



Registration and Financial Agreement

Free Horizon Montessori PK-8

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www.FreeHorizonMontessori.org

2019-20 Before and After School Care (BAC)

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 with remaining payments due the first day of each month through May 1. Enrollment is based on availability. Please confirm placement with Child Care Director before bringing your child to the program.

Before Care	7:00 – Start of School	Circle days care needed	Allergies/Notes
1 day per week 2 days per week 3 days per week 4 days per week 5 days per week	\$49 /month \$98 /month \$138 /month \$173 /month \$198 /month	M T W TH F	
After Care M, T, TH, F Early Release -Weds	Dismissal - 6:00pm Dismissal - 6:00pm		
1 day per week 2 days per week 3 days per week 4 days per week 5 days per week	\$100 /month \$174 /month \$209 /month \$268 /month \$325 /month	M T W TH F	
Before & After Care 5 days per week	\$491 month		
<u>Other Fees to be aware of:</u> Enrollment Fee: Schedule Change Fee: Drop Fee: Late Payment Fee: Late Pick Up Fee: Loss/Damaged Materials Fee:	\$35 per child/\$50 per Family \$15 per instance \$50 per instance \$30 per month \$1 per minute Varies		Requested Start Date: _____

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): _____

Are you an employee of Free Horizon Montessori: _____

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

Enrollment Fee \$35.00/Child: Family \$50.00 due at signing of Agreement.

Admin use Only:
 _____ CC Director
 _____ Finance

2/28/2019

Registration and Financial Agreement (please copy for your records)

Important Contract Information Please Read

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, 2019, (or prior to your child's first day of attendance, if after September 1st).
4. Payments are due by the first business day of the following month and no later than the 5th day of the month. If paid after the 5th of the month a late fee of \$30 will be incurred. 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.
5. The preferred payment method is through your Jeffco Connect account. Payment can also be made at the school by check, credit card or money order payable to Free Horizon Montessori. Check and money order payments may be mailed directly to Free Horizon Montessori and must be RECEIVED prior to the payment deadline.
6. Jeffco Connect will be available **August 1, 2019** – Access Jeffco Connect through FHM website or Jeffco Home page.
7. 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.
8. 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 per incident - must be submitted on a BAC Drop form. Schedule Drop must be submitted in writing prior to the requested drop date. Students needing only temporary care will be charged the daily Drop-In rate.
9. 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 per incident assessed for each contract change. Availability is contingent on minimum and maximum enrollment.

Behavior Agreement

When correcting a child's behavior, the staff verbalizes and demonstrates to the child what should be said or done rather than focusing on the unwanted behavior. The staff also explains the reasons for the rules children are asked to follow. School rules are in effect during the Before & After Care program. Children are expected to respect the staff and each other. If the staff is unable to resolve ongoing or serious behavior issues (such as aggressive, abusive, disturbing, or destructive acts), the Child Care Director or Assistant Principal will discuss the problem with the parents to establish a plan for dealing with the problem. If the child's behavior does not change in a reasonable length of time, the Child Care Director and/or Assistant Principal will inform the parents and will schedule a conference. If the problem cannot be resolved, the Child Care Director and/or Assistant Principal will give the parents a notice of dismissal from the Before & After Care program.

Absentee Credit

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

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

Before & After 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 & 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 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: \$16.50 per day

After School: Dismissal – 6:00 pm
Drop-In: \$33.50 per day