



The Franklin Montessori School

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2023 – 2024 Enrollment Contract

Full Name of Student: _____

Date of Birth: _____

Parent's Name(s):

Person(s) Responsible for Tuition:

• **Full Name(s):**

• **Home Address:**

Street, City, State, Zip

• **Family Email Address(es) to receive communication from School:**

I (We) ("Family") wish to enroll the above-named student ("Student") in The Franklin Montessori School ("School") for the 2023 - 2024 school year, in the:

___ 10 month program - 5 days/week, August 29th to June 12th

___ 11 month program - 5 days/week, August 29th to July 12th

___ 12 month program - 5 days/week, August 29th to August 9th

Total Annual Tuition due of \$_____. (See pages 8 and 9 for tuition schedule.)

Monthly payments will be \$_____. Payments begin July 2023 and are due the 5th or 20th of each month. The last payment for the 10 and 11 month programs is April 2024. The last payment for 12 month program is June 2024.

The above-named Student's **first day of attendance** will be _____ "Date of Enrollment"

TUITION PAYMENTS

Tuition payments are made by automatic debit or credit card through the FACTS tuition management system. There is an annual fee per family (approximately \$45). Use of a credit or debit card may incur a banking convenience fee.

I agree to enroll with FACTS and have the money withdrawn from our account for the outstanding balance at the statement due date.

SCHOOL POLICIES

PERIOD OF ENROLLMENT:

I understand and agree that the period of enrollment shall be for the entire school year, the expanded school year or, in the case of a Student entering after the school year has begun, from the date of enrollment to the last school day of the program selected for Student and as published in the current year school calendar.

COMMITMENT FOR THE FULL YEAR:

I understand that the School has granted to the Family and the Student one of a limited number of placement positions. Having accepted one of such limited number of placement positions, **I agree to pay the entire tuition as set forth in this Agreement in monthly installments.**

I understand and agree that there will be no refund, credit, or remission of fees or tuition in the event of the closing, absence, withdrawal, or exclusion of the School except as provided in the **Withdrawal from School**, the **Mandatory Withdrawal Policy** or unless I agree to participate in the **Tuition Protection Plan** as described below. I understand that although tuition is paid in installments, tuition cannot be prorated and is not related to the number of school days.

FORCE MAJEURE:

In order to preserve the integrity and longevity of the program and retain essential staff during an emergency situation, it is agreed that in the event of any failure or delay in the School's performance resulting from a Force Majeure event (i.e. causes beyond the School's reasonable control and occurring without its fault or negligence) including without limitation, acts of God, fire, pandemic, epidemic, government restrictions, wars, threats or acts of terrorism and insurrections, the **tuition obligations under this Agreement shall continue without refund, credit, or remission unless I participate in the Tuition Protection Plan or Withdrawal From School as outlined below.** The School shall not be liable, and no amounts paid will be refunded for any such failure or delay in its performance caused by Force Majeure. Any parent wishing to withdraw from the program during a closure may do so by utilizing the withdrawal policy as stated in this agreement. A child's absence when the school is offering in-person learning is not a force majeure event and will not alter the obligations of a family under this contract.

TUITION PROTECTION PLAN OPTIONS:

I understand that I have the option to participate in the Tuition Protection Plan. If I elect to participate in the Tuition Protection Plan, I will pay a non-refundable annual fee due at the time of my first installment payment. I am still committed to pay the entire annual tuition due under this agreement in the installment payments as outlined in this agreement (“Installment Payments Due”), but if the school is unable to provide in-person learning (hereinafter “closed”) for a period of more than three (3) consecutive days due to a non-weather related Force Majeure (as defined in this agreement) I will receive a credit against my next monthly installment payment in the amount outlined below based on the plan that I choose. No tuition or fees previously collected will be refunded nor tuition that is past due will be forgiven. I will still have the option to exercise my right to withdrawal as outlined in this agreement. If I have not exercised my right to withdrawal, then tuition obligations will resume when the Force Majeure event ends until the end of the contract period. This plan may be used more than once during the term of this agreement.

Plan 1

- **If the school is closed** due to a non-weather related Force Majeure (as defined in this agreement), for a period of more than three (3) days, I will be credited by 50% of the prorated amount of in-person learning days offered, divided by the school days scheduled on the published school calendar for the program I am enrolled in (“Credit”).
- **The Credit will be applied to my next Installment Payment Due.** Any amount of Credit in excess of the next Installment Payment Due will be applied in equal amounts to all future Installment Payments Due until the Credit is fully used to offset any tuition due. A credit may not be converted into a cash refund. By exercising this option my child will be able to participate in any distance learning offered by the school, at its sole discretion, during the Force Majeure closing.

Plan 2

- **If the school is closed** due to a non-weather related Force Majeure (as defined in this agreement), for a period of more than three (3) days, I will be credited by 100% of the prorated amount of in-person learning days offered, divided by the school days scheduled on the published school calendar for the program I am enrolled in (“Credit”).
- **The Credit will be applied to my next Installment Payment Due.** Any amount of Credit in excess of the next Installment Payment Due will be applied in equal amounts to all future Installment Payments Due until the Credit is fully used to offset any tuition due. A credit may not be converted into a cash refund. By exercising this option my child will be able to participate in any distance learning offered by the school, at its sole discretion, during the Force Majeure closing.

Please initial below to indicate your choice on whether to participate in the **Tuition Protection Plan**:

_____ I would like to participate in the **Tuition Protection Plan 1**. The cost of this plan is \$1,100.00 due at the time of the first tuition installment payment.

_____ I would like to participate in the **Tuition Protection Plan 2**. The cost of this plan is \$2,200.00 due at the time of the first tuition installment payment.

_____ **I decline to participate** in the Tuition Protection Plan, and **I acknowledge I am responsible for the entire tuition due and there will be no refund, credit, or remission of fees or tuition.**

FEES:

Reserving and Retaining Enrollment - New Students Only

A onetime enrollment fee of \$500.00 and a \$1,500.00 tuition deposit are due with this signed document. Payment of these non-refundable fee secures your child's placement at The Franklin Montessori School. The \$1,500.00 tuition deposit will be credited towards the 1st tuition payment.

Re-Enrollment Fees - Returning Students

At the time of re-enrollment, a **\$260.00 annual non-refundable fee** is due with this **Enrollment Agreement**. In consideration for payment of this non-refundable fee, the school will hold a place for the Student. Payment may be made by electronic fund transfer charged through an existing FACTS account.

Late Payments

There is a **\$35.00 fee**, for both late payments and returned checks. In the event any payment shall be more than 15 days late, The School shall have the right to withhold any and all services for the Student and/or parent. The tuition and any other costs that have not been paid are due immediately.

Extra Hours

Aftercare is available on an as needed basis **if space is available**. There is a **\$37.50 per day** charge. Payment will be added to your next FACTS payment.

Late Pick up Charges

The School closes promptly at **6:00 pm**. Therefore, all children must be picked up by **6:00 pm**. The following charges will be assessed for late pick up. **\$10.00** for the first five minutes and **\$2.00** for each additional minute

CHANGE OF CALENDAR OR HOURS:

I understand that I can request to change calendar and/or hour options once per contracted year. Requests will be granted or denied at the sole discretion of the School. No calendar changes will be approved during or in anticipation of a Force Majeure closing. Program changes must be approved and confirmed in writing, otherwise such requests will be considered to have been denied. All changes will be made subject to the following fee schedule with payment due at the time of the requests approval. Any previously paid tuition amounts are non-refundable.

10-month calendar.....\$100.00 fee to change calendar and/or hours

12-month calendar.....\$1,000.00 fee to change calendar

WITHDRAWAL:

Voluntary Withdrawal

In consideration for the timely payment of the annual tuition, all fees and compliance with the policies of the School as explained in the School handbook, the Student may withdraw from School and the Family may terminate this agreement under the following conditions:

1. **A written letter to the School** of your intent to withdraw from the School accompanied by a nonrefundable withdrawal fee (\$500.00 for the 10-month calendar, \$1,000.00 for the 12-month calendar). The letter shall be effective on the first day of the calendar month following the date of submission (the “Effective Date”).
2. **Sixty (60) days from the Effective Date**, the student will be considered to have voluntarily withdrawn from the School (“the Withdrawal Date”).
3. **Any payments due after the Withdrawal Date shall be cancelled**, except any outstanding balance accrued up to the Withdrawal Date.
4. After the Withdrawal Date, installment payments as well as any prepayments shall be refunded to the extent they exceed any tuition due under this contract.
5. **All fees, including the annual student fees are non-refundable**

Mandatory Withdrawal

The School may terminate a child’s enrollment as follows:

Upon two (2) weeks notice for the following reasons:

- Parental failure to abide by this agreement and by school policies
- The school program is not meeting the developmental or special needs of the child as determined by the School.

Immediate withdrawal may be requested for the following reasons:

- Health or behavioral problems that threaten the safety, health or well-being of the child, other children or the staff
- Disregard of tuition policies
- A pattern of late pick-up
- Conduct of parents or guardians of the child that threatens the well-being of the children or staff
- Observation by the staff that the child in the Early Childhood program is not fully toilet trained

ACKNOWLEDGMENT AND WAIVER:

I acknowledge that there is an inherent risk of exposure to illnesses, including those caused by viruses such as COVID-19 (“illnesses”), that exists in any place where people are present. I acknowledge that the School is taking measures as suggested and recommended by local and national public health guidance to prevent and mitigate the spread of illnesses to the best of its ability.

I am also responsible for taking measures for myself and my child as suggested and recommended by local and national public health guidance to prevent and mitigate the spread of illnesses to the best of my ability. I further acknowledge that by gathering in places where people are present - including public places while traveling to and from the School and while attending the School - anyone voluntarily assumes all risks related to exposure to illnesses and agree for myself and my child not to hold School or any of its affiliates, directors, officers, employees, agents, contractors, or volunteers liable for any illness.

_____ Initial Here to indicate you have read and agree to the preceding **Acknowledgment and Waiver**

PARENTAL CONSENTS:

Emergency Medical Attention

I give my express consent to the School, or any agency acting in its behalf, to secure and provide any medical and dental attention deemed necessary for my child during a period when I cannot be contacted by telephone. I further agree to assume complete financial responsibility for any and all medical expenses incurred on behalf of my child under the above conditions. I agree to release, indemnify and hold harmless the School and its agents for any and all damages arising from medical conditions, both known and unknown, not directly caused by the School’s gross negligence.

Yes, I give permission _____ No, I decline permission _____

Field Trips and Beyond the Walls

I give permission for my child to take field trips within the Washington metropolitan area by foot, bus or car with Student class. In the event of an accident or emergency, I authorize the School’s staff member in charge to administer first aid or to obtain immediate medical supervision at a nearby hospital or clinic. I release the School and their employees from all liability for accidental injury to our Student while in the care of the School.

Yes, I give permission _____ No, I decline permission _____

Student Directory

I give permission for Student to be included in the School’s student directory, which is distributed by the school to other enrolled students and their families.

Yes, I give permission _____ No, I decline permission _____

Promotional Materials

I give permission to the School to use photographs, videotapes, and/or movies taken of or by my child for promotional use in school displays or on the school’s web page, or other social media.

Yes, I give permission _____ No, I decline permission _____

Community Communications

I give permission to the School to use photographs, videotapes, and/or movies taken of or by my child for internally-distributed newsletters, yearbooks, secure photo sites, classroom events or celebrations, slideshows, other media used at Parent Education Nights or other gatherings of the School community.

Yes, I give permission _____ No, I decline permission _____

Assignability

During the period of enrollment, this Agreement may not be assigned by the Family without the written consent of the School. However, the School may in its sole discretion assign its rights and obligations under this Agreement. This Agreement is binding upon the Family, School, heirs, personal representatives and permitted assigns.

Initial Here _____

Resolving Disputes

We do not expect any disagreements. However, we agree that, in the unlikely event we have one we can’t resolve, any dispute or claim will be submitted to nonbinding mediation before beginning arbitration, litigation, or any other proceeding. We agree to act in good faith to participate in mediation and to identify a mutually acceptable mediator. All parties to the mediation will share equally in its costs.

I have received the School Handbook and agree to abide by all the policies and procedures as specified.

Signature of Parent or Guardian

____/____/____
Date

2023-2024 10-Month Program (ends in June)

Annual Tuition
10 installments

Two-Year-Old Program

<input type="checkbox"/> Half Day Mornings	8:45 – 12:15	\$21,980
<input type="checkbox"/> Full Day	8:45 – 3:30	\$26,750

Montessori Primary Program

<input type="checkbox"/> Half Day Mornings	8:45 – 12:15	\$18,440
<input type="checkbox"/> School Day	8:45 – 3:30	\$23,020

Extended Day Options

<input type="checkbox"/> Early School Day	7:30 – 8:45	\$4,010
<input type="checkbox"/> Extended School Day	3:30 – 6:00	\$6,380

2023-2024 11-Month Program (ends in July)

Annual Tuition
10 installments

Two-Year-Old Program

<input type="checkbox"/> Half Day Mornings	8:45 – 12:15	\$24,280
<input type="checkbox"/> Full Day	8:45 – 3:30	\$29,410

Montessori Primary Program

<input type="checkbox"/> Half Day Mornings	8:45 – 12:15	\$20,240
<input type="checkbox"/> School Day	8:45 – 3:30	\$25,260

Extended Day Options

<input type="checkbox"/> Early School Day	7:30 – 8:45	\$4,460
<input type="checkbox"/> Extended School Day	3:30 – 6:00	\$6,970

2023-2024 12-Month Program (ends in August)

Annual Tuition
12 installments

Two-Year-Old Program

___ Full Day	8:45 – 3:30	\$30,324
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Montessori Primary Program

___ Full Day	8:45 – 3:30	\$27,288
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Extended Day Options

___ Early School Day	7:30 – 8:45	\$3,224
___ Extended School Day	3:30 – 6:00	\$5,692

Infant Program

___ Full Day	8:00 – 6:00	\$37,836
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The School does not discriminate on the basis of national origin, race, color, religion or disability in the admission of students, the employment of staff or in the administration of its policies.

Children with special needs may enroll at the School if their developmental needs can be met with reasonable accommodations and without fundamentally altering the educational developmental program offered by the school.

Children entering an Early Childhood class must be fully potty trained.

Children may not begin class until all required health, emergency care forms, tuition fees, and confirmation that the Family has enrolled with FACTS has been received by School.

PREVIOUS AGREEMENT SUPERSEDED:

Any previous Agreement between the parties is hereby superseded, replaced in its entirety and considered null and void.

I/we have read and understand this enrollment contract agreement. I/we agree to abide by and support these policies.

Signature parent/guardian* Print name* Date*

Signature parent/guardian* Print name* Date*

Accepted by the School

Signature of School Representative Print name Date

*Unless only one person/parent/ guardian is legally responsible for the payment, we ask both parents to sign the contract.

Notice of Contract Cancellation

I/we understand to cancel this contract, written notice must be received by the School on or before **June 15, 2023**.

Please keep a copy of this enrollment agreement for your records and return the signed agreement, initialed at the bottom of all pages.