



20890 Pidgeon Hill Dr.
Sterling, VA 20165
Email: contact@mlmontessoristerling.com
Phone: (703)-450-8687

ENROLLMENT AGREEMENT

Enrollment Agreement between Parents or Legal Guardians ("Parents") and Maple Lawn at Sterling, VA.

By signing this Enrollment Agreement I/we affirm that I/we have read and understood this Agreement as well as the Maple Lawn Parent Handbook, and agree to abide by all policies and procedures contained therein.

I/WE AGREE TO ALL OF THE FOLLOWING:

I/we hereby enroll my/our child, \_\_\_\_\_, DOB \_\_\_\_\_, in Maple Lawn.

The days the child will be attending the center are [ ] Mon [ ] Tue [ ] Wed [ ] Thu [ ] Fri, between the hours of \_\_\_\_\_ and \_\_\_\_\_. The program my child will be enrolled in is \_\_\_\_\_.

Enrollment begins on \_\_\_\_\_ and may be terminated at the completion of any monthly tuition period with a minimum of a one month written notice of withdrawal or by Maple Lawn pursuant to the terms of this Enrollment Agreement and/or the terms of the Parent Handbook.

TUITION, REGISTRATION FEE & DEPOSIT

- 1. I/we agree to pay the monthly tuition of \$\_\_\_\_\_. Tuition payments are non-refundable and will not be pro-rated. The following discount was applied to this monthly tuition rate (please circle) 5% Sibling Disc or 5% Military Disc. For temporary Promotion Discount please attach Promotion Certificate. \_\_\_\_\_(Initials)
2. I/we agree to pay monthly tuition by the 1st of each month before services are rendered. I/we understand and agree that payments received after 5th, are considered late and a late payment fee will be charged to your account 40.00 a day. \_\_\_\_\_ (Initials)
3. I/we agree to pay a Registration Fee of \$\_\_\_\_\_ which is due at time of registration and is non-refundable. A Re-registration fee is collected thereafter annually. \_\_\_\_\_ (Initials)
4. I/we agree to pay a non-refundable Deposit of \$\_\_\_\_\_ which is due at time of registration. This will be applied to last month's tuition of the enrollment period as long as the aforementioned one month written withdrawal notice is provided and the child is actively attending Maple Lawn. If the withdrawal notice is not provided I/we agree to be responsible for tuition through the last monthly period of enrollment and the Deposit will be forfeited. \_\_\_\_\_ (Initials)

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5. I/we agree that a returned check is assessed a processing fee. I/we understand that credit cards or money orders will be the only form of payment after one (1) returned check for a period of three months.
6. My/our tuition, in whole or in part, is subsidized by \_\_\_\_\_. (i) I/we agree to choose a program based on my/our authorized number of days; (ii) for any day that the agency does not reimburse Maple Lawn due to my/our child(ren)'s absence or my/our negligence in fulfilling my/our reporting responsibility, which, depending on the agency could be swiping a card or signing Maple Lawn's attendance report in a timely manner when notified, I/we will be personally responsible to pay for those days at the agreed upon rate indicated on my/our certificate. With regards to my/our co-pay and any other payment for which I/we are responsible, all other payment terms contained herein are applicable. \_\_\_\_\_ (Initials)

## ADDITIONAL TERMS

1. I/we understand and agree that, while my child is enrolled, there is no reduction or refunds of tuition for days missed due to illness, snow, vacation, holidays, withdrawal, etc. within any tuition period. Regardless of Absenteeism tuition has to be paid.
2. I/we understand that Tuition and other fees are reviewed periodically and I/we will be given thirty (30) day notice of any changes to the Tuition or fees. See Parent Handbook for further details regarding fees.
3. I/we agree that if Tuition is increased the non-refundable Deposit will be increased accordingly.
4. I/we understand and agree that continued enrollment is dependent on prompt tuition payment. Receipts for payments received are available upon request.
5. I/we understand and agree that Maple Lawn charges interest in the amount of 1.5% per month for past due payments more than one month overdue. I/we agree to reimburse Maple Lawn for any and all fees and costs associated with collection of past due accounts, including court costs and attorney's fees if the account goes to collection.
6. I/we understand and agree Maple Lawn charges additional fees for Late Pick Up as stated in the Price List and Parent Handbook. I/we agree to pay Late Pick Up fees at the time of pick-up by check or credit card.

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7. I/we understand and agree that Maple Lawn reserves the right to terminate enrollment if late arrival for pick up is habitual.

**8. Regardless of absenteeism, tuition must be paid. Vacation: if a child takes 4 weeks to 8 weeks of vacation, then security deposit is used to the child's spot. When the child returns the security deposit must be repaid,\_\_\_\_(Initials)**

**9. Please be advised that, in the event of Cancellation of School Days: The Client understands that Maple Lawn is not liable for interruptions to the regularly scheduled program due to uncontrollable circumstances such as inclement weather , emergency conditions or events beyond the control of Maple Lawn and that no tuition refunds or security deposits refunds will be given for days missed as a result of such events. \_\_\_\_ (Initials)**

## WITHDRAWAL

1. I/we understand that a thirty-day advance notice is required when a child is voluntarily withdrawn from Maple Lawn.
2. I/we understand that a child may be dismissed from Maple Lawn if the child's behavior is deemed to constitute a hazard to other children or staff. Other grounds for dismissal exist as outlined in the Parent Handbook. Maple Lawn can give a two weeks' notice of dismissal and or immediate dismissal.
3. I/we understand that a child may be dismissed from Maple Lawn if the child does not adjust to the center's program and this condition remains after a discussion with the parent regarding the ability of the child to participate.
4. I/we understand that a child may be dismissed if a parent's language or actions are abusive to the children and/or to staff.

## HEALTH AND SAFETY

1. I/we agree to walk my/our child(ren) into the classroom each morning and to ensure that a Maple Lawn's teacher is present before I/we release my/our child(ren). I/we agree that the child(ren) will be "signed in" upon arrival and "signed out" upon departure each day.

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2. I/we agree that no medication, including over the counter, will be administered unless specified on Maple Lawn's Medication Form and with written instructions from a physician. I/we understand that all prescribed medications must be in the dated original container.
3. I/we understand and agree to have my/our child(ren) picked up within one hour of notification that my/our child(ren) have become ill or hurt or when requested by the center.
4. I/we agree to inform Maple Lawn within 24 hours or the next business day after my/our child(ren), or any member of the immediate household has developed a reportable communicable disease as defined by the State Board of Health, except for life threatening diseases, which I/we agree to report immediately.
5. I/we agree that my/our child(ren) may not attend Maple Lawn with any illness that threatens the health of other children, or that prevents their participation in the center's routine. I/we understand and agree that the Health Department regulations governing periods of infection will be enforced and I/we agree to abide by all Maple Lawn's illness policies set forth in a written notice or in the Parent Handbook. Specifically, I/we agree that our child(ren) may not attend the center if my/our child(ren) is/are vomiting, has/have diarrhea or a fever of 100 degrees either alone or in combination with other symptoms including a sore throat.
6. I/we agree that our child(ren) will obtain all age-appropriate immunizations as required by the MD Department of Health Services. I/ we agree to submit immunizations to the school for my child(ren) file as they are updated.
7. I/we understand that my/our child(ren) will be released only to authorized individuals. No child will be released to someone whose name is not on file. Unless additional names are provided in writing by parents, only the parents/guardians identified below are authorized individuals.
8. Maple Lawn makes every effort to keep all children safe, however, accidents sometimes happen. I/we for myself/ourselves and on behalf of my/our child(ren), hereby release and discharge Maple Lawn, its partners, agents, employees and affiliates ("Released Parties") from all claims, demands, damages, actions, causes of actions, suits, judgments and executions whatsoever, in law or equity, which I/we, the child(ren), our heirs, executors, assigns or administrators ever had, now has, or may have, or claim to have, against the Released Parties by reason of my/our child(ren)'s attendance at Maple Lawn. I/we agree, for myself/ourselves, my/our child(ren) and any other claimant that the Released Parties will not be liable and no claims will be made against the Released Parties if my/our child(ren) should suffer personal injury or death as a result of my/our child(ren)'s attendance at Maple Lawn.



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- 9. I/we agree that Maple Lawn has our permission for the child(ren) to take field trips within walking distance from the center. Parents will be given prior notice of all field trips and will be asked to sign a Field Trip Permission slip for all field trips that require transportation. \_\_\_\_\_ (Initial)
- 10. I/we authorize Maple Lawn to obtain immediate medical care for my/our child(ren) if any emergency occurs or if I/we cannot be contacted immediately. \_\_\_\_\_ (Initial)
- 11. I/we authorize Maple Lawn to use photos and other recordings of my/our child(ren) for training and professional development and for promotional purposes. \_\_\_\_\_ (Initial)
- 12. I/we have read, and agree to abide by, the terms and conditions of the Maple Lawn Sterling Parent’s Handbook and this Enrollment Agreement. I/we understand that Maple Lawn reserves the right to change existing policies or introduce new policies immediately upon written notice.

Print Parent/Guardian(s) Name(s):

Parent/Guardian(s) Signature(s):

\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

For MAPLE LAWN

\_\_\_\_\_ Date: \_\_\_\_\_

(Director)