



Novi Woods Montessori

2019 Summer Camp Tuition Contract

Child's Name _____ Birthdate _____ Date _____

Program	Times	Weekly Tuition	Tuition Week of 7/1
Preschool & Older: 5 Full Days	7:00am-6:00pm	\$211	
Preschool & Older: 5 Academic Days	8:30am-3:30pm	\$191	
Preschool & Older: 5 Half Days	8:30-11:30am or 12:30-3:30pm	\$116	
Preschool & Older: 4 Full Days	7:00am-6:00pm	\$190	
Preschool & Older: 4 Academic Days	8:30am-3:30pm	\$183	
Preschool & Older: 4 Half Days	8:30-11:30am or 12:30-3:30pm	\$113	
Preschool & Older: 3 Full Days	7:00am-6:00pm	\$186	\$127
Preschool & Older: 3 Academic Days	8:30am-3:30pm	\$173	\$115
Preschool & Older: 3 Half Days	8:30-11:30am or 12:30-3:30pm	\$105	\$70
TODDLER: 5 Full Days	7:00am-6:00pm	\$229	\$137
TODDLER: 5 Half Days	8:30-11:30am	\$163	\$98

Is your child toilet-trained?

Does your child take a nap?

Allergy/Food Restrictions

I agree to enroll my child at Novi Woods Montessori in the Summer Camp 2019 program for the following weeks:

Week	Dates	Theme	Circle Program & days attending	Weekly Tuition
1	6/16-6/21	Farm Animals	Full Day Academic Day Half Day M T W T F	
2	6/24-6/28	Camping	Full Day Academic Day Half Day M T W T F	
3	7/1-7/3	Bugs	Full Day Academic Day Half Day M T W closed 7/4, 7/5	
4	7/8-7/12	Water Play	Full Day Academic Day Half Day M T W T F	
5	7/15-7/19	Ocean Life	Full Day Academic Day Half Day M T W T F	
6	7/22-7/26	Beach Fun!	Full Day Academic Day Half Day M T W T F	
7	7/29-8/2	Constellations	Full Day Academic Day Half Day M T W T F	
8	8/5-8/9	Outer Space	Full Day Academic Day Half Day M T W T F	
9	8/12-8/16	Art Camp	Full Day Academic Day Half Day M T W T F	
10	8/19-8/23	Science Camp	Full Day Academic Day Half Day M T W T F	

Novi Woods Montessori is closed 8/26/19 – 9/2/19 for teacher preparation and the Labor Day holiday. The first day of school will be 9/3/19.

Novi Woods strives to be flexible in the summer for changes to schedules. However, for staffing and capacity reasons, we require 2 weeks' notice for any schedule changes. If we do not receive 2 weeks' notice, you will be charged as originally scheduled. There will be no tuition adjustments without a 2-week notice.

Parent Name: _____ Signature: _____ Date: _____

[turn over to complete other side]

 **Novi Woods Montessori**
2019 Summer Camp Enrollment Contract

Child's Name _____ (Male _____ Female _____) Birthdate _____

I agree to enroll my child at Novi Woods Montessori Center, Inc in the 2019 Summer Camp Program and to pay the weekly rate on the Tuition Contract. This rate will be billed on the first day of each week of enrollment. This agreement to pay tuition and other fees is not subject to adjustment for any reason, including but not limited to illnesses, holidays, in-service days, personal vacations (unless a two-week notice is given), school calendar vacations, or school closing emergencies including lack of utilities such as power and water, severe weather or any other reason. I understand that tuition and other fees not paid may result in cancellation of my child's program.

I also agree to the following:

Enrollment Fees: A summer enrollment fee of \$40 is due for new children and those not enrolled in the 2018-2019 Academic Year. It is due with the Tuition and Enrollment Contracts to hold your child's place for the 2019 Summer Camp. It is NOT REFUNDABLE.

Change in Enrollment: We require 2 weeks' notice for any schedule changes, otherwise tuition will be charged as originally scheduled.

Late Pickup Charges: There is an hourly rate of \$12/hour if your child stays beyond their scheduled time (prior to closing time). This should be scheduled ahead of time for staffing purposes. **Additionally, a \$ 1.00 per minute fee will be assessed when a child is picked up after 6:00pm, payable directly to the teacher caring for your child. Please notify the school immediately if you know you will be arriving after 6:00pm.** Regular late arrivals can result in cancellation of your child's enrollment from the program.

Past Due Charges and Fees: A late fee of \$15.00 will be added to your account for past due payments each week they are late. Payments more than 5 days late can result in cancellation of your child's enrollment from the program. There will be a \$ 35.00 fee for any checks that are returned to us as NSF from your bank. If Novi Woods Montessori is forced to take action to collect any amount of unpaid tuition, then, the parent will be responsible and hereby agrees to reimburse Novi Woods Montessori for any and all attorney's fees, filing fees, and/or costs associated with efforts made by Novi Woods Montessori to collect.

Discounts: A 10% discount is given for a second child and all subsequent children enrolled in one family during the academic year. Discounts are given on the less expensive programs.

MEDICAL RELEASE: I hereby declare that I am the parent or legal guardian of the above-named child I give permission to Novi Woods Montessori Center, Inc. (Oakland Montessori Academy), licensed by the Department of Human Services to secure emergency medical and/or emergency surgical treatment for the above-named child while in care. I hereby release and discharge Novi Woods Montessori, its agents, employees, and officers, from all claims, demands, actions or judgments which the undersigned ever had, now has or may have against the school, its successors or assigned, for all personal injuries or illness, which the child named above may suffer or incur as a result of the actions of Novi Woods Montessori or in procuring medical treatment. I certify that the child named above is in good health and free from any communicable disease or illness.

Illness: To protect all children, your child will not be accepted at the center if he/she has any of the following symptoms: a fever, a rash or eye infection that has not been diagnosed, or any diarrhea or vomiting. Children must be fever-free and vomit-free for 24 hours before returning to school. If your child develops any of the above symptoms while in the center, he/she will be isolated from the other children, parents will be contacted by phone, and the child must be picked up within one hour of that phone call.

Supplies: I agree to provide all food and drinks (unless purchasing hot lunch). I agree to provide naptime supplies, extra clothes and socks, diapers, wipes and any other supplies my child may need while in care. Novi Woods Montessori will not be responsible for damaged or missing personal possessions.

Parent Handbook: I have received a copy of the Novi Woods Montessori Parent Handbook (Rev. 1/19). I have read and agree to comply with the policies contained in the Handbook which govern the terms of the Tuition and Enrollment Contract and have been given an opportunity to ask questions about the content of the Handbook. I understand that the Handbook together with the Tuition and Enrollment Contracts reflect the current policies and procedures of Novi Woods Montessori and that it replaces and supersedes any prior policies, procedures or Handbooks. I agree to conform to these policies and procedures and understand that these policies and benefits may be amended, modified, terminated or replaced by Novi Woods Montessori. I understand that this Handbook is the property of Novi Woods Montessori upon termination of childcare services or graduation.

PARENT NOTIFICATION OF THE LICENSING NOTEBOOK Child Care Organizations Act, 1973 Public Act 116 Michigan Department of Licensing and Regulatory Affairs All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed. This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans. The notebook will be available to parents for review during regular business hours. Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Community and Health Systems website at www.michigan.gov/michildcare.

Parent Name: _____ Signature: _____ Date: _____