

**Keystone Montessori School
2010–2011**

**Toddler & Children’s House Half Day or Full Day School Year
Enrollment Application**

1025 E. Liberty Lane – Phoenix, AZ 85048 – Phone (480) 460-7312 – Fax (480) 283-8402

Please Check One Box:

CONTINUING STUDENT NEW STUDENT

Please Mark Program Desired:

Half Day (8:30 am – 11:45 am)
 Full Day (8:30 am – 2:45 pm)
August 9, 2010 – May 26, 2011

(New Students)

Previous School Attended: _____

STUDENT INFORMATION

Male Female

Are you Hispanic/Latino of any race? Yes No

Are you of one or more races (please check applicable):

American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

Last Name:	First Name:	Street Address:
Date of Birth:	Age as of 9/1/10:	City, State, Zip:

PARENT INFORMATION

Married Living Together Separated Divorced Single Widowed

Father’s Last Name:		First Name:		Mother’s Last Name:		First Name:		
<input type="checkbox"/> Parent <input type="checkbox"/> Step-Parent <input type="checkbox"/> Guardian				<input type="checkbox"/> Parent <input type="checkbox"/> Step-Parent <input type="checkbox"/> Guardian				
Does child reside with you?	Home Address (If Different From Student)			Does child reside with you?	Home Address (If Different From Student)			
	Street:				Street:			
City, State, Zip:			City, State, Zip:			Home Phone:		
Home Phone:			Cell Phone:		Home Phone:		Cell Phone:	
Work Phone:			Employer:		Work Phone:		Employer:	
E-Mail Address:				E-Mail Address:				

START DATE:	CLASSROOM:	<input type="checkbox"/> cc: Business Office
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KEYSTONE MONTESSORI CHARTER SCHOOL, INC.
ENROLLMENT CONTRACT
TODDLER/CHILDREN'S HOUSE HALF DAY OR FULL DAY/SCHOOL YEAR

By signing this Enrollment Contract, effective as of the date set forth below, I/We, _____ ("Parents or Guardians"), the parents or legally appointed Guardian of _____ ("Student"), agree to the following terms and conditions for enrollment of Student in the Keystone Montessori Charter School Inc. ("KMS") Toddler /Children's House Program.

1. Enrollment in the Toddler/Children's House Program; Term. Parents or Guardians agree that Student shall be enrolled in the Toddler/Children's House Program for the school year 2010-2011, which begins on Monday, August 9, 2010 and ends on Thursday, May 26, 2011 (hereinafter, the "Term"). Although this Agreement is effective as of the date set forth below, enrollment will not occur until the date this Enrollment Contract has been approved by KMS.
2. Non-refundable Fees and Deposits. Parents or Guardians agree to pay to KMS the following non-refundable fees and deposits:
 - a. **Registration Fee:** For new and re-enrolling students, Parents or Guardians agree to pay a \$150 non-refundable annual registration fee. Payment of the Registration Fee is due at time this Enrollment Contract is received by KMS and does not guarantee Enrollment at KMS.
 - b. **Tuition Deposit:** For new students, Parents or Guardians agree to pay a Tuition Deposit in the amount of one-half of the regular Monthly Tuition Rate as set forth in paragraph 3(b) of this Agreement. The Tuition Deposit is due upon Enrollment of the Student in KMS' programs.
3. Tuition Payments. Parents or Guardians agree to pay KMS the following Annual Tuition in consideration for enrollment of Student in the KMS program.
 - a. **Annual Tuition:** Annual Tuition for the Term set forth in paragraph 1 of this Enrollment Contract is checked below:

Toddler Half Day - \$7,350.00
 Toddler Full Day - \$8,650.00

Children's House Half Day - \$6,650.00
 Children's House Full Day - \$8,100.00

- a.
 - b. **Payment Options.** By initialing one of the options below, Parents or Guardians have chosen to pay the Annual Tuition according to the payment terms set forth as follows:

(initial)

Monthly Payments: If Parents or Guardians choose the Monthly Payments Option, Parents or Guardians agree to permit KMS to automatically process the Monthly Tuition Rate, equal to the Annual Tuition divided by 10, on the first day of each month using the method designated as follows:

Credit Card Bank Draft

(initial)

One-Time Annual Payment: If Parents or Guardians choose the One-Time Annual Payment Option, KMS will discount the Annual Tuition by 5% as follows:

Toddler Half Day - \$6,982.50
 Toddler Full Day - \$8,217.50

Children's House Half Day - \$6,317.50
 Children's House Full Day - \$7,695.00

Parents or Guardians agree that such payment shall be paid in full no later than Monday, August 2, 2010 and agree that payment will be made by:

Credit Card Bank Draft Check

- a.
 - b.
 - c. **Payment Authorization Form Required.** Parents or Guardians further agree to complete a payment authorization form for credit card or bank draft payments upon enrollment of Student in the KMS program.

4. Early Withdrawal or KMS' Termination of this Enrollment Contract.
- a. **Return of Fees and Deposits:** Parents or Guardians agree and understand that the Registration Fee and the Tuition Deposit are non-refundable and will not be returned for any reason. Parents or Guardians further understand and agree the Tuition Deposit will be applied to the May tuition payment during Student's last year of enrollment in the Toddler or Children's House Program at KMS, but if Student withdraws or is disenrolled by KMS from KMS' Programs prior to the end of any school year, the Tuition Deposit will not be returned or applied to monthly tuition.
 - b. **Tuition Payments:** Parents or Guardians agree and understand:
 - i. Early withdrawal of the Student from KMS' Programs will be effective (a) 30 days following KMS administration's receipt of written notice of Student's intent to withdrawal or (b) the date of withdrawal, whichever occurs later. Payment of the last month's Monthly Tuition Payment will be prorated to the next half month as of the effective date of withdrawal; and
 - ii. KMS will refund unused portions of the One-Time Annual Tuition Payment if Student withdraws or is disenrolled prior to the end of the school year. This refund will be calculated by subtracting the total tuition due for Student's enrollment at KMS (which is calculated by multiplying the number of months attended, including partial months, by the full Monthly Tuition Rate) from the total One-Time Annual Tuition Payment.
 - c. **Termination:** KMS reserves the right to terminate this Enrollment Contract and disenroll Student from KMS' programs with or without notice for any reason. Parents or Guardians agree and understand that termination of this Enrollment Contract and disenrollment of Student from KMS' programs does not change the refund provisions set forth in this paragraph 4 of this Enrollment Contract.

5. General Terms and Conditions.
- a. **Late Pick-Up Fee:** A five-minute grace period is given to accommodate any unforeseen circumstances. Beginning five minutes after the scheduled pick up time, a \$2.00 per minute, for each minute thereafter, will be automatically charged to your form of payment on file. Excessive "late pick ups" may jeopardize your child's enrollment.
 - b. **Illnesses and Vacations:** KMS does not give refunds for days Student is absent due to illnesses, vacations or other personal reasons.
 - c. Please see School Calendar for schedule of days school is closed.
 - d. Any returned checks or declined charges will require a \$25.00 reprocessing fee.
 - e. KMS reserves the right to adopt/amend rules and regulations as deemed necessary. The Student and the Parents or Guardians shall comply fully with the rules and regulations as stated or amended in the Student/Parent Handbook.
 - f. All students will be accepted on a conditional basis. Parents or Guardians may be asked to withdraw Student if KMS determines, in its sole discretion, that the program is not meeting Student's needs or that the Student's presence is having an adverse effect on the program.
 - g. Should legal action be necessary to enforce the terms of the Enrollment Contract, the prevailing party shall be entitled to reasonable attorney fees, court costs and interest, in addition to any other relief to which such party may be entitled by law. Both KMS and Parents or Guardians agree that this Enrollment Contract shall be governed by the laws in the State of Arizona without reference to any choice of law provisions.

6. Permission to Use Pictures (No Name Included) on Website or Other Advertisements for the School:
 Yes No

7. Donation:
- Yes, I/we would like to add an additional (please circle one) \$25 \$50 \$100 Other \$_____ to my monthly tuition as a tax deductible donation to the KMS Sustaining Fund.
 - No, not at this time.
 - I would like more information on the Sustaining Fund.

This Enrollment Contract is agreed and entered into on this day of , 20 ,
 (the "Effective Date") by:

Parent or Guardian	Parent or Guardian

KMS Admissions Approval: Initials _____ Date _____