

CHILD'S NAME: \_\_\_\_\_

## **Summerside Montessori Children's Studio ENROLLMENT AGREEMENT**

**Check off The Program The Child Is Being Enrolled In:**

### **FULL DAY MONTESSORI - FULL TIME/PART TIME**

- ☐ **Full Day Montessori - 5 days a week - Monday to Friday - 7:15 AM to 5:15 pm - \$1,387.00 per month**
- ☐ **Full Day Montessori - 3 days a week - Wednesday, Thursday & Friday - 7:15 AM to 5:15 pm - \$832.00 per month**
- ☐ **Full Day Montessori - 2 days a week - Monday & Tuesday - 7:15 AM to 5:15 pm - \$555.00 per month**

### **MORNING MONTESSORI - FULL TIME/PART TIME**

- ☐ **Morning Montessori - 5 days a week - Monday to Friday 7:15 AM to 12:00 pm - \$694.00 per month**
- ☐ **Morning Montessori - 3 days a week - Wednesday, Thursday & Friday 7:15 AM to 12:00 pm - \$416.00 per month**
- ☐ **Morning Montessori - 2 days a week - Monday & Tuesday 7:15 AM to 12:00 pm - \$278.00 per month**

### **AFTERNOON MONTESSORI - FULL TIME/PART TIME**

- ☐ **Afternoon Montessori - 5 days a week - Monday to Friday - 12:30 pm to 5:15 pm - \$694.00 per month**
- ☐ **Afternoon Montessori - 3 days a week - Wednesday, Thursday & Friday - 12:30 pm to 5:15 pm - \$416.00 per month**
- ☐ **Afternoon Montessori - 2 days a week - Monday & Tuesday - 12:30 pm to 5:15 pm - \$278.00 per month**

**I, the undersigned (parent or legal guardian), understand and agree to the following:**

1. The terms of this Enrollment Agreement are in effect until I withdraw my child by providing written notice (as per the Withdrawal Procedure) of my intent to leave Summerside Montessori Children's Studio "the Facility" or until the Facility terminates this agreement by providing written notice to me or until I sign an updated Enrollment Agreement. A new child is considered accepted to the Facility only upon written confirmation from the Facility.
2. A child may not attend the Facility unless this Enrollment Agreement has been completed in full and signed and all other required paperwork has been completed and submitted to the Facility.

CHILD'S NAME : \_\_\_\_\_

3. **Enrollment, Annual Fees & Deposit Requirements** - To secure a space in the program, the following non-refundable fees and deposit are required at the time of enrollment. These fees are in addition to monthly tuition and are non-refundable under any circumstances, including withdrawal or dismissal from the program. **1 - Enrollment Fee** - A one-time, non-refundable Enrollment Fee of \$175.00 per child is required upon initial registration. This fee covers administrative processing and helps reserve your child's placement. **2 - Annual Montessori Equipment & Supply Contribution Fee** - A non-refundable Supply Fee of \$175.00 per child is due upon initial enrollment and annually thereafter on the anniversary of the child's start date. This contribution supports the ongoing purchase and maintenance of Montessori materials and classroom supplies. **3 - Non-Refundable Deposit** - A Non-Refundable Deposit equal to one full month of tuition must be submitted to finalize enrollment. This deposit is held and applied to the final month of care, provided the required withdrawal notice is given. The deposit is not applied to any other fees or tuition. If a child moves to a different program with a higher tuition rate, the deposit must be topped up accordingly. Families will be notified and must submit the balance within five (5) business days. **Payment Instructions** - All enrollment-related payments (Enrollment Fee, Supply Fee, and Deposit) must be made via Interac e-Transfer to: SummersideMontessori@gmail.com Please include your child's full name in the message field of the transfer. This account is set up for auto-deposit. These payments must be received in full prior to your child's start date.
4. There are no refunds for mid-month withdrawals, statutory holidays/holiday closures, snow days and other weather related closures, air quality closure days, power outages, professional development/facility maintenance days (We have 6 per year), program closure days due to an illness outbreak, public health emergency or other unanticipated closure, child vacation days, any other child absence or other unexpected closures in an emergency situation. In the event of an emergency or closure, we will notify families via email and/or text message as soon as possible. We also post updates to our Instagram and Facebook page, and use CBC Radio as a backup for community-wide alerts.
5. **In addition to the non-refundable deposit, enrollment and annual fees, families are required to pay tuition in twelve equal monthly installments, beginning on the 1st of the first full month of enrollment. Interac e-transfer is the preferred method of payment and should be sent to SummersideMontessori@gmail.com on or before the 1st of each month.** Please include your child's full name in the message field of the transfer. Alternately, families may pay by:
  - a. 12 Post-dated cheques (made payable to Summerside Montessori Children's Studio and provided to the Co-Director at the time of enrollment).
  - b. Cash payments (must be sealed in a labeled envelope with your child's name and placed in the locked payment drop box; email notification to SummersideMontessori@gmail.com is required for prompt collection).A \$50 late fee will be applied if payment is not received by the 3rd of the month. A \$35 fee applies to any NSF cheque or failed payment attempt. Late Pick-Up Fee: \$10 for any time within the first 10 minutes, plus \$1.00 per minute per child after that. Additional program fees may apply. Refer to the Parent Handbook for full details.
6. Should Summerside Montessori Children's Studio decide to offer care to infants, the infants must be at least 12 months of age to commence the Infant Class. Children must be at least 22 months old to commence the Preschool Class. All children entering the infant program will transition into the Preschool class based upon their age, developmental capabilities and if space is available. As necessary, infants under 18 months old may spend up to 25% of their time with the Preschool Class. As necessary, infants who are 18 to 22 months may spend up to 75% of their time with the preschool class. Summerside Montessori Children's Studio does not guarantee that a Preschool space will be available to transition to from the Infant class; though every effort will be made to support this transition.
7. The educational model at our Facility is based on a two-way partnership. It requires an investment of trust, cooperation, time, and energy in support of each child's care/education both at home and at the Facility. Parents are expected to actively participate in the activities of the Facility as much as possible, including any scheduled parent-teacher meetings, class and Facility events. **All parents/guardians must carefully read the Parent Handbook and agree to support and promote the Facility's philosophy and all related program policies.**

CHILD'S NAME : \_\_\_\_\_

8. Enrollment in our program does not guarantee continuing enrolment. Our primary objective is to find the right match between child, family and the child care program. If it becomes clear that our child care program has proven to not be an appropriate match with either the child or the child's family; we will communicate our decision for the child not to remain at the Facility. **A six week probation period is in effect for all new children in the program.** While we strive to support all children and families, termination of enrolment may be necessary in certain cases. Grounds for Removal include: Failure to pay tuition beyond the agreed timeline, chronic late pick-ups despite multiple warnings, disruptive or dangerous behaviour that cannot be safely managed within the program, parent misconduct, including harassment of staff or failure to adhere to policies and other situations deemed appropriate by the Owner and/or Co-Director. Whenever possible, we work collaboratively with families to find solutions before considering termination of a child's space, however sometimes it may occur without advance notice should the Owner and/or Co-Director determine this is necessary.
9. Parents who wish to take the summer months (July and August) off recognize that they are actually withdrawing their child from the Facility and as such are not automatically guaranteed a space for the following September. Parents who wish to withdraw their child for the end of June must follow the withdrawal procedures outlined in the Parent Handbook.
10. **I have carefully read the Health & Safety section of the Parent Handbook and agree that I will keep my child home from the Facility if there is any question of illness, and will notify the Facility at once about any serious or contagious illness as per the policy outlined in the Parent Handbook. If my child becomes ill while in attendance at the Facility I will pick my child up promptly if requested to do so.**
11. If staff are required to administer medication to my child, I agree to bring the medication directly to staff. I also understand that I must complete a medication permission form as outlined in the Parent Handbook before the staff can administer any medication to my child.
12. In the event that it shall be necessary to place this contract or any other debt due to the Facility by the undersigned with a collection agency or lawyer, parents will pay all court costs and reasonable collection/legal fees, plus interest at a rate of 15% per annum on the outstanding balance, over and above all other sums then due.

**Annual Tuition Adjustment** - To ensure the continued quality and sustainability of our program, Summerside Montessori Children's Studio applies an annual tuition increase. This increase will take effect on the anniversary date of your child's enrollment each year. Families will be provided with a written reminder of the annual tuition adjustment. The annual increase is set at 3% per year, unless exceptional circumstances require otherwise, in which case additional notice and justification will be provided.

**Withdrawal Procedure** - A minimum of one month and one day's written notice is required for withdrawal from the program. Written notice should be sent by email to [SummersideMontessori@gmail.com](mailto:SummersideMontessori@gmail.com). Parents must follow the Withdrawal and Refund Policy as outlined in the Parent Handbook. If proper notice is not given, the deposit will be forfeited. We do not provide refunds for the deposit.

**PROMOTIONAL MATERIALS & EARLY CHILDHOOD TRAINING CONTENT** - From time to time, Summerside Montessori Children's Studio and/or 45 Conversations Media & Education Ltd.—a child care consulting and training firm owned by Jane Boyd, the founder of the Studio—may capture photographs, audio, or video recordings of children engaging in daily activities for the purposes of program promotion, public awareness, and professional early childhood education training. All images and recordings will depict children in a positive and respectful manner that aligns with our educational philosophy and values. These materials may be used in brochures, websites, social media, articles, print or digital advertisements, or in educational and professional development resources produced by Summerside Montessori Children's Studio and/or 45 Conversations Media & Education Ltd. The program works in active collaboration with 45 Conversations to support high-quality training, consultation, and promotion of early learning best practices. By signing this agreement, you acknowledge and provide general consent for your child to appear in such materials without additional notification. If you prefer not to provide this consent, you

CHILD’S NAME : \_\_\_\_\_

may opt out by crossing out this clause and initialing it. In such cases, we will ensure that your child’s face is either blurred or not included in any publicly shared or distributed materials.

**Emergency Medical Attention** - I understand and consent that In case of a medical emergency, 911 will be called, first aid will be provided and parents will be notified as soon as possible. The Facility, or any agent acting on its behalf, will secure and provide medical (emergency medical ambulance transport etc.) and dental attention that may be necessary during a period when a parent cannot be contacted by telephone. The financial responsibility for any and all medical/dental expenses incurred on behalf of the child will be assumed by the parent.

**Personal Information Protection**

You give consent to the Facility to collect personal information related to your child and family. We collect only the information that we feel is necessary to provide your child with a quality educational and/or childcare experience. We will not disclose any of your personal information to a third party, unless compelled to do so for legal, educational transition, emergency health or debt collection purposes. Any complaints, concerns or questions regarding our handling of your personal information should be direct in writing to: Summerside Montessori Children's Studio – Attention: Owner.

**Notice Regarding Probationary Early Years Centre Designation and \$10/Day Funding Program**

Summerside Montessori Children’s Studio has submitted an application to the Department of Education and Early Years for *probationary designation* as an Early Years Centre under the Prince Edward Island Early Learning and Child Care program. As of May 20, 2025, the outcome of this application is unknown. The Studio may or may not be approved for probationary designation.

In the event that probationary designation is granted, Summerside Montessori Children's Studio may become eligible to receive funding as part of the PEI–Canada Wide Early Learning and Child Care Agreement (commonly referred to as the "\$10 a Day" funding program). However, participation in this funding program is not guaranteed. The Studio reserves the right to decline to enter into a funding agreement with the Province of PEI, if the terms, conditions, or other program requirements are not aligned with our philosophy, operational needs, or commitment to delivering high-quality, child-centred care or for other reasons deemed appropriate by the Owner.

Accordingly, families are advised that tuition rates and funding eligibility are subject to change depending upon the outcome of this matter. It is important to understand that enrollment in our Montessori program does not guarantee access to reduced parent fees under the "\$10 a Day" model.

I have read and understand the terms of this Enrollment Agreement with Summerside Montessori Children's Studio, the methods of payment and the policies of the Facility and I hereby agree to all the terms and conditions stated therein.

Signature of Parent/Guardian

Date

CHILD'S NAME: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Facility Co-Director

\_\_\_\_\_  
Date