



# MILESTONE MONTESSORI

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## PARENT CONTRACT

The terms and conditions of this Parent Contract (“Agreement”) provide protection for our parents, as well as our school. In order to ensure that we can provide the services that the children are entitled to, it is essential that the financial status of our program be stable. The program’s expenses cannot be reduced because of absentee losses. By signing this Agreement, you acknowledge that you have read, understand and agree to abide by our policies which we enclose along with this Agreement and are incorporated by reference. You further agree that you will financially support the enrolment space guaranteed for your child.

### I (we) agree that:

- ❖ Upon registration, I will provide payment to confirm my child’s space in the program and I will provide payment arrangements in the form of a contract for the remainder of my child’s enrollment
- ❖ I will provide, at the time of registration, required payment information to Milestone Montessori and Child Care Services
- ❖ A service charge of \$65.00 will be charged for any NSF, returned cheques
- ❖ Any payments passed due after the 5<sup>th</sup> of each month will result of an accumulative charge of 4% billed to each delayed account per week.
- ❖ I will provide a minimum of four weeks advance written notice prior to the withdrawal of my child from the program. In this scenario, the tuition fees for the remaining days of the calendar month and the last month’s deposit will not be refunded. I also understand the last month’s deposit made upon enrollment will be forfeited.
- ❖ I will pick up my child by the end of the program or pay a late departure fee of \$5.00 per minute to the childcare centre due by the Friday of that week. I understand that if Milestone Montessori cannot reach me by 7:00pm, the police and Children’s Aid Society will be contacted. I acknowledge that this policy is designed as a deterrent and that abuse of the policy will be considered violation of this contract
- ❖ My child may be withdrawn and services may be terminated pursuant to, and in accordance with, the terms of the Milestone Montessori Withdrawal Policy
- ❖ **Milestone Montessori will be closed on the following days:**
  - New Year’s Day
  - Victoria Day
  - Labor Day
  - Boxing Day
  - Family Day
  - Canada Day
  - Thanksgiving Day
  - PA/PD Days
  - Good Friday
  - Civic Day
  - Christmas Day
- ❖ **Milestone Montessori will also be closed on the week before Labor Day, last week of December, the first week of January and also the second week of March. PA/PD Days will follow the local school board’s schedule.**
- ❖ Milestone Montessori School admits students without regard of any race, color, national origin, religion or ethnic background. Any fees paid to the school, including application, enrollment, tuition or activity fees, are not refundable. No refunds will be due or issued as a result of a day missed due to illness, holidays or vacations or if the school is closed as a result of weather or other events beyond our control.

- ❖ Milestone Montessori will notify me in advance, if the center must close for additional days due to unforeseen circumstances
- ❖ All student records are considered confidential. They may be available to parents and legal guardians upon request by them to other schools. Student records will only be released to other schools or agencies upon the signed request/legal guardian and only after all accounts due to Milestone Montessori are paid in full.
- ❖ I understand that the school and its agents are required to report suspected child abuse or neglect.
- ❖ I will submit my child(ren)'s enrollment form(s), fee schedule(s) **[All completed]**, post-dated cheques and a copy of my child(ren)'s immunization records (yellow card) upon registration
- ❖ If my child requires an epi-pen, I will provide a complete anaphylaxis form (enclosed with the Medication Policy) upon registration. I will also provide two epi-pens upon registration
- ❖ I will allow only pre-authorized persons designated on my child(ren)'s enrollment form, to pick up my child(ren). I agree to provide written notification to the Principal or Director if changes occur
- ❖ I will inform Milestone Montessori in writing, if my child is involved in a custody dispute, and will provide the Principal or Director with a copy of the legal custody papers
- ❖ I will notify Milestone Montessori in writing, of all address changes at home and work; and also to provide up-to-date telephone numbers where parents may be reached in the case of an emergency
- ❖ I will comply with parents' responsibilities as outlined in the Parent Handbook and comply with the program policies
- ❖ A complete enrollment package, including all supporting documentation and required fees, is necessary before this application can be processed
- ❖ I understand that all items brought to Milestone Montessori that is not related to curriculum (including but not limited to, toys, gum, candy, money or jewelry) is at my own risk. Milestone Montessori will not be responsible for any damage or lost property
- ❖ I understand that if the staff at Milestone Montessori regards an item (including but not limited to, toys, jewelry, etc.) dangerous, it will be removed and kept in a safe location. Milestone Montessori will not be responsible for any damage or lost property
- ❖ I have read and agree to the terms as stated in the Parent Handbook. I have been given the opportunity to review this document, ask questions if required, and confirmed that no further clarification is necessary

**I have read, understand and agree to abide by the terms and conditions set out above and in all centre policies including those set out in the Parent Handbook.**

Parent/Guardian Name (Printed)	Parent/Guardian Signature	Date
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Parent/Guardian Name (Printed)	Parent/Guardian Signature	Date
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**Parents of Guardians who are enrolling their child(ren) in the program, must read and sign the above contract**