

The Montessori School of Northampton

Early Bird and After School Enrollment Form

Full Year 2011-2012

Child's Name _____ Date _____

Name of Parent Completing the Form _____

Please indicate the Early Bird and After School options that you will be using in the upcoming school year. (Your child must be 2 years 9 months or older to participate in these programs.)

EARLY BIRD:

_____ **7:30-8:30 AM** (Children's House) or **7:30-8:45 AM** (Elementary)

_____ Every day for the Full Year (\$1225)

OR

_____ 1, 2, 3, or 4 days a week for the full year

Circle days wanted: M TU W TH F

Multiply number of days per week by \$245.00 TOTAL: _____

AFTER SCHOOL:

_____ **3:00 - 4:00 PM** (Children's House) or **3:15 - 4:00 PM** (Elementary)

_____ Every day for the Full Year (\$1225)

OR

_____ 1, 2, 3, or 4 days a week for the full year

Circle days wanted: M TU W TH F

Multiply number of days per week by \$245.00 TOTAL: _____

_____ **3:00 - 5:00 PM** (Children's House) or **3:15 - 5:00 PM** (Elementary)

_____ Every day for the Full Year (\$2245)

OR

_____ 1, 2, 3, or 4 days a week for the full year

Circle days wanted: M TU W TH F

Multiply number of days per week by \$449.00 TOTAL: _____

Signing up for these programs in advance for the year is the most economical means of using the programs, costing you under \$7 per hour. To be guaranteed this rate, you must sign up by Wednesday, September 7. The total of the above charges will be added to your tuition billing. Any and all changes to the full year contract made after the first Early Bird/ After School billing installment has appeared on the your bill are subject to a **\$20 change fee**. A change in schedule will be effective upon approval by the Early Bird or After School Head Teacher; the change in billing will be calculated as indicated on the back of this page.

If you do not wish to sign up for the entire school year in advance, your child will be able to attend the Early Bird/After School program on a drop-in basis **only** if space is available. There will be limited drop-in spaces available. Daily openings will be posted on a sign up sheet in the lobby. You will be billed monthly for hours used at the rate of \$9.70 per hour.

----- office use -----

Date Issued _____ Date Received _____ Check No. _____ Amount _____

Early Bird/After School Registration and Billing Policies

- (1) Parents can sign up for Early Bird/After School for the whole year, and receive the most advantageous rate (under \$7 per hour). In this case, the program fees will be added to the tuition plan they have indicated on their enrollment contract.
- (2) Any and all changes to the full year contract made after the first Early Bird/After School billing installment has appeared on the bill are subject to a \$20 change fee.
- (3) A change in schedule will be effective upon approval by the Early Bird/After School Head Teacher, to assure that we have adequate staffing for the number of children enrolled at any one time.
- (4) If there is an increase in schedule, the change in billing will be calculated as of the effective date. If there is a reduction in schedule, the change in billing will be calculated as of the first of the month following the receipt of the change form.
- (5) The calculations used in adjusting Early Bird and After School billings are as follows:
 - Per month of Early Bird, full week: \$122.50
 - Per month of Early Bird, per day of the week: \$24.50
 - Per month of After School until 4 PM, full week: \$122.50
 - Per month of After School until 4 PM, per day of week: \$24.50
 - Per month of After School until 5 PM, full week: \$224.50
 - Per month of After School until 5 PM, per day of week: \$44.90
 - Per month of After School added/dropped from 4-5 PM, full week: \$102.00
 - Per month of After School added/dropped from 4-5 PM, per day of week: \$20.40
- (6) Parents who do not wish to sign up for Early Bird/After School for the entire school year in advance may use hours on an a la carte basis **only** if space is available. There will be limited drop-in spaces available. Daily openings will be posted on a sign up sheet in the lobby. Parents will be billed monthly for hours used at the rate of \$9.70 per hour, in quarter hour increments.
- (7) Children who arrive before their class begins in the morning will join the Early Bird program, and their parents will be billed at the rate of \$9.70 per hour, in quarter hour increments. The only exception to this stipulation is in the case of siblings where one attends Children's House and one attends Elementary. In this case, the Elementary student may attend Early Bird during the 15 minutes between start times as a courtesy.
- (8) When parents are more than 10 minutes late in picking up their child at the end of their child's scheduled day (11:30 AM, 12:30 AM, 3:00 PM, 3:15 PM, or 4:00 PM), parents will be charged \$1 per minute until their child is picked up. When you pick up your child, you will need to sign a late pick-up form which will be used for billing. If your child still has not been picked up after 15 minutes, your emergency numbers will be called until someone has been found to pick up your child. The only exception to this stipulation is in the case of siblings where one attends Children's House and one attends Elementary. In this case, the Children's House student may attend After School during the 15 minutes between dismissal times as a courtesy.
- (9) Parents who are more than 5 minutes late in picking up their child at 5 PM will be billed \$1 per minute.
- (10) The Early Bird/After School contract does not cover conference days or mini-sessions. Extra hours on those days are contracted separately.