



# Free Horizon Montessori

581 Conference Place • Golden, CO 80401  
 303.231.9801 Telephone 303.231.9983 Facsimile

## 2016-2017 Before and After School Care Enrollment and Financial Agreement

Child Name	Grade	Class
Child Name	Grade	Class

Tuition listed is for the full school year on a 9-payment plan. The first payment is due on September 1, 2016, with remaining payments due the first day of each month through May 1, 2017.

**Enrollment Fee \$35.00 due at signing of Agreement. Enrollment DEADLINE is Friday, April 29<sup>th</sup>, 2016!**

Before Care	7:00 – 8:30 am	Circle days care needed	Notes
2 days per week \$93 /month 3 days per week \$131.25 /month 4 days per week \$164.75 /month 5 days per week \$188 /month		<b>M T W TH F</b>	
<b>After Care</b> M,T,TH,F Early Release - W 1 day per week \$96 /month 2 days per week \$165.75 /month 3 days per week \$199 /month 4 days per week \$255.50 /month 5 days per week \$310 /month	<b>3:10 – 6:00 pm</b> <b>2:00 – 6:00pm</b>	<b>M T W TH F</b>	Is this a schedule change?  Yes No  <b>If yes, \$15 Fee will be assessed</b>
<b>Before &amp; After Care</b> 5 days per week \$467 month			Are you dropping all Before and After Care services?  Yes No  <b>If yes, a \$50 fee will be assessed</b>
Enrollment Fee: \$35 per child Schedule Change Fee: \$15 per instance Drop Fee: \$50 per instance Late Payment Fee: \$30 per month Late Pick Up Fee: \$1 per minute Loss/Damaged Materials Fee: Varies			

I understand I am obligated to pay for all scheduled days as indicated above. I have read and agree to comply with the terms and agreements of the Registration and Financial Agreement (back page).

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_ Phone (during BAC hours): \_\_\_\_\_

**Pay monthly on Jeffco Connect (preferred payment), or by Check, Cash or Credit Card processed in school's office.**

**For more information about Before and After Care please see the FHM Website (FreeHorizonMontessori.org) under "Programs" or contact Jennifer Levy, Program Coordinator, at [JeMLevy@JeffcoSchools.us](mailto:JeMLevy@JeffcoSchools.us).**

## Registration and Financial Agreement (please copy for your records)

### **Important Contract Information Please Read**

#### **Payment Policies and Procedures**

1. There is a non-refundable enrollment fee of \$35.00 per child. This fee is due and payable at the time this Enrollment and Financial Agreement is submitted. All parents requesting Before/After Care are required to complete this form and pay the Enrollment Fee.
2. Complete registration paperwork is REQUIRED for all students participating in Before/After Care. This information was included in your child's school registration paperwork, and will be reviewed prior to his/her participation in Before/After Care. Students with incomplete paperwork will not be permitted to attend until all forms are complete. Required paperwork includes, but may not be limited to: Annual Statement of Health, Record of Immunizations and FHM Emergency Contacts and Permissions. At least TWO emergency contacts (other than parents) are required.
3. Before/After Care positions will be filled on a first-come, first-served basis. Capacity is limited, but all initial enrollment applications received by the deadline will be accepted. Applicants who register after the deadline will receive confirmation of acceptance into the program. After registration, you will be required to submit your **first month's** payment to Free Horizon Montessori by September 1, 2016 (or prior to your child's first day of attendance, if after September 1<sup>st</sup>).
4. Payments are due by the first business day of the following month and no later than the 5<sup>th</sup> day of the month. **If paid after the 5<sup>th</sup> of the month a late fee of \$30 will be incurred.**
5. Payments may be mailed directly to Free Horizon Montessori at 581 Conference Place, Golden, CO 80401, or hand delivered directly to the school. Mailed payments must be RECEIVED prior to the payment deadline.
6. Jeffco Connect will be available September 1, 2016 – Access Jeffco Connect through FHM website or Jeffco Home page.
7. Payment can be made by check, credit card or money order payable to Free Horizon Montessori. A **late fee of \$30** will be charged on any payment received after the 5<sup>th</sup> of each month. Enrollment may be terminated if any payment is more than 30 days late. **If account is late more than once per school year, an accelerated payment plan will be required. (Typically, the account will need to be paid one month in advance.)** A \$50 processing fee will be charged for any returned check.
8. Full (daily rate) After Care fees apply regardless of the amount of time your child spends in After Care. There are no discounts for early pick-up and no discounts for multiple children.
9. The term of this contract is the remaining duration of the school year. **Families discontinuing Before or After Care services prior to the end of the school year will pay a \$50 Drop Fee.** Students needing temporary care only shall pay the daily Drop-In rate. Schedule Drop must be submitted in writing prior to the requested drop date (use the "notes" section).
10. Parent /Guardian is responsible for informing the Free Horizon Montessori office in writing of any requested contract changes two weeks prior to their effective date. **There will be a \$15.00 fee assessed for each contract change.** Availability is contingent on minimum and maximum enrollment.

#### **Absentee Credit**

No credit will be given for absences for missed days that your child is registered. This includes sickness, vacations or behavioral consequences.

#### **School Breaks and Staff Professional Development Days (In-Service Days):**

Care is not available during school breaks and professional staff development days. These days are indicated in our annual calendar. Camp programs may be available on days off of school. Before and After Care fees do not cover any portion of camp fees.

#### **Drop-Off / Pick-Up Procedures:**

Please refer to your Parent Handbook for specific procedures on how to drop-off/pick up your child for Before and/or After Care.

#### **Late Pick-Up Fees / Procedures**

If your child is not picked-up by the end of the normal business hours (6:00 PM), the teacher on duty will be required to stay. A late fee of **\$1.00 per minute** will be charged and billed through Jeffco Connect. If the child is not picked-up within one hour of closing and/or the parents/guardians cannot be reached the Jefferson County Sheriff's department will be notified and the child will be turned over to Social Services, per Jeffco policy.

#### **Drop-In Care**

Drop-In Care will be allowed on a space-available basis. If you are interested in drop-in Before Care, submit a "Drop-In Request Form" found on the FHM website under "programs." We will advise you of whether a position will be available for you for the time you've requested. Payment via check or money order will be due and payable on the day drop-in care is provided and may be given directly to our office staff or dropped in the Payment Box. Your payment will be reflected in Jeffco Connect.

#### **Hours & Drop-In Fees**

Before School: (7:00 am – start to school)  
Drop In: \$16.00 per day (collected day of)

After School: (Primary 3:00 all others 3:10-6:00)  
Drop-In: \$33.00 per day (collected day of)