



MILESTONE MONTESSORI

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PARENT CONTRACT

The terms and conditions of this Parent Contract ("Agreement") provide protection for our parents, as well as our school. In order to ensure that we can provide the services that the children are entitled to, it is essential that the financial status of our program be stable. The program's expenses cannot be reduced because of absentee losses. By signing this Agreement, you acknowledge that you have read, understand and agree to abide by our policies which we enclose along with this Agreement and are incorporated by reference. You further agree that you will financially support the enrolment space guaranteed for your child.

I (we) agree that:

- ❖ Upon registration, I will provide payment to confirm my child's space in the program and I will provide payment arrangements in the form of a contract for the remainder of my child's enrollment
- ❖ I will provide, at the time of registration, required payment information to Milestone Montessori and Child Care Services
- ❖ A service charge of \$65.00 will be charged for any NSF, returned cheques
- ❖ Any payments passed due after the 10th of each month will result of an accumulative charge of 4% owed to each delayed account per week.
- ❖ I will provide a minimum of four weeks advance written notice prior to the withdrawal of my child from the program. In this scenario, the tuition fees for the remaining days of the calendar month and the last month's deposit will not be refunded.
- ❖ I will pick up my child by the end of the program or pay a late departure fee of \$5.00 per minute to the childcare centre due by the Friday of that week. I understand that if Milestone Montessori cannot reach me by 7:00pm, the police and Children's Aid Society will be contacted. I acknowledge that this policy is designed as a deterrent and that abuse of the policy will be considered violation of this contract
- ❖ My child may be withdrawn and services may be terminated pursuant to, and in accordance with, the terms of the Milestone Montessori Withdrawal Policy
- ❖ **Milestone Montessori will be closed on the following days:**
 - New Year's Day
 - Victoria Day
 - Labor Day
 - Boxing Day
 - Family Day
 - Canada Day
 - Thanksgiving Day
 - Good Friday
 - Civic Day
 - Christmas Day
- ❖ **Milestone Montessori will also be closed on the week before Labor Day, last week of December, the first week of January and also the second week of March.**
- ❖ I understand that in an incident such as a **pandemic** when Milestone Montessori is **required to close down as dictated by the Ministry of Education**, the remaining tuition for that month will not be refunded or credited. If monthly payment plan is chosen, I will not need to pay for the remaining months until Milestone Montessori is allowed to reopen. If the annual payment plan is chosen, the remaining months will not be refunded or credited while the remaining months will be refunded upon the reopening of Milestone Montessori.
- ❖ I understand that any withdrawals during the closure of Milestone Montessori whilst dictated by the Ministry of Education will result in the lost of the deposit in June. In the event where Milestone Montessori is closed throughout June, 50% of the deposit will be refunded.
- ❖ Milestone Montessori will notify me in advance, if the center must close for additional days due to unforeseen circumstances.
- ❖ Milestone Montessori School admits students without regard of any race, color, national origin, religion or ethnic background. Any fees paid to the school, including application, enrollment, tuition or activity fees, are

not refundable. No refunds will be due or issued as a result of a day missed due to illness, holidays or vacations or if the school is closed as a result of weather or other events beyond our control.

- ❖ All student records are considered confidential. They may be available to parents and legal guardians upon request by them to other schools. Student records will only be released to other schools or agencies upon the signed request/legal guardian and only after all accounts due to Milestone Montessori are paid in full.
- ❖ I understand that the school and its agents are required to report suspected child abuse or neglect.
- ❖ I will submit my child(ren)'s enrollment form(s), fee schedule(s) **[All completed]**, 1 current photo and a copy of my child(ren)'s immunization records (yellow card) upon registration
- ❖ I understand that although class preferences can be present, it is Milestone Montessori's final decision to place your child into a class that satisfies conditions at Milestone Montessori (e.g. restrictions, Ministry mandated class size, etc.)
- ❖ If my child requires an epi-pen, I will provide a complete anaphylaxis form (enclosed with the Medication Policy) upon registration. I will also provide two epi-pens upon registration.
- ❖ I will allow only pre-authorized persons designated on my child(ren)'s enrollment form, to pick up my child(ren). I agree to provide written notification to the Principal or Director if changes occur.
- ❖ I will inform Milestone Montessori in writing, if my child is involved in a custody dispute, and will provide the Principal or Director with a copy of the legal custody documents.
- ❖ I will notify Milestone Montessori in writing, of all address changes at home and work; and also, to provide up-to-date telephone numbers where parents may be reached in the case of an emergency.
- ❖ I will comply with parents' responsibilities as outlined in the Parent Handbook and comply with the program policies
- ❖ A complete enrollment package, including all supporting documentation and required fees, is necessary before this application can be processed.
- ❖ I have read and agree to the terms as stated in the Parent Handbook. I have been given the opportunity to review this document, ask questions if required, and confirmed that no further clarification is necessary.

I have read, understand and agree to abide by the terms and conditions set out above and in all centre policies including those set out in the Parent Handbook.

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

Parents of Guardians who are enrolling their child(ren) in the program, must read and sign the above contract