

***Elite Academy Montessori Preschool Contract  
Rules and Policies***

**Please read and review the following rules and policies. In consideration of membership as a student at Elite Academy Montessori, the parents and or legal guardian of the minor participant named below are made aware and agree to the following:**

**REGISTRATION FEE:** Upon acceptance to Elite Academy Montessori, each student is required to pay a \$60.00 registration fee. This fee is paid annually and is non refundable. The registration fee also includes an Elite Academy Montessori Tee-shirt, which they will wear for special programs and all field trips.

**ACTIVITY FEE:** Upon acceptance to Elite Academy Montessori each student is required to pay an \$80.00 Activity Fee. This will cover all activities at the school, field trips, guest instructors and speakers. This fee is non refundable and is due annually.

**MATERIAL FEE:** Upon acceptance to Elite Academy Montessori, each student is required to pay a \$55.00 material fee. This will cover all school materials and the required "Children's Work" Math and Reading work books for each student to be used at the School. If parents wish to purchase more to take home for the child they will be an additional \$10.00 per book. This fee is nonrefundable.

**TUITION PAYMENTS:** To get the most out of our school the four day program is recommended. However, we do offer a three day program. Tuition for the four day program is \$140 per month. Classes are held Monday, Tuesday, Wednesday and Thursday 9:00-12:00 or 12:00-3:00. Tuition for the three day program is \$115 per month. Classes are held Monday, Wednesday and Thursday. 9:00-12:00 or 12:00-3:00. Tuition payments are due on the first day of each month for that month's services. Tuition payments cover classes taught from the first day of the month until the last day of the month. **A \$10 late fee will be added to tuitions not received by the 8<sup>th</sup> day of the month.** In addition, a \$10 finance charge will be assessed to my account every subsequent tenth day that my child's account remains outstanding.

**CREDIT CARD PAYMENTS:** There is a 3% charge on call credit card transactions.

**SCHOOL WITHDRAWAL:** Parents must submit a written withdrawal 1 month prior to the date they wish the student to withdraw. They must submit this to the School Director, Cheryl Martinez. There are no refunds for partial months of attendance. If you do not provide a written withdrawal you will be liable for that months tuition.

**PARENT VOLUNTEERS:** Elite Academy welcomes all parents to sign up and volunteer!! We want you to be involved in your child's development.

**ELITE ACADEMY PROPERTY:** The Elite Academy property, including the building, will be treated with respect by students and parents. Disrespectful and disruptive behavior will not be tolerated. All food and beverages must be disposed of properly and not left in the waiting areas. Food must be eaten in the café only. Students and parents are not to loiter in the hallways. No running, yelling, or horseplay is allowed.

**COLLECTIONS:** I understand that if my account becomes delinquent 30 days or more, it will be turned over to a collection agency. I also agree that I will pay any additional charges equal to the cost of collection, including collection agency fees, attorney fees, and court costs incurred with or without suit and permitted by laws governing these transactions.

**CANCELLATION:** Elite Academy reserves the right to cancel a student's membership at any time.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_