



2022-2023 School Year Enrollment Contract

This "Enrollment Contract" is hereby entered into by and between the Beginnings Montessori, a Maryland non-profit, and the parent(s) and/or guardian(s) whose signatures appear below. The parties hereto accept the following terms and conditions governing the child's enrollment at Beginnings Montessori.

Child's Name

Date of Birth

I hereby enroll the above-named child in the following program(s) for the 2021-2022 school year. The times, days, schedules, and offerings are subject to change at any time during the school year.

FINANCIAL TERMS

1. Enrollment, Annual Fees: Enrollment fees are detailed on the next page.
2. Timeliness of Payment: I agree to pay the tuition for the program(s) in which my child is enrolled for each month through the Facts payment program. I agree to pay all fees according to the 2022-2023 fee schedule. I understand any tuition not received by the of the month will be assessed a late fee of \$35. Furthermore, I agree that if payment of tuition and/or fees are not made, Beginnings shall have the right to refuse to admit my child to class. Any family that is more than 60 days overdue on a tuition payment, with no attempt to make alternative arrangements with Beginnings, their child may be dis-enrolled from Beginnings with a 24-hour notice and an additional 4% of owed funds will be charged. Initial: _____
3. School Calendar: I understand that my child is to be enrolled for the full school year. It is recognized that Beginnings may not be open on all dates as set forth in the school calendar for reasons including but not limited to weather, licensing requirements, health requirements, inability to use the facilities, and/or other unforeseen circumstances. There will be no deduction in tuition for holidays, in-service days, illness, absences, or unexpected closure days. The Beginnings operates on a 10-month calendar and this enrollment contract is for the 2022-2023 school year beginning August 2022 through May 2023. Beginnings understands there may be a change in the calendar due to COVID-19 or other unforeseen circumstances. If a physical closure of the school were to happen, Beginnings will make every effort to offer Virtual School and at home support for all families within 5 business days of the physical closure. Initial: _____
4. Program Changes: I understand that Beginnings allows for one program change free of charge each school year (for example, changing from 3 days per week to 5 days per week). Any additional program change made during this contract year of 2022-2023 will be subject to a \$50 program change fee. I understand that this is limited to availability according to Beginnings staffing and staff to child ratios, and I agree that Beginnings reserves the right to deny a program change. Initial: _____
5. Contract Termination: I agree that enrollment may be canceled in writing with at least 2 weeks notice of the dis-enrollment. I understand that I am responsible for tuition for that month, regardless of the number of days attended. Initial: _____
 - a. Cancellation of Enrollment; Prior to Start of School Year
 - i. If your family has failed to enroll in FACTS by June 1, 2022, your child will no longer be

considered enrolled for the fall semester. If there is a waiting list, your child's spot will be offered to the next child on the list. If you decide to withdraw from Beginnings after June 1, for any reason, you will be charged the equivalent of 3 month's tuition for each child that is no longer attending the school. Initial: _____

b. Cancellation of Enrollment; Mid-year

- i. In order to keep monthly payments as low as possible, we offer a 10 monthly tuition payment plan from August to May for a 9 month school year. This does mean that any family on this tuition plan may owe additional funds if they do not complete the full school year for any reason. This extra payment will be calculated by looking at the difference between total percentage of tuition paid and percentage of school year attended. Initial: _____

6. Program Hours: Beginnings' standard operating hours are Monday through Friday from 7:30 am through 5:30 pm. I understand that it is my responsibility to abide by Beginnings' facility hours. I further understand I may be assigned pick-up and drop-off times to support the health and safety of the school.
- a. If I am late for my drop-off time, I understand that I may need to wait until all other children are dropped off before I can drop off my child.
 - b. If I am early for my drop off time, I may need to wait for my regular drop-off time to drop my child off.
 - c. If I am early for my pick-up time, I may need to wait for my regular pick-up time to pick up my child.
 - d. If I am late for my pick-up time, I understand that I will be charged an additional \$ and may need to wait until an Beginnings employee is available to bring my child to me.
 - e. If my child is not picked up within 45 minutes of our regular pick-up time, and if there is no response from parents, guardians, or emergency contact(s); Social Services will be called. This is a state child care regulation. Initial: _____

ENROLLMENT TERMS

1. Acknowledgement of Risk: I understand that my child is enrolled at a school that utilizes the traditional Montessori Method and materials. These materials include items made from wood, metal, glass, clay and ceramics. I accept that these materials are present in my child's environment and that my child may interact with these materials throughout the course of the day. Furthermore, I understand that each classroom and environment have a lead teacher who is trained on the proper use of these materials. Initial: _____

I further understand that if I am enrolling an Elementary child, my child is enrolled at a school that utilizes both traditional classroom Montessori Method instruction and community outings and field trips (going outs) and, I consent to my child's participation in outings and field trips. Advance notice will be given to parents before any field trips or outings. Initial: _____

In connection with the Field Trips and Activities, my child may be exposed to hazardous conditions out in the community, such as changing weather conditions, disease, inadvertent contact with animals, contact with other adults and children, varied travel conditions, bodies of water, tall climbing structures, insects, food (i.e., unseen peanut residue left on a picnic table or swing at parks), and other hazards. My child and I voluntarily assume the risks associated with the Field Trips and the Activities. Initial: _____

In consideration of Beginnings permitting my child to engage in the Field Trips and the Activities, my child and I hereby release and forever discharge Beginnings, and its owners, employees, volunteers, agents and representatives from all demands, claims, actions, causes, suits, proceedings, assessments, penalties, judgments, expenses (including attorneys' fees), losses, damages, liabilities and costs (collectively, "Claims") based on or arising from injury, loss, damage or death to my child or me, or injury, loss or damage to any property owned by my child or me, which is caused by or sustained in connection with my child's participation in the Field Trips or Activities. My child and I agree to abide by and follow any instructions given or rules established by Beginnings regarding the Field Trips and/or Activities. Initial: _____

2. Consent to Medical Care: I do hereby consent and grant to Beginnings and its teachers and staff the authority to seek, obtain, approve, and provide any medical treatment for the above-named child. Initial: _____
3. Student File: I understand that it is required that all paperwork for my child's file will be completed within 2 weeks of

the child's enrollment. This includes but may not be limited to the Student Emergency Card, Health Inventory, and any other associated paperwork. I understand that it is required that Immunization Records and Annual Health Inventories for my student's file are due annually. I agree that if the required paperwork is not turned in according to the stated required timeline, Beginnings shall have the right to refuse to admit my child. Initial: _____

4. **Policy Agreement:** I hereby agree to comply with the rules, regulations, and policies specified in the Community Guide issued by the school. The Community Guide can be located on Beginnings Montessori's webpage. Initial: _____

5. **Walk and Play Agreement:** I hereby grant permission for my child to use all of the play equipment at Beginnings and to participate in all of the activities at the school. This may include neighborhood walks under the supervision of a staff member and/or agents of the school. Initial: _____

6. **Photo Release Authorization:**

a. I hereby grant permission for Beginnings to take photographs of my child in connection with daily activity, class projects, field trips, or school programs.

(choose one): **Yes** **No**

b. I hereby grant permission that any photographs taken may be used for internal purposes such as in parent handbooks, newsletters, or reports.

(choose one): **Yes** **No**

c. I hereby grant permission that any photographs taken may be used for external purposes such as shared on the website, posted on Social Media, used in ads, promotional materials, and publications associated with Beginnings, as long as identification is withheld. I understand that this will allow my child's face to be seen by the general public as well as the BMS community.

(choose one): **Yes** **No**

7. **Child Protection:** I understand that all staff members of the school are required by law to report any evidence or knowledge of suspected child abuse or neglect to the Allegany County Department of Social Services. Initial: _____

8. **Trust:** I understand that what makes Beginnings a special place is our community of families, children, and staff. This community is built on mutual trust, communication, and respect. As members of this special community, we have an obligation to each other to mitigate the risks of the spread of COVID-19 and other potential and known illnesses and diseases to the best of our abilities. Our first priority is maintaining a healthy school community. To this end, I understand that families who choose to send children to Beginnings are expected to make a good-faith commitment to the following safe practices during times of High Community Spread as dictated by the CDC:

a. Avoid large gatherings – particularly gatherings where you do not know the majority of those around you and are unaware of their possibility of exposure including and not limited to parties, sporting events, concerts etc.

b. Continue observing all CDC guidelines when in the larger community, such as social distancing, vigilant handwashing, using tissues to blow nose and disposing of properly, coughing into your elbow and wearing masks when appropriate.

c. Do not bring your children to school if they have had fever or other symptoms. Inform school staff of fever, and do not bring children back to school until they are fever-free without the use of fever reducing medications for 24 hours.

d. Report any positive cases of Covid-19 to Beginnings administration.

In return, I understand the Beginnings staff commits to the same safe practices listed above, as well as frequent disinfecting of materials and classrooms. Initial: _____

LEGAL TERMS

1. Entire Agreement and Binding Effect. This Agreement is the final integration of the agreement between the parties with respect to the matters covered by it and supersedes any prior understandings or agreements, oral or written.
2. Governing Law, Jurisdiction and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Maryland applicable to contracts to be performed solely within such state. The District Court of Allegany County, Maryland, shall have exclusive jurisdiction, including in persona, jurisdiction, and shall be the exclusive venue for any and all controversies and claims arising out of or relating to this Agreement.
3. Modification, Waiver and Severability. This Agreement may not be modified or supplemented except by written instrument signed by the parties. No waiver of any default or breach of any agreement or provision herein contained shall be deemed a waiver of any other default or breach thereof or of any other agreement or provision herein contained. If any provision or portion of a provision of this Agreement is declared void and/or unenforceable, such provision or portion shall be deemed severed from this Agreement, which shall otherwise remain in full force and effect.
4. Attorneys' Fees and Costs. In the event any suit or other action is commenced to construe or enforce any provision of this Agreement, the prevailing party shall be awarded reasonable attorneys' fees and court costs, in addition to all other relief to which such party shall be entitled.
5. Counterparts/Electronic Signatures. This Agreement may be executed in one or more counterparts, all of which taken together shall constitute one instrument. A facsimile or other electronic copy of a signature on this Agreement shall be acceptable as an original signature and deemed to be the original signature.

My signature below confirms that I have read and understand the terms and conditions of this Enrollment Contract, and I agree to all the terms and conditions contained herein.

Parent/Guardian Name

Parent/Guardian Signature Date

Parent/Guardian Name

Parent/Guardian Signature Date

Jessica Hook, Head of School Date