



Spondeo Montessori Preschool & Kindergarten

2680 S. Val Vista Dr. Gilbert, AZ 85295

480-374-3911

spondeopreschool.com

2023/2024 Enrollment Contract

Spondeo Montessori agrees to enroll _____ for the 2023/2024 school year, starting in August and ending in July. In consideration of the acceptance of the Enrollment Contract by Spondeo Montessori, the undersigned agrees to pay the required fees as specified below:

Registration & Materials Fee: \$350

Infants (6 weeks-18 months):

Half Day 7:00am - 12:00pm	Full Day 7:00am - 3:15pm	Extended Day 7:00am - 5:30pm
_____ 5 days/week...\$1,150/mo	_____ 5 days/week...\$1,480/mo	_____ 5 days/week...\$1,775/mo

Toddlers (18 months – 3 years):

Half Day 7:00am - 12:00pm	Full Day 7:00am - 3:15pm	Extended Day 7:00am - 5:30pm
_____ 5 days/week...\$1040/mo	_____ 5 days/week...\$1,265/mo	_____ 5 days/week...\$1,540/mo

Primary (3 - 6 years):

Half Day 7:00am - 12:00pm	Full Day 7:00am - 3:15pm	Extended Day 7:00am - 5:30pm
_____ 5 days/week...\$945/mo	_____ 5 days/week \$1,145/mo	_____ 5 days/week...\$1,350/mo

Kindergarten students who are turning 5 years old by September 1 are eligible to receive a tuition scholarship, through Arizona’s tuition tax credit program. The amount of the award varies each year and is based on need.

I understand that in signing this Enrollment Contract for this academic year, I am agreeing to accept the rules and regulations of the School concerning payment of fees as referred to above. Enrollment for the 2023/2024 school year must be canceled by July 1st to avoid payment of August Tuition. The Registration & Materials Fee is non-refundable. Payment of the Registration & Materials Fee (\$350) is required to reserve a place for your child for the 2023/2024 school year. Returning the form without the fee does not hold your child’s place.

Tuition Payments

Tuition is based on the full year’s fee, which has been divided into 12 equal monthly payments for your convenience. Payments are not considered “by the month” charges. Tuition is not refunded or prorated due to absences caused by illness, family emergencies or vacations. Withdrawal notices will be considered on an individual basis and require a 30 day notice in writing. The last month's tuition will not be pro-rated or reduced regardless of the student’s last day of attendance.

Tuition payments are due on the 1st of each month; however, we give a 5 day grace period. **A late fee of \$50** will be imposed beginning after 5:30 pm on the 5th day and additional late fees of **\$10/day**, up to the 15th of the month, will be applied. If we have not received the full amount due by the 15th, including late fees, your child cannot continue attending.

Tuition may be paid via cash, check, Tuition Express auto payments or credit card. Please note credit card payments are assessed a 3.5% processing fee based on the total amount due.

Late Pick Up Fee

If you pick your child up after the designated end of their schedule (12:00pm, 3:15pm and 5:30pm), there is a **\$2/minute fee** that is assessed. By initialing below, I hereby agree to pay any and all late pick-up fees I incur.

Initial Here: _____

Pictures

I understand that photos taken of my child may be used for advertising and any other school promotions, including social media. The use of pictures will be at the discretion of the office.

_____ Yes, I agree _____ No, I do not want my child's picture taken*

_____ My child's picture may only be used within the physical school or to send pictures to me via email and/or group pictures my child may be in to me and other Spondeo families (i.e. group activities in class such as baking, Book Parades, special presenters, etc).

**Please note that pictures taken by outside photographers on picture day are used, posted, and distributed at the discretion of the photographer and are not covered by this document.*

Sunscreen

Spondeo staff will apply sunscreen of its choosing during the school day when needed.

_____ Yes, please apply sunscreen to my child
_____ No, do not apply sunscreen to my child
_____ Please only apply sunscreen provided from home to my child*

Insect Repellent

Spondeo staff will apply insect repellent of its choosing during the school day when needed.

_____ Yes, please apply insect repellent to my child
_____ No, do not apply insect repellent to my child
_____ Please only apply insect repellent provided from home to my child*

**Sunscreen and insect repellent brought from home must be accompanied by a medication administration request from and kept in a locked cabinet on campus.*

Walking Trips

Occasionally students may leave campus to go for a walk within close proximity of Spondeo. By granting permission to leave campus, Spondeo and its staff are released from any and all liability in case of accident or injury.

_____ Yes, my child has permission to leave campus
_____ No, my child may not leave campus

Parent Handbook Acknowledgement

I understand that by signing this form, I confirm that I have received, reviewed, understood, and will abide by the terms listed in the Spondeo Montessori Preschool & Kindergarten Handbook. The handbook is subject to change at any time. Parents will be notified of any changes made to the handbook.

Printed Name of Parent/Guardian

Date: _____

Signature of Parent/Guardian

Printed Name of Parent/Guardian

Date: _____

Signature of Parent/Guardian

Accepted: _____
Director Signature

Date: _____