



# Avalon Montessori

395 Ray Thorington Road  
Montgomery Al 36117

[www.avalonmontessoringm.com](http://www.avalonmontessoringm.com)

## ENROLLMENT CONTRACT 2024-2025

### CHILD'S INFORMATION

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

### GUARDIAN 1 INFORMATION

Name: \_\_\_\_\_ Ho. Ph: \_\_\_\_\_ Cell Ph.: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

### GUARDIAN 2 INFORMATION

Name: \_\_\_\_\_ Ho. Ph: \_\_\_\_\_ Cell Ph.: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

### EMERGENCY CONTACT 1 INFORMATION

Name: \_\_\_\_\_ Ho. Ph: \_\_\_\_\_ Cell Ph.: \_\_\_\_\_

Address: \_\_\_\_\_ Relation to Child: \_\_\_\_\_

### EMERGENCY CONTACT 2 INFORMATION

Name: \_\_\_\_\_ Ho. Ph: \_\_\_\_\_ Cell Ph.: \_\_\_\_\_

Address: \_\_\_\_\_ Relation to Child: \_\_\_\_\_

**CHILD SERVICES REQUIRED**

Infant Program: 5 Half Days: \_\_\_\_\_ 5 Full Days: \_\_\_\_\_ 5 Extended Days: \_\_\_\_\_

Toddler Program: 5 Half Days: \_\_\_\_\_ 5 Full Days: \_\_\_\_\_ 5 Extended Days: \_\_\_\_\_

Pre-Primary Program: 5 Half Days: \_\_\_\_\_ 5 Full Days: \_\_\_\_\_ 5 Extended Days: \_\_\_\_\_

Primary Program: 5 Half Days: \_\_\_\_\_ 5 Full Days: \_\_\_\_\_ 5 Extended Days: \_\_\_\_\_

Summer Program: 5 Half Days: \_\_\_\_\_ 5 Full Days: \_\_\_\_\_ 5 Extended Days: \_\_\_\_\_

As a rule, I will drop off my child to Avalon Montessori School at \_\_\_\_\_ a.m. and pick up at \_\_\_\_\_ p.m.

**MEDICAL INFORMATION**

Medical Concerns/Allergies: \_\_\_\_\_

Doctor's Name & Phone Number: \_\_\_\_\_

**DROP OFF/PICK UP INFORMATION**

Others who may be dropping off/picking up my child to and from school:

Name: \_\_\_\_\_ Relation to Child: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relation to Child: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relation to Child: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relation to Child: \_\_\_\_\_ Phone: \_\_\_\_\_

**EMERGENCY AUTHORIZATION**

I give permission for Avalon Montessori School to obtain emergency medical treatment, including emergency transportation, for my child if I cannot be reached immediately. I agree to be responsible for any emergency medical expenses incurred. (If guardian refuses to sign, instructions must be attached stating what procedure the facility is to follow in an emergency.)

**BOTH GUARDIANS MUST SIGN (UNLESS AMS, IN ITS DISCRETION, PERMITS ENROLLMENT WITH ONE PARENT'S SIGNATURE):**

Guardian 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# TUITION AGREEMENT 2024-2025

This Enrollment/Re-Enrollment Contract (the "Contract") is between Avalon Montessori School ("AMS") and the guardian(s) (together or individually the "Guardian") of the student(s) listed below (together or individually the "Student") for enrollment at AMS for the 2024-2025 school year. 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 Guardian's understanding and agreement to the terms of this Contract, as follows:

### APPLICATION, ENROLLMENT, AND BIENNIAL SUPPLY FEES

Guardian understands that for AMS to consider Student's application and to conditionally reserve a place for Student for the academic year stated above, Guardian must submit the original **Application Fee of \$100**, along with an **Enrollment Fee of \$200**, and a **Biannual Supply Fee of \$200**, to be billed upon signing this Enrollment Contract. The Enrollment Fee and Supply Fee will be billed through Procare. The Enrollment Fee and Supply Fee is not refundable unless AMS rejects, in its sole discretion, Student's application for admission and unilaterally cancels this Contract; in such case, AMS will refund the fees.

### ENROLLMENT

Student, if accepted, will be enrolled for all or a portion of the 20\_\_\_\_\_ - 20\_\_\_\_\_ academic year in the following program (check one):

- Infant Program:            5 Half Days: \_\_\_\_\_ 5 Full Days: \_\_\_\_\_ 5 Extended Days: \_\_\_\_\_
- Toddler Program:        5 Half Days: \_\_\_\_\_ 5 Full Days: \_\_\_\_\_ 5 Extended Days: \_\_\_\_\_
- Pre-Primary Program:    5 Half Days: \_\_\_\_\_ 5 Full Days: \_\_\_\_\_ 5 Extended Days: \_\_\_\_\_
- Primary Program:        5 Half Days: \_\_\_\_\_ 5 Full Days: \_\_\_\_\_ 5 Extended Days: \_\_\_\_\_
- Summer Program:        5 Half Days: \_\_\_\_\_ 5 Full Days: \_\_\_\_\_ 5 Extended Days: \_\_\_\_\_

If indicated below\*, this Contract covers only a portion of the year with the dates so stated and the tuition shown on the Tuition Information will be prorated for that period. If Student is accepted, Parent is aware that a final determination of classroom placement will be made by AMS in accordance with AMS's standard admissions or retention practices and that curriculum changes/decisions are made in the AMS's discretion. The Contract is valid only for the academic year stated and does not entitle Student to any future enrollment.

### TUITION

Guardian understands that all Tuition and Fees and other charges (late fees, change fees) will be invoiced through Procare. **Tuition invoices are emailed through Procare on the first of each month and is due on the first of the month. Tuition is set up as autopay for each enrolled student.** Tuition billing is based on the payment plan parent selects below. Fees for late charges, changes, morning, after school and summer programs are billed as incurred and are not subject to the payment plans below. Guardian has selected the following payment plan for tuition (check only one option) and discount plan if applicable (see Tuition Information for further details):

- Payment Plan:    \_\_\_\_\_ Annual Payment (due within 10 days of signed contract - nonrefundable)
- \_\_\_\_\_ Ten Monthly Payments (due Aug 1<sup>st</sup> to May 1<sup>st</sup>)
  
- Discount Plan:    \_\_\_\_\_ Sibling (4% off additional child)
- \_\_\_\_\_ Military (5% off annual payment)
- \_\_\_\_\_ Annual (6% off annual payment)
- \_\_\_\_\_ Staff (25% off each child)

### TUITION OBLIGATION

In consideration of the acceptance of this Contract by AMS, the undersigned agrees to pay the required tuition and fees in accordance with the terms set forth in this Contract.

**REFUNDS DUE TO ABSENCES, WITHDRAWAL OR EXPULSION**

The Guardian understands that the Student is being enrolled for the entire school year. The tuition and fees for the year is the cost of the enrollment procedure and not the cost of services rendered within the school year. If the Student is withdrawn, absent, or involuntarily separated for any reason including, without limitation, change of residence, health, withdrawal, or expulsion after the start of the school year, there will be no refund or reduction of fees or tuition, and any unpaid balance may, at AMS’s election, become immediately due and payable. AMS understands that special circumstances may occasionally arise and requests that such circumstances be brought to the attention of the administration. This Contract is conditioned upon payment of the current year’s tuition, the Student finishing the current school year in good standing, and the Guardian acting in a civil and professional manner in all interactions with the staff and fellow parents of AMS. I/We understand and agree that no portion of Tuition and Fees, paid or outstanding, will be refunded or canceled, even in the event of absence, early withdrawal, or early dismissal except as described under the “Contract Termination by the Parent or Guardian” and the “Contract Termination by Avalon” sections of this Enrollment Contract.

**PAYMENT AND LATE FEES**

Guardian 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), Guardian 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, AMS 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 AMS’ collection agent and/or counsel for satisfaction.

**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 AMS activities unless tuition and fees are paid by stated deadlines (or until Guardian makes other written arrangements acceptable AMS).

**CONTRACT TERMINATION BY GUARDIAN**

Guardian understands that AMS believes that a positive and constructive working relationship between me/us and AMS is essential. I/we further understand that I/we may terminate my/our Enrollment Contract by providing AMS 30 calendar days’ notice of termination in writing through completion and submission of the Notification of Withdrawal Form and that this termination is effective on the first day of the month following the end of the 30-day period.

**CONTRACT TERMINATION BY AMS**

Notwithstanding anything to the contrary herein, AMS reserves the right in its sole and absolute discretion to terminate my/our Enrollment Contract at any time that Avalon Montessori School concludes that it is in its best interest to do so or in the best interest of my/our child. Under this circumstance, AMS shall refund the prorated portion of tuition based upon the effective date of the termination.

**UNDERSTANDING OF TERMS**

Please read this Tuition Agreement carefully. By signing below, Guardian acknowledges that I/We understand the terms of this Tuition Agreement, Guardian’s obligation to provide 30 days written notice if the Student is withdrawn, the Guardian’s option to terminate, and all other obligations set forth herein. If Guardian has questions about the terms, Guardian is encouraged to seek advice of counsel or to seek clarification from AMS.

**BOTH GUARDIANS MUST SIGN (UNLESS AMS, IN ITS DISCRETION, PERMITS ENROLLMENT WITH ONE PARENT’S SIGNATURE):**

Guardian 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THE PERSON SIGNING BELOW, ALTHOUGH NOT A LEGAL GUARDIAN, AGREES TO BE RESPONSIBLE FOR ALL FINANCIAL OBLIGATIONS SET FORTH ABOVE:**

Signature of Person Financially Responsible: \_\_\_\_\_

Date: \_\_\_\_\_ Relationship (if any) to Student: \_\_\_\_\_

## POLICY AGREEMENT 2024-2025

This Enrollment/Re-Enrollment Contract (the "Contract") is between Avalon Montessori School ("AMS") and the guardian(s) (together or individually the "Guardian") of the student(s) listed below (together or individually the "Student") for enrollment at AMS for the 2024-2025 school year. 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 Guardian's understanding and agreement/disagreement to the terms of this Contract, as follows:

### FAMILY HANDBOOK

I/We agree to follow and adhere to AMS's policies, rules, and regulations as set forth in the Family & Student Handbook and such other rules and regulations as may be promulgated hereafter by AMS. I/We understand that the Family & Student Handbook will be updated annually for the upcoming school year and as needed throughout the year. I/we will be notified of these changes through AMS's email communications.

Initial: \_\_\_\_\_

### PARTNERSHIP AGREEMENT

I/We agree to follow and adhere to the expectations set forth in AMS's Partnership Agreement. I/We understand that the Partnership Agreement may be updated annually for the upcoming school year and as needed throughout the year. I/we will be notified of these changes through AMS's email communications.

Initial: \_\_\_\_\_

### CONSTRUCTIVE RELATIONSHIP

I/We understand that a positive and constructive relationship between me/us and AMS staff and any other adults interacting with the AMS community by virtue of their relationship with my/our child is essential to the mission of AMS. If any behavior, communication, or interaction on or off campus is disruptive, intimidating, overly aggressive, or reflects a loss of confidence or serious disagreement with AMS's policies, procedures or standards, AMS may place restrictions on interactions with AMS and/or the AMS community. In some cases, this may include dismissal of my/our family from the AMS community.

Initial: \_\_\_\_\_

### PHOTOS AND IMAGES

I/We agree to allow the Student's name, photograph, voice, image, and information to be used by AMS for use in AMS' publications, promotion materials, social networks, and website, without compensation and without prior notice. Guardian also allows Student to be interviewed by the media on campus or at school-related events. Guardian releases and holds AMS harmless from any liability stemming from the use of the Student's name, photograph, voice, image, or information.

Initial: \_\_\_\_\_

### PROMOTIONAL MATERIALS/STATEMENTS

AMS continually strives to ensure the accuracy of all written materials, including, but not limited to, promotional information, catalogs, brochures, handbooks, and advertising. To do so, however, information included in the materials (including class sizes, student-to-teacher ratios, AMS 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 AMS, 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 the Student, the information may change prior to commencement of classes or during attendance at AMS. 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 AMS' regular curriculum.

Initial: \_\_\_\_\_

### MEDICAL FORMS

I/We understand that all required medical forms must be submitted to AMS by the start date of the upcoming academic school year. My/our child will not be able to begin school until all required paperwork has been submitted.

Initial: \_\_\_\_\_

**CONSENT TO ONSITE MEDICAL CARE**

I/We hereby authorize AMS 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 AMS Staff. The Guardian releases and holds AMS harmless from any liability which might arise from the provision of such medical care. Guardian authorizes AMS to call emergency personnel for transport to medical facilities available as determined by AMS staff.

Initial: \_\_\_\_\_

**PROFESSIONAL EVALUATIONS AND SERVICES**

I/We understand that to be in full partnership around the education of my/our child, I/we need to be in communication about all relevant aspects of my/our child's care. I/We agree if my/our child has received a professional evaluation with emotionally or educationally relevant outcomes, I/we will send AMS a copy of the results of the evaluation immediately. I/We also agree that if my/our child has received professional services, I/we will share the nature, timing, and duration of these services with AMS.

If services are ongoing, I/we will sign a release of information permitting ongoing communication regarding educationally relevant matters between the provider(s) and AMS staff directly involved with my/our child’s educational and emotional experience. As with all portions of the educational record, these reports and conversations will be kept confidential. I/We understand that I/we will be informed of any conversations between AMS staff and outside professionals and/or providers. In addition, I/we agree to share all evaluations and/or services, received after the signing of this contract until the termination of this contract, within two weeks of receiving the evaluation or service.

I/we understand that, as part of the re-enrollment process, I/we will have the opportunity to notify AMS of evaluations and services my/our child has received within the last 12 months. I/we agree that we will report these services at least in this forum (if not sooner) and that failure to communicate professional evaluations and services received is a violation of this Enrollment Contract and could be grounds for termination.

Initial: \_\_\_\_\_

**INCLEMENT WEATHER DAYS**

I/We understand that if it becomes necessary to close school early or for a day, we will be contacted by phone, email, and alerted through the Procure App. AMS will always try to make the best decision for the safety of our community members, staff, and our families.

Initial: \_\_\_\_\_

**HOLIDAYS, HALF DAYS, AND TEACHER IN-SERVICE DAYS**

I/We understand that while AMS is a year-round school, the calendar follows an academic schedule. Specific days for holidays, half days, and teacher in-service days are allocated in the academic calendar. Families and staff will be notified immediately if there are any changes made to the academic calendar.

Initial: \_\_\_\_\_

**PARENT’S COMMITMENT TO TRUTHFULNESS IN THE ADMISSIONS AND ENROLLMENT PROCESS**

AMS is relying on the completeness and truthfulness of the information provided by the Guardian in the admissions and enrollment process. If AMS finds out after the Student has been admitted and enrolled that the Guardian was not truthful in the admissions and enrollment process on any issue that AMS, in its sole discretion, finds to be important, AMS 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.

Initial: \_\_\_\_\_

**AUTHORITY**

Each party represents and warrants to the other (1) that it has full power to enter and perform its obligations under this Contract; and (2) that this Contract constitutes its legal, valid, and binding obligation, enforceable in accordance with its terms. Guardians in two-parent households agree that each is acting as agent for the other. Modification of this agency relationship shall be in writing and delivered to AMS. No oral modifications will be recognized or accepted.

Initial: \_\_\_\_\_

**ENTIRE AGREEMENT**

This Agreement sets forth the entire understanding of the parties hereto with respect to the subject matter hereof and merges and supersedes all prior and contemporaneous oral understandings between the parties. There have been no representations or warranties made by any party other than the representations and warranties contained herein. All legal conflicts will be subject to arbitration or mediation laws of Alabama.

**BOTH GUARDIANS MUST SIGN (UNLESS AMS, IN ITS DISCRETION, PERMITS ENROLLMENT WITH ONE PARENT'S SIGNATURE):**

Guardian 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR INTERNAL USE ONLY**

Child's First Day of Attendance: \_\_\_\_\_ Child's Withdrawal Date: \_\_\_\_\_

This Child Meets the Definition of Homelessness According to the McKinney-Vento Homeless Assistance Act.