

Administrative Office
6050 SW 57th Avenue
Miami, Florida 33143



CHILD'S INFORMATION

Name: _____ Birth Date: _____ Sex: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Place of Birth: _____ Citizen of: _____ Current Grade: _____
 Name of last school attended: _____ Dates attended: _____ to _____
 Address of last school attended: _____ Grade completed: _____

PARENT 1 INFORMATION

Name: _____ Hm. Ph.: () _____ Bus. Ph.: () _____
 Cell Ph.: () _____ Home Address: _____
 Employer: _____ Years there: _____ Bus.Address: _____
 E-mail Address: _____

PARENT 2 INFORMATION

Name: _____ Hm. Ph.: () _____ Bus. Ph.: () _____
 Cell Ph.: () _____ Home Address: _____
 Employer: _____ Years there: _____ Bus.Address: _____
 E-mail Address: _____

CHECK SERVICES REQUIRED:

Toddler (not potty-trained) AM PM Full-Day
 Please choose a campus Palmetto Bay Old Cutler Road
 Preschool AM PM Full-Day
 Please choose a campus Old Cutler Road Red Road Palmetto Bay
 Elementary **Ludlam Road only**

PERSONAL REFERENCES (Please list two.)

Name: _____ Phone #: _____ Years known: _____
 Name: _____ Phone #: _____ Years known: _____

How did you initially hear of Alexander Montessori School (*check one*)? Referred by someone Internet search Telephone directory
 Received mailer Alumna/us Drove by Saw ad in publication (newspaper, periodical, etc.)

AUTO PAY SYSTEM

We recommend that you use our Auto Pay system for tuition payments. You will not need to remember to make your payment after each invoice because we will automatically handle this for you. We will automatically charge your credit/checking account at the appropriate time, and after each payment, you will receive a digital copy of your receipt. To select Auto Pay, please fill out the Auto Pay Credit Card/E-Check Authorization Form.

FOR OFFICE USE ONLY		
Class Assignment: _____	Date Scheduled to Attend: ____/____/____	Actual First Day of Class: ____/____/____
Testing Appointment Sched: ____/____/____	Results Received: ____/____/____	Amount of Deposit Received: _____
Date Deposit Received: ____/____/____	Re-enrollment (check here): <input type="checkbox"/>	Deposit Payment Type: _____



ALEXANDER MONTESSORI SCHOOL ENROLLMENT CONTRACT

for Alexander School, Inc. (d/b/a Alexander Montessori School)
and Alexander Toddler & Pre-School, Inc. (d/b/a Alexander Montessori School)

This is a legally binding contract. Please read it carefully.

Date: _____

This Contract is between the parent(s) or legal guardian(s) (referred to as "Parent," which term includes the singular or plural, as applicable of _____ [insert student name] (hereinafter "Student") and Alexander School, Inc. for students enrolled in its Toddler, Preschool, or Elementary Program and Alexander Toddler & Pre-School, Inc. for students enrolled in its Toddler or Preschool Program. The school the Student is enrolled in for any given academic year shall be referenced hereinafter as the "School." All persons signing this Contract are jointly and severally liable for the tuition and fees set forth herein. Parent's signature and/or initials on this Contract evidence Parent's understanding and agreement to the terms of this Contract, as follows:

1. Continuing Enrollment: Parent understands that Parent will not be asked to sign another Enrollment Contract for the remainder of the years that Student attends Alexander School, Inc. or Alexander Toddler & Pre-School, Inc. Rather, the terms of this Contract, as may be amended by the schools from time to time, will continue in effect as long as Student remains enrolled in either school. The applicable school agrees to notify Parent in writing (or electronically) of any significant changes made to the Contract prior to or concurrent with registration each academic year, and if Student will be moving from Alexander Toddler & Preschool, Inc.'s Program into Alexander School, Inc.'s Program the following academic year, such notice will come from Alexander School, Inc. Student's continued enrollment represents Parent's acknowledgement of the modified terms. Each School will maintain a copy of the Enrollment Contract in force (containing all amendments) in the Business Office each year for Parent's access and review.

Parent understands that, on or about **the second school day following the December Winter Break** each academic year, the School will notify Parent of the amount of the tuition, Tuition Deposit, Discounts, and Related Fees for the next academic year. The School will assume that Parent intends to re-enroll Student for the next academic year on the same Payment Plan and for those choosing Payment Plan A, the Tuition Refund Plan choice, and if in the Toddler & Preschool Programs, the same schedule (full- or half-day), as elected in this Contract unless the School has received a contrary notification (either about continuing enrollment, Tuition Refund Plan (if applicable), schedule (if applicable), or the election of the Payment Plan) from Parent prior to **the date provided in the notice each year**. The applicable Tuition Deposit is due on or before **January 31** each year. If Parent does not pay the Tuition Deposit by **January 31** each year, Student's space will be offered to others and Student will not be re-enrolled. **Should Parent decide to re-enroll Student either after January 31 or after Parent's timely notification to the School that Student will not be enrolled the following academic year, re-enrollment will depend on space availability and Parent will need to sign another Enrollment Contract and pay the increased tuition rates for the applicable academic year.**

Student, if accepted, will be enrolled for the 20____ - 20____ academic year in (circle one):

Toddler Half-Day Toddler Full-Day Preschool Half-Day Preschool Full-Day Elementary

If Student is enrolling after the 20____-20____ academic year has begun, the tuition shown on the Tuition Schedule will be prorated accordingly for the 20____ - 20____ academic year. Fill in the first date of attendance, if applicable:_____.

Parent is aware that a final determination of classroom placement will be made by the School in accordance with the School's standard admissions or retention practices and that curriculum changes/decisions are made in the School's discretion.

2. Tuition Deposit: (Initial(s)). Parent understands that for the School to consider Student's application and to conditionally reserve a place for Student for the academic year stated above, Parent must submit the original executed Contract, along with a **\$1700 Tuition Deposit**, made payable to Alexander Montessori School within 10 days of the date of this Contract set forth above.

After the 20____-20____ academic year, Parent will be billed the Tuition Deposit (at the rate then determined by the School). To reserve a place for the Student for years subsequent to the 20____-20____ academic year, Parent must pay the Tuition Deposit by January 31 of each subsequent year.

Parent understands that the Tuition Deposit is earned by the School upon Parent's submission of the Contract and Tuition Deposit to the School and the School's consideration of Student's application. The Tuition Deposit will be applied to tuition for the academic year covered by this Contract. **The Tuition Deposit is not refundable unless the School rejects, in its sole discretion, Student's application for admission and unilaterally cancels this Contract; in such case, the School will retain \$250.00 of the Tuition Deposit, refunding the remainder to Parent. The Tuition Deposit may be transferable at the discretion of the School.** If applying for Grades 1-5, a non-refundable **\$200** Admissions Testing Fee is also required.

3. Tuition: (Initial(s)). Parent has selected the following Payment Plan to pay the balance of tuition (tuition minus the Tuition Deposit) in accordance with the **Tuition Schedule** issued each year and expressly incorporated into the terms of this Contract. Parent understands that tuition will be established for each year by the Administration. Parent will be advised of the tuition for subsequent years on or before the second school day following the December Winter Break each academic year for the following academic year. **(Mark payment choice (check only one box) and check Sibling Discount, if applicable.)**

Plan A (One-Payment Plan): Payment of the balance of tuition for the Student's grade to be paid in one payment by the date shown under the one-payment option (annual) on the Tuition Schedule. Amounts and due dates for subsequent years will be as outlined on the Tuition Schedule for subsequent years provided to Parent on or about the second school day following the December Winter Break each year.

Plan B (Three-Payment Plan): Payment of the balance of tuition for the Student's grade to be paid in three payments by the dates shown under the three-payment option on the Tuition Schedule. Amounts and due dates for subsequent years will be as outlined on the Tuition Schedule for subsequent years provided to Parent on or about the second school day following the December Winter Break each year.

Plan C (Ten-Payment Plan): Payment of the balance of tuition for the Student's grade to be paid in ten payments by the dates shown under the ten-payment option on the Tuition Schedule. Amounts and due dates for subsequent years will be as outlined on the Tuition Schedule for subsequent years provided to Parent on or about the second school day following the December Winter Break each year.

Sibling Discount: The School offers the following sibling discounts: A 20% tuition discount on the third child enrolled; a 25% tuition discount on the fourth child enrolled; and a 30% discount on the fifth and subsequent children enrolled. The School calculates the discount on the child(ren) in the grade(s) with the lowest tuition rate(s). **Please indicate the name(s) and grade(s) of other sibling(s) enrolled:** _____

4. Tuition Obligation: (Initial(s)). Once Parent submits an executed Enrollment Contract and the required Tuition Deposit, Student will be enrolled for the entire academic year (or remainder of the initial academic year if applicable). In years after Parent first executes this Contract, Student will be enrolled for the subsequent entire academic years once the required Tuition Deposit is paid for that particular year. Parent understands that the overhead expenses of the School do not diminish with the departure of some students during the course of the school year and agrees that it is impossible for the School to determine at the time of Parent's execution of this Enrollment Contract the damage and loss to the School that would occur due to the later cancellation/withdrawal of some of the students who have enrolled. This means that Parent becomes liable for the **entire year's tuition and fees as liquidated damages** (and not a penalty) **even if the Student is withdrawn, absent, or is involuntarily separated from School UNLESS** Parent terminates this Contract in strict accordance with the termination procedures set forth in Paragraph 5 below (or the School rejects, in its sole discretion, Student's application and unilaterally terminates this Contract). **If Student is withdrawn, absent, or involuntarily separated, for any reason, including without limitation, change of residence, health, withdrawal, or expulsion, after the termination dates set forth in Paragraph 5, there will be no refund or reduction of fees or Tuition, and any unpaid balance may, at the School's election, become immediately due and payable.**

5. Termination Procedures: (Initial(s)). Parent may terminate this Contract by submitting a **WRITTEN** Termination Notice to the Registrar by the dates indicated below (the Termination Date). The Termination Notice must (a) be dated, (b) state the Student's name, (c) provide a reason for the termination of the Contract; and (d) be **RECEIVED** by the Registrar on or before the Termination Date. If such Termination Notice is timely received, Parent will be relieved of all tuition paid and other payments and fees that would have come due after the Termination Date. Even if this Contract is terminated pursuant to the terms of this Paragraph, Parent understands that the School will not refund any portion of the Student's Tuition Deposit set forth in Paragraph 2, except as explicitly set forth in Paragraph 2. The Termination Dates are as follows:

- | | |
|--|---|
| A. Termination Date for the initial academic year of this Contract: | April 15 of the year prior to this Contract's initial academic year |
| B. Contracts first submitted after April 15 of the year prior to this Contract's initial academic year | May 31** of the year prior to this Contract's initial academic year |
| C. Termination Date for subsequent years | April 15 of such subsequent year |

** If enrolling after such date of the year prior to this Contract's initial academic year, no termination option is available.

Time is of the essence as to all deadlines stated in this Enrollment Contract.

6. Tuition Refund Plan: Parent has received and read the Tuition Schedule detailing the terms and conditions of the Tuition Refund Plan, which are set forth in a separate document made available to Parent. Participation in the Tuition Refund Plan is required for all Plan B and Plan C participants. The School strongly encourages Plan A participants to opt for the Tuition Refund Plan. The cost of the Plan will be billed in full with the June statement (or if enrolled after June, on the first billing statement). Parent understands that in the event of Student's separation from School, the Tuition Refund Plan will provide a percentage of the yearly tuition (as determined in accordance with the Plan's terms and conditions). The amount paid by the Plan will be credited to Student's account. Any overpayment on Student's account will be reimbursed to Parent and any underpayment will be billed to Parent. Any such balance is payable on demand. Parent authorizes the School to process and collect any claim payment to which Parent is entitled under the Tuition Refund Plan and credit it to Student's account, paying any excess to Parent. The School will not make any other refunds or adjustment to Student's account other than through the Tuition Refund Plan. **Check one of the following if you have selected Payment Plan A:**

I have elected the Payment Plan A one-payment tuition option. Although I understand that I am not obligated to participate in the Tuition Refund Plan, I have elected to do so.

I have elected the Payment Plan A one-payment tuition option. I have chosen NOT to participate in the Tuition Refund Plan.

7. Incidentals: Parent agrees to pay the School for incidental fees, such as interest, Extended Day charges, overdue Library Fees, unreturned text books, field trips up to \$25.00, etc. charged to Parent's account within thirty days of receipt of each statement (field trips over \$25.00 will be paid by Parent in accordance with the terms of the specific trip).

8. School Rules: Student's enrollment at the School is subject to the general statements, rules, regulations, conditions, and financial terms contained in the School's Parent and Student Handbook and other published documents, which may be amended from time to time. Parent acknowledges that Parent and Student must abide by such School rules and guidelines.

9. Support: Student's enrollment at the School is subject to Parent support of the standards of the School in its philosophy, methods, objectives, and policies, including moral, academic, behavioral, dress, conduct, and disciplinary standards; to assume the responsibility for parental monitoring of Student's education, being an encourager, and keeping in regular contact with Student's teachers; and to attend mandatory meetings called by the School. Parent also agrees to support, to the best of Parent's ability, the School's entire program through time, attendance at parent meetings, and participation in various School activities.

10. Termination of Student's Attendance: The School has the right to suspend or terminate the attendance of any student for reasons set forth in this Contract, for reasons set forth in the Parent and Student Handbook (or other published document), for reasons that the School Administration considers detrimental to the School community, to student, or to other students of the School, or for the Parent's failure to pay all or any part of the Parent's financial obligations for Student's attendance (including any amounts charged on Student's account with the School).

11. Payment and Late Fees: (Initial(s)). Parent understands and agrees that a Late Charge of \$25.00 will be added for **any** delinquent payment (which is defined as a payment not received within 5 days after the due date). In the event of default (default being 30 days past due), Parent also agrees to pay all costs of collection, including collection agency fees, attorneys' fees, court costs, and interest of 1.5% per month. Further, as to any account more than 90 days in arrears, the School reserves the right to accelerate the total unpaid balance of tuition and fees due under this Enrollment Contract. **When accounts are in arrears, the account may be referred to the School's collection agent and/or counsel for satisfaction.**

12. Default of Payment: All accounts must be current before records and transcripts can be released or transferred to other schools. Student will not be allowed to continue to attend classes or participate in other School activities unless tuition and fees are paid by stated deadlines (or until Parent makes other written arrangements acceptable to the School).

13. Photos and Images: The Parent agrees to allow the Student's name, photograph, voice, image, and information to be used by the School for use in the School's publications, promotion materials, social networks, and website, without compensation and without prior notice. Parent also allows Student to be interviewed by the media on campus or at school-related events. Parent releases and holds the School harmless from any liability stemming from the use of the Student's name, photograph, voice, image, or information.

14. School Directory: Parent authorizes the School to place family information, including name(s), home address(es), email address(es), and telephone numbers of Parent, Student, and other children in attendance at the School, in a directory of students to be available to School families. Parent acknowledges that this directory and the information therein is not to be used for commercial use and is not to be distributed to any person other than another School family.

15. School/Family Cooperation: A positive and constructive relationship between the School and Family Member (defined as Parent, Student, or other person associated with Student) is essential to the School's educational purpose and responsibilities to its students. If any Family Member engages in behavior, communications, or interactions on or off campus, that is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in or disagreement with the School's policies, methods of instruction or discipline, or otherwise interferes with the School's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to place restrictions on the Family Member's involvement or activity at School, on School property, and/or at School-related events or to dismiss the Family Member from the community. The School may also place restrictions on a Family Member's involvement or activity at School, on School property, or at School-related events for other reasons that the School deems appropriate. The School also reserves the right to withdraw an offer of enrollment or re-enrollment or to void an executed Enrollment Contract as a result of a Family Member's violation of the expectations set forth in this Paragraph. Any determination under this Paragraph shall be in the School's sole discretion. There will be no refund of tuition where such dismissal occurs and any unpaid balance is payable in full according to the terms of this Contract.

16. Medical Authorization: If, in the opinion of a properly licensed and practicing physician, Student needs medical or surgical services which require Parent's pre-authorization or consent, Parent hereby authorizes, appoints, and empowers the School to act as Parent and furnish such consent on Parent's behalf. Parent confirms that it is Parent's desire that Student be furnished with such medical or surgical services as soon as reasonably possible after the need arises. Parent hereby releases and holds the School harmless from any liability which might arise from the giving of such consent. Parent agrees to reimburse the School for any medical expenditures made on Student's behalf.

17. Consent to Onsite Medical Care, Including Referrals for Student Counseling: The Parent hereby authorizes the School to supply medical care as needed for Student (including administration of allergy medications, Epi-Pens, etc. according to the Student's prescription from a licensed practitioner) or other minor medical care or emergency as determined to be appropriate by the School Staff. The Parent also authorizes the School's student guidance counselor to meet and counsel with Student regarding emotional, social, or family circumstances. Parent hereby releases and holds the School harmless from any liability which might arise from the provision of such medical care or counseling services.

18. New Student Transcripts: If Student is transferring from another school, it is the Parent's responsibility to ensure that the transferring school promptly provides the School with an official transcript.

19. Student's Satisfactory Completion of Current School Year: This Contract is further conditioned upon the Student successfully completing the current school year (as then applicable) in good standing, both academically and behaviorally. If, after completion of the current school year, the School determines in its sole discretion that Student has not met this requirement, the School has the right to unilaterally cancel this Contract. Any applicable refund will be issued according to the Tuition Refund Plan.

20. Release of Student Records: Parent consents and holds the School harmless for the release of Student's records and information upon request by an educational institution or law enforcement agency. Parent also releases and holds the School harmless from any liability stemming from the use, disclosure, or release of Student's records or information.

21. Promotional Materials/Statements: The School continually strives to ensure the accuracy of all written materials, including, but not limited to, promotional information, catalogs, brochures, handbooks, and advertising. In an effort to do so, however, information included in the materials (including class sizes, student-to-teacher ratios, School accreditation, teacher qualification, specialization, and length of service, etc.) may change as programs grow and as staff changes. Prior to relying on any written materials in making your decision to enroll Student in the School, please verify the accuracy of information with the Admissions Office. Please also understand that even if the information was accurate at the time that you enrolled or re-enrolled the Student, the information may change prior to commencement of classes or during attendance at the School. Please also note that only the Head of the School (or his/her designee) has the authority to make commitments regarding the nature of the program, specific arrangements for Student, or other changes from the School's regular curriculum.

22. Governing Law/Waiver of Jury Trial: This Contract and the rights and obligations of the parties shall be governed by and construed in accordance with the laws of the State of Florida without regard to principles of conflicts of law. **The parties agree to waive the right to jury trial over any claims pertaining to Student's enrollment, attendance, or separation from the School including, but not limited to, claims of breach of contract, under statute, ordinance, or common law.** The exclusive venue for any claim shall be the Southern District of Florida or any Florida state court in Miami-Dade County, Florida, as appropriate.

23. Understanding of Terms: Please read this Contract carefully. By signing below, Parent acknowledges that Parent understands the terms of this Contract, Parent's obligation to pay the full year's tuition even if the Student is withdrawn or dismissed, the Parent's option to terminate, and all other obligations set forth herein. If Parent has questions about the terms, Parent is encouraged to seek advice of counsel or to seek clarification from the Business Manager.

24. Force Majeure: The School's duties and obligations under this Contract shall be suspended immediately without notice during all periods that the School is closed because of force majeure events including, but not limited to, any fire, act of God, hurricane, war, governmental action, act of terrorism, epidemic, pandemic, or any other event beyond the School's control. If such an event occurs, the School's duties and obligations in this Contract will be postponed until such time as the School, in its sole discretion, may safely reopen. In the event that the School cannot reopen due to an event under this clause, the School is under no obligation to refund any portion of the tuition paid.

25. Reimbursement for Domestic Legal Issues: Parent understands and agrees that the School's primary purpose is to provide educational opportunities to the students within its institution. Parent also understands that it is disruptive to the School for a Parent to involve the School (or any of its employees) in domestic legal disputes between the Parents and that the School often must pay for legal fees and costs associated with such issues. Therefore, the Parent agrees to promptly reimburse the School for all expenditures incurred by the School as a result of Parent's domestic legal disputes, including, but not limited to: Parental disagreements about Student's education or placement; divorce proceedings; custody proceedings; and/or modifications of custody proceedings. Cost incurred may involve reasonable attorneys' fees/costs to prepare for and/or attend depositions, trials, or hearings; communication with Parent or Parent's counsel, guardians ad litem or attorneys ad litem; respond to subpoenas; draft letters or motions; and perform research. Costs include the cost of copying documents, providing records, engaging substitute teachers or temporary employees, computerized research, and travel expense. Parent agrees to reimburse the School for such fees/costs within thirty (30) days of School billing Parent for such expenses. Any dispute between the Parents regarding which Parent may owe which portion of the bill should be resolved between the Parents so that the bills for reimbursement to the School can be paid on a timely basis. Parent's failure to pay such fees/costs promptly will result of dismissal of the family from the School.

26. Parent's Commitment to Truthfulness in the Admissions and Enrollment Process: The School is relying on the completeness and truthfulness of the information provided by the Parent in the admissions and enrollment process. If the School finds out after the Student has been admitted and enrolled that the Parent was not truthful in the admissions and enrollment process on any issue that the School, in its sole discretion, finds to be important, the School has the absolute right to terminate this Contract. There will be no refund of tuition where such termination occurs and any unpaid balance is payable in full according to the terms of this Contract.

