

# The Franklin Montessori School

4473 Connecticut Ave. NW  
Washington, DC 20008  
Phone (202) 966-7747 Fax (202) 966-8508

## 2021-2022 Enrollment Agreement

**Full Name of Student:** \_\_\_\_\_

**Person(s) Responsible For Tuition:**

**a. Full Name:** \_\_\_\_\_

**b. Home Address (Street, City, State, Zip):** \_\_\_\_\_

I (We) wish to enroll the above named student ("Student") in the Franklin Montessori School ("School") for the 2021-2022, 10-month program (September 1st to June 15th) or 11-month program (September 1st to July 15th) or the 12-month program (September 1st to August 12th)

The above named student's first day of attendance will be \_\_\_\_\_ ("Date of Enrollment").

## Policies

**Period of Enrollment:** I understand and agree that the period of enrollment shall be for the entire school or expanded school year or, in the case of a Student entering after the school year has begun, from the date of enrollment to the last day of school as published in the current year school calendar.

**Commitment for the Full School Year:** I understand that The Franklin Montessori School has granted to the Student one of a limited number of placement positions. Having accepted one of such limited number of placement positions, I understand and agree that there will be no refund, credit, or remission of fees or tuition in the event of the absence, withdrawal, or exclusion of the Student from The Franklin Montessori School except as provided in the **Withdrawal From School**, the **Mandatory Withdrawal Policy**, or unless I agree to participate in the **Tuition Protection Plan** as described below.

**Force Majeure:** In order to preserve the integrity and longevity of the program and retain essential staff during an emergency situation, it is agreed that in the event of any failure or delay in the School's performance for a period of more than three (3) consecutive days resulting from a Force Majeure event (i.e. causes beyond the School's reasonable control and occurring without its fault or negligence that, in the School's sole discretion, renders the School unable to offer services) including without limitation, acts of God, fire, pandemic, epidemic, government restrictions, wars, threats or acts of terrorism and insurrections, the **tuition obligations under this Agreement shall continue without refund, credit, or remission unless I participate in the Tuition Protection Plan or Withdraw From School as outlined below.** The School shall not be liable and no amounts paid will be refunded for any such failure or delay in its performance caused by Force Majeure. A child's absence when the School is offering in-person learning is not a force majeure event and will not alter the obligations of a family under this contract. Any parent wishing to withdraw from the program during a closure may do so by utilizing the withdrawal policy as stated in this agreement.

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

**Tuition Protection Plan Options:** I understand that I have the option to participate in the Tuition Protection Plan. If I elect to participate in the Tuition Protection Plan, I will pay a non-refundable annual fee due at the time of my first installment payment. I am still committed to pay the entire annual tuition due under this agreement in the installment payments as outlined in this agreement (“Installment Payments Due”), but if the school is unable to provide in-person learning (hereinafter “closed”) for a period of more than three (3) consecutive days due to a non-weather related Force Majeure, (as defined in this agreement) I will receive a credit against my next monthly installment payment in the amount outlined below based on the plan that I choose. No tuition or fees previously collected will be refunded nor tuition that is past due will be forgiven. I will still have the option to exercise my right to withdrawal as outlined in this agreement. If I have not exercised my right to withdrawal, then tuition obligations will resume when the Force Majeure event ends until the end of the contract period. This plan may be used more than once during the term of this agreement.

**Plan 1.**

If the school is closed due to a non-weather related Force Majeure (as defined in this agreement) for a period of more than three (3) consecutive days, I will be credited by 50% of the prorated amount of in-person learning days offered divided by the school days scheduled on the published school calendar for the program I am enrolled (“Credit”). The Credit will be applied to my next Installment Payment Due. Any amount of Credit in excess of the Installment Payment Due will be applied in equal amounts to all future Installment Payments Due until the Credit is fully used to offset any tuition due. A credit may not be converted into a cash refund. By exercising this option my child will be able to participate in any distance learning offered by the school, at its sole discretion, during the Force Majeure closing.

**Plan 2.**

If the school is closed due to a non-weather related Force Majeure (as defined in this agreement) for a period of more than three (3) consecutive days, I will be credited by 100% of the prorated amount of in-person learning days offered divided by the school days scheduled on the published school calendar for the program I am enrolled (“Credit”). The Credit will be applied to my next Installment Payment Due. Any amount of Credit in excess of the Installment Payment Due will be applied in equal amounts to all future Installment Payments Due until the Credit is fully used to offset any tuition due. A credit may not be converted into a cash refund. By exercising this option my child will be able to participate in any distance learning offered by the school, at its sole discretion, during the Force Majeure closing.

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

Please initial below to indicate your choice on whether to participate in the **Tuition Protection Plan**:

\_\_\_\_\_ I would like to participate in the Tuition Protection **Plan 1**. The cost of this plan is \$1,100.00 due at the time of the first tuition installment payment.

\_\_\_\_\_ I would like to participate in the Tuition Protection **Plan 2**. The cost of this plan is \$2,200.00 due at the time of the first tuition installment payment.

\_\_\_\_\_ I decline to participate in the Tuition Protection Plan and acknowledge I am responsible for the entire tuition due and there will be no refund, credit, or remission of fees or tuition.

**Initial Enrollment Fee (For New Students Only)**: Upon acceptance to The Franklin Montessori School, a onetime enrollment fee of \$500.00 and the \$1,500.00 tuition deposit are due. **Both the enrollment fee and the tuition deposit are non-refundable.** The \$1,500.00 tuition deposit will be credited towards the 1<sup>st</sup> tuition payment.

**Re-Enrollment Fees (For Returning Students)**: At the time of re-enrollment (for returning students), a \$250.00 annual non-refundable fee is due and is enclosed with the Enrollment Intent Letter. In consideration for payment of this non-refundable fee, the school will hold a place for the Student.

**Notice of Cancellation**: I agree to assume full responsibility for the tuition due unless written cancellation of this contract is received by Franklin Montessori School's office within two weeks of the date I have signed this contract. I also understand that in the event of cancellation, the Annual Student Fees will not be refunded. Paid tuition will only be refunded as per our withdrawal policy.

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

**Withdrawal From School**: In consideration for the timely payment of the annual Tuition, all fees and compliance with the policies of the Franklin Montessori School as explained in the Franklin Montessori handbook, the Student may withdraw from School and terminate this agreement under the following conditions:

1. A written letter of intent to withdraw is submitted to the School accompanied by a non-refundable withdrawal fee (\$500 for 10 and 11 month programs, \$1000.00 for 12 month program). This letter shall be effective on the first day of the calendar month following the date of submission ("the Effective Date")
2. Sixty (60) days from the Effective Date, the Student shall be considered to have voluntarily withdrawn from the school ("the Withdrawal Date").
3. Any payments due after the Withdrawal Date shall be cancelled, except any outstanding balances accrued up to the Withdrawal Date.

4. After the Withdrawal Date, semester and annual payments as well as any prepayments, shall be refunded to the extent they exceed any tuition due under this contract.
5. All fees, including the Initial Enrollment fee, First Month's Tuition and the Re-enrollment fee, are non-refundable.

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

**Late payments:** In the event any payment shall be more than 15 days late, The Franklin Montessori School shall have the right to withhold any and all services for the Student and/or parent. The tuition and any other costs that have not been paid are due immediately.

**Change of Calendar or Hours:** I understand that I can request to change calendar and/or hour options once per contracted year. Program changes are allowed at the sole discretion of School. No program changes will be allowed during or in anticipation of a Force Majeure closing. Program changes will be confirmed in writing. Payment is due at the time of the agreement.

**10 month and 11 month calendars .....\$100.00 fee to change calendar and/or hours**

**12 month calendar.....\$1000.00 fee to change calendar**

**Mandatory Withdrawal Policy:** The Franklin Montessori School may temporarily exclude or permanently terminate a Student's enrollment as follows:

Upon two weeks' notice for the following reasons:

- Parental failure to abide by school policies and/or this Agreement
- School's program is not meeting developmental or special needs of the Student as determined by the educational director

Immediate withdrawal without prior warning may result for the following reasons:

- An account that is past due for fifteen days and/or disregard of tuition policies
- A pattern of late pick-up as determined by the administration
- Health or behavioral reasons on the part of the Student
- Conduct of parent, guardian, or a Student that the school administration or owner of the school, in his or her sole and absolute discretion, determines is threatening to the well-being, safety or stability of the students or staff.

**Acknowledgment and Waiver:** I acknowledge that there is an inherent risk of exposure to illnesses, including those caused by viruses such as COVID-19 ("illnesses"), that exists in any place where people are present. I acknowledge that Franklin Montessori is taking measures as suggested and recommended by local and national public health guidance to prevent and mitigate the spread of illnesses to the best of its ability. I am also responsible for taking measures for myself and my child as suggested and recommended by local and national public health guidance to prevent and mitigate the spread of illnesses to the best of my ability. I further acknowledge that by gathering in places where people are present - including public places while traveling to and from School and while attending the School - I voluntarily assume all risks related to exposure to illnesses and agree for myself and my child not to hold School or any of its affiliates, directors, officers, employees, agents, contractors, or volunteers liable for any illness.

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

**Child's Name** \_\_\_\_\_ **Birth Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Promotional Materials:** I give permission to The Franklin Montessori School to use photographs, videotapes, and/or movies taken of or by the above-named child for promotional use in school displays or on the school's web page, or other social media.

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

**Emergency Medical Attention:** I give my express consent to The Franklin Montessori School, or any agency acting in its behalf, to secure and provide any medical and dental attention deemed necessary in the discretion of The Franklin Montessori School for my child during a period when I cannot be contacted by telephone. I further agree to assume complete financial responsibility for any and all medical expenses incurred on behalf of my child under the above conditions. I agree to release, indemnify and hold harmless The Franklin Montessori School and its agents for any and all damages arising from medical conditions, both known and unknown, not directly caused by the School's gross negligence.

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

**Student Directory:** I give permission for my child to be included in the school's student directory, which is distributed by the school to other enrolled students and their families.

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

**Resolving Disputes:** We do not expect any disagreements. However, we agree that, in the unlikely event we have one we can't resolve, any dispute or claim will be submitted to nonbinding mediation before beginning arbitration, litigation, or any other proceeding. We agree to act in good faith to participate in mediation and to identify a mutually acceptable mediator. All parties to the mediation will share equally in its costs.

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

**Previous Agreement Superseded:** Any previous Agreement between the parties is hereby superseded, replaced in its entirety and considered null and void.

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

**I have received the School Handbook and agree to abide by all the policies and procedures as specified.**

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

## 2021-2022 10-Month Program (ends in June)

		<b>Monthly Tuition</b> 10 installments
<b><u>Two-Year-Old Program</u></b>		
___ Half Day Mornings	9:00-12:15	\$1,993
___ Full Day	9:00-3:30	\$2,427
<b><u>Montessori Primary Program</u></b>		
___ Half Day Mornings	9:00-12:15	\$1,672
___ School Day with Nap (For Students under 4 years of age)	9:00-3:30	\$1,925
___ School Day	9:00-3:30	\$2,088
<b><u>Extended Day Options</u></b>		
___ Early School Day	7:30-8:30	\$132
___ Morning Montessori	8:30-9:00	\$231
___ Extended School Day	3:30-6:00	\$579

## 2021-2022 11-Month Program (ends in July)

		<b>Monthly Tuition</b> 10 installments
<b><u>Two-Year-Old Program</u></b>		
___ Half Day Mornings	9:00-12:15	\$2,202
___ Full Day	9:00-3:30	\$2,668
<b><u>Montessori Primary Program</u></b>		
___ Half Day Mornings	9:00-12:15	\$1,836
___ School Day with Nap (For Students under 4 years of age)	9:00-3:30	\$2,116
___ School Day	9:00-3:30	\$2,291
<b><u>Extended Day Options</u></b>		
___ Early School Day	7:30-8:30	\$144
___ Morning Montessori	8:30-9:00	\$260
___ Extended School Day	3:30-6:00	\$632

Extra Hours used on a Drop-In basis are billed monthly at \$15.00 per hour. Fees for late pick up after 6:00 p.m. are due upon receipt and are assessed as follows: \$10.00 for the first five minutes and \$2.00 for every additional minute.

# 2021-2022 12-Month Program (ends in August)

		Monthly Tuition 12 installments
<b><u>Two-Year-Old Program</u></b>		
___ Full Day	7:30-6:00	\$2,966
<b><u>Montessori Primary Program</u></b>		
___ Full Day	7:30-6:00	\$2,736
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<b><u>Infant Program</u></b>		
___ Full Day	8:00-6:00	\$2,860
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## Payment

**Monthly Payment Plan:** Ten or Twelve (for 12-month program only) consecutive monthly payments of \$ \_\_\_\_\_, which represent the sum of the tuition plus before and/or after school options. The first payment is due July 2021 and the remaining payments are due each month, ending in May or July 2022. These payments will be made by automatic debit or credit card through FACTS Management. There is an annual fee per family (approximately \$45)

All payments must be processed through the FACTS automatic tuition payment system online. Use of a credit or debit card may incur a banking convenience fee.

- **Deposit paid upon acceptance (non-refundable):** \$ \_\_\_\_\_
- **Total Amount of tuition made payable to The Franklin Montessori School:** \$ \_\_\_\_\_

**Parent's Name:** \_\_\_\_\_

**Home Address (Street, City, State, Zip):** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

I (We) wish to enroll the above named Student in The Franklin Montessori School, for:

\_\_\_\_\_ 2021-2022 10-month program (September 1st to June 15th) or

\_\_\_\_\_ 2021-2022 11-month program (September 1st to July 15th) or

\_\_\_\_\_ 2021-2022 12-Month program (September 1st to August 12th)

I have read and understand The Franklin Montessori School Enrollment Agreement. I agree to abide and support the policies as specified.

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Person Responsible for Tuition (If different than Parent):** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please keep a copy of this enrollment agreement for your records and return the signed agreement, initialed at the bottom of all pages.

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