MCH processes tuition payments through Tuition Express using an ACH debit from the Parents' designated bank account. The attached enrollment form must be completed by all families, regardless of which tuition option is chosen below. Please note that any fee MCH is charged because the Parents' payment was late, insufficient, or otherwise, will be passed on to the Parents. Parents who obtain approval from the Head of School to opt out of the auto-payment option will pay an additional 1% administration fee each month. Check the desired tuition payment option below.

_____ **Payment in Full:** One payment of \$ _____ will be withdrawn from your bank account on or around July 1, 2016, which represents a 5% discount for prepayment. If child is enrolled at any point after July 1, 2016, one payment of \$ _____ will be made on or around _____, which is the month the Student is scheduled to beginning attending MCH.

_____ **Monthly Payment Plan:** Nine payments of \$ _____ will be withdrawn on the first (1st) of each month beginning September 1, 2016 and does not include the Tuition Deposit collected for March 2017. If Student enrolls after September 1, 2016, tuition for the first month will be prorated accordingly and the balance of monthly payments owing will be withdrawn on the first (1st) of each month.

Parents agree to be jointly and severally obligated to pay the tuition in accordance with the Payment Plan selected above. Parents further acknowledge their contracted tuition is due in full each month regardless of illness, severe weather, personal reasons or family vacations.

If payment is not received or is rejected by the fifth (5th) of each month, a late payment fee of 10% will automatically be applied to the Student's account. If tuition is not paid in full by the fifteenth (15th) of each month, MCH reserves the right to exclude student from school until all fees are paid. Statements not brought current within thirty (30) days of the original due date will be sent to a collection agency for fulfillment. If MCH is forced to commence collection action for amounts past due, the Parents shall pay all of MCH's reasonable costs of collection, including but not limited to reasonable attorneys' fee, arbitration costs and other related costs. Venue for any action to collect shall be in arbitration in King County, Washington.

_____ By initialing this paragraph, Parents acknowledge that MCH may assess a charge for late pickups of students at a rate of \$ 1per minute after 3:30 pm or any other contracted departure time, except that the fee increases to \$3 per minute after 6:00pm. Parents also acknowledge that non-contracted drop in care costs \$13/hour for Elementary students billed in no less than fifteen minute increments. These amounts may be automatically deducted from Parents' bank account for those that are enrolled in auto-pay through Tuition Express. If parents do not use Tuition Express, then these charges will be subject to the 10% late penalty if not paid with tuition by the fifth (5th) of each month.

GENERAL CONDITIONS.

_____ By initialing this paragraph, Parents acknowledge that additional terms and conditions of enrollment apply and are described in the MCH Family Handbook. The handbook is located on the MCH website. The Parents attest that they have familiarized themselves with such policies and that they understand that these polices, rules, regulations, conditions, traditions and financial terms may be adopted or amended at MCH's sole discretion during the school year without advance notice to the Parents.

ENROLLMENT, DISMISSAL & PLACEMENT. MCH agrees to enroll the Student in its program for the school year indicated above; provided, however, that admission and continued enrollment at MCH and participation in its activities, are privileges which may be temporarily or partially suspended, totally withdrawn or terminated by MCH at its sole discretion (a) for failure to pay, when due, any and all amounts due MCH under this Contract for the current or any prior school year during which the Student was or is enrolled at MCH; (b) for academic or disciplinary reasons; (c) for failure of the Student or any of his or her parents, legal custodians or guardians to fully comply with any and all policies, rules and regulations of the school as they now exist or as they may be amended or supplemented at any time; (d) in the event that the school determines, at its sole discretion, that there does not exist a constructive and positive working relationship between the school and the parent(s) or guardian(s) of the Student; of (e) for such other reasons as the school may determine to be in the interest of the health, safety or orderly leading environment of the student, other students, faculty or staff. MCH reserves that right to determine the placement of the Student in the grade or course level most appropriate for his/her school experience.

WITHDRAWAL.

_____ By initialing this paragraph, Parents acknowledge that a written notice of voluntary withdrawal must be submitted by the Parents to the Head of School. It is understood and agreed that when a student is withdrawn from MCH it is extremely difficult to determine the amount of damage the withdrawal will cause the school. Parents acknowledge that the \$125.00 enrollment and materials deposit and one month tuition deposit are not refundable under any circumstances. If Student fails to begin or complete the school year for any reason whatsoever, including but not limited to voluntary withdrawal, dismissal or denied enrollment because of account delinquency, Parents agree to be liable for tuition in accordance with the liability schedule below as liquidated damages experienced by the school, and to pay any outstanding fees. The liability schedule is given as a percentage of total tuition under the Payment Plan. Parents acknowledge that the amount of non-refundable deposits paid and/or the amount of tuition paid in the month the Student is withdrawn has no bearing on the amount of accrued liability owing under this paragraph. The amount of accrued liability will be payable within ten business days of written notice of withdrawal.

Tuition Liability Schedule

<u>Date Withdrawn</u>	<u>Liability</u>
Prior to June 30, 2016	Non-refundable deposits only
July 1, 2016 - Oct 31,, 2016	20%
Nov 1, 2016 – Mar 1, 2017	50%
After Mar 1, 2017	100%

RELEASE OF LIABILITY. The undersigned hereby acknowledge that by enrolling the Student in the School, the undersigned have voluntarily requested that (1) the Student participate in MCH on-campus and off-campus activities, events and programs organized or approved by the School (including, without limitation, outdoor play, walks, field trips, gardening, and care for campus animals (e.g. goats, chickens, ducks, birds, rodents, reptiles and amphibians) herein "Programs" and (2) the Student be transported by whatever means the School arranges when Programs are scheduled off-campus. The undersigned hereby gives consent for the Student to participate in each of the Programs, provided that the undersigned may withdraw consent for the Student's participation in a particular Program by providing written notice to the Head of School to be received by her within a reasonable time prior to such Program. The undersigned acknowledge their ongoing obligation to become and remain informed about the School's Programs. The undersigned understand that these Programs may expose the student to risks of injury. In consideration for the Student's being permitted to participate in the Programs or in the transportation to those Programs, the undersigned hereby release, waive and forever discharge from any liability and hold harmless and indemnify the School, its officers, directors, trustees, employees, instructors, coaches and agents, including any students' parents/guardians assisting in or providing transportation for the Programs (collectively, the "Indemnified Parties") for any injury to the Student arising out of or resulting from the Student's participation in the Programs, including the Student's traveling to and returning from any and all Programs, but only to the extent that such injury is not caused by the gross negligence or willful misconduct of the Indemnified Party, and for any damages and costs, including attorney's fees and cost of litigation which may be incurred by any Indemnified Party in defense of a claim or claims brought against them by the Student or any other person or entity. This Release of Liability shall be legally binding upon the Student, the Students' parents or guardians, heirs, personal representatives, and assigns. The undersigned have carefully read this Release of Liability and fully understand its contents. The undersigned are aware that we are releasing certain legal rights by this release that the undersigned otherwise may have. The undersigned sign this Release of Liability of each of the undersigned's free will.

ARBITRATION AND GOVERNING LAW. The parties agree that the sole and exclusive remedy for all disputes and controversies (other than the School's option to withhold grades, transcripts, yearbook and re-enrollment for accounts that are not current) relating to the provisions of the Contract shall be binding arbitration before a single arbitrator in King County, Washington. The parties shall agree upon the selection of the arbitrator. If the parties cannot agree as to the selection of an arbitrator, the arbitrator shall be selected by the Presiding Judge of the Superior Court of Washington for King County, upon five days written notice given by either party. The arbitration shall be conducted in accordance with the rules of American Arbitration Association. This Contract shall be governed by the laws of the State of Washington, without regard to conflicts of laws principles.

PHOTO, VIDEO, AUDIO PERMISSION. Parents grant permission for Student's photograph, video image, and/or voice recording to be used in school publications and communications, marketing and advertising, school/class websites, blogs, Bloomz and the MCH Facebook page. Parents understand and agree Student names will not be associated with any non-password protected published image published by MCH without Parents' express permission. Parents understand and acknowledge further that MCH has no control over and is not responsible for how others use images they obtain from School publications or the School's website. Parents understand they may revoke this permission for the school year covered by this contract at any time by writing to the Head of School any time prior to the first student attendance day of the year. Any revocation shall not apply to publications produced prior to the date of revocation. Parents understand that even if they revoke this permission, the rest of this Enrollment Agreement will remain in full force and effect.

Both legal parents/guardians are required to sign this contract, unless an exception has been authorized by the School.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Administration Signature: _____ Date: _____