



2024 Summer Program Enrollment Application Form

75 Bronson St • PO Box 494 • Littleton NH 03561
603-575-5316

lupinemontessorischool@gmail.com

lupinemontessorischool.org

Please print

Name of Child: _____

Date of Birth _____

Age as of Sept 30th: _____ years

Parent or Guardian**Other Parent or Guardian**

Name: _____

Name: _____

Address _____

Address: _____

City: _____ Zip: _____

City: _____ Zip: _____

Email: _____

Email: _____

Home Phone: _____

Home Phone: _____

Cell Phone: _____

Cell Phone: _____

Marital Status of Parents: Married Divorced Remarried Domestic Partnership
(please circle as applicable) Single Separated

Custody Agreement if Parents are Not Married _____

If Domestic Partnership, who has legal status for the child: _____

Applicant lives with: Both Parents Mother Father Other (Please Specify) _____

Please submit official custody papers if relevant

Emergency Contact:

Person to contact in Case of Emergency if Parents Can Not be reached

Name: _____ Phone# _____ Relationship _____

Those Authorized Other Than Parents for Child Pickup:

Name: _____ Phone# _____ Relationship _____

Name: _____ Phone# _____ Relationship _____

Medical Conditions / **Allergies:** _____

Signatures (Both parents) _____

Date _____



2024 Summer Program

Enrollment & Tuition Contract & Forms

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Date: _____

Name of Child: _____

Date of Birth: _____

Address: _____

Phone: _____

City: _____ Zip: _____

Email: _____

Children ages 3 - 8 years old are eligible for enrollment in this program. Children must be potty trained to attend.

Enrollment in the Summer Program is a 9 week program. There will be no partial enrollments. The minimum enrollment is 3 days.

Lupine Montessori School will be CLOSED the week of June 10th - 14th (1 week) and We will be closed on Thursday, July 4th in observance of Independence Day. Last day of the summer program is August 16th. The summer program will run from June 17th to August 16th. Lupine Montessori will be closed August 19th to September 2nd. (2 weeks)

Tuition is non-refundable, even if a family is not able to finish out the 9 week program. Holidays were considered with the tuition amounts set; no credit is given. There are no additional fees for supplies, materials, or extracurricular classes.

Lupine Montessori School may discontinue the enrollment of a child based on non-payment of tuition by the deadlines explained below.

Billing for the Summer Program will be done in two equal payments. **A \$50 deposit is due to reserve your child's spot and needs to be turned in with this enrollment form, and then the balance of the 1st**

half is due by 6/7/2024 and the 2nd payment is due by 7/12/2024. Use the following charts below to see tuition schedules and the 2 equal payments amounts:

For Full 9 Week Program

	3 Days	4 Days	5 Days
Mornings (8-12:30)	579.56	772.74	965.93
Full Days (8-3pm)	901.53	1202.04	1502.55
Until 4pm	1030.32	1373.76	1717.20

2 equal payments of:

	3 Days	4 Days	5 Days
Mornings (8-12:30)	289.78	386.37	482.96
Full Days (8-3pm)	450.77	601.02	751.28
Until 4pm	515.16	686.88	858.60
Please indicate which days you would like:			N/A

Summer Program \$Tuition Selected: \$ <input style="width: 150px;" type="text"/>
Deposit to hold child's spot: \$ <input style="width: 150px;" type="text"/> (This is subtracted from 1st half total)
1st half Indicated: \$ <input style="width: 150px;" type="text"/> (Due 6/7)
2nd half Indicated: \$ <input style="width: 150px;" type="text"/> (Due 7/12)
Total Due for Full 9 weeks: \$ <input style="width: 150px;" type="text"/>

Please invoice me 2 invoices via Email at: _____

This agreement is entered into by and between Lupine Montessori School and the parent(s) or guardian(s) whose signature(s) appear below. The parties hereto accept the following terms and conditions governing the child's enrollment.

Application: I hereby apply for (*Student's full name*): _____ to be enrolled in Lupine Montessori School 9 week Summer program..

If for any reason I withdraw from this enrollment contract, I understand and agree that tuition, late fees, & schedule change fees are non-refundable. **Parent Initials:** _____

Annual Contract: I understand and agree that I am signing this contract for my child listed on the contract. I agree to pay tuition for the entire 9 weeks, regardless of the student's absence. The summer program is prepared to accommodate your child and his/her space is reserved. Lupine Montessori cannot give credit for missed days due to vacations, illness or inclement weather closings. **Parent Initials:** _____

Enrollment payment to reserve child's spot: Each family is required to pay \$50.00 at the time of enrollment to reserve your child's spot. This is non-refundable and must be returned with this enrollment form in order to hold your child's place. **Parent Initials:** _____

Two installment payments: I agree to pay tuition in two installments, 1st half due on 6/7 and 2nd half is due 7/12. I agree and understand that tuition is non-refundable, even if we decide not to complete the full 9 week program.. Installment payments may be paid by Cash, Check, Money Order, Venmo @LupineMontessori **Parent Initials:** _____

Schedule changes: If a family needs to change a student's schedule, you must give a 15 day notice to the Summer program leader - Samantha Locke and administrator to make arrangements. A schedule change fee of \$15.00 will be charged. **Parent Initial:** _____

Part time students cannot make up a day on an unscheduled day when a student is absent. **Parent Initial:** _____

Late Fees: Lupine Montessori will charge a \$25.00 late fee, if summer tuition payment is not made by July 19th. **Parent Initial:** _____

An account statement will be e-mailed if it is more than 15 days in arrears. After a total of 20 days, the family will be sent a letter requesting payment. Lupine Montessori School reserves the right to pursue the account in small claims court, including collecting court costs and reasonable attorney's fees. **Parent Initial:** _____

Late pick up after 3pm: I understand that a late pick up fee will be added. Lupine Montessori's child care rate is \$4.75 an hour. **Parent Initials:** _____

Late pick up after 4PM: I understand that Lupine Montessori closes promptly at 4:00PM. A fee of \$10.00 will be added for late pick up after 4pm. **Parent Initial:** _____

Unpaid Tuition: I understand and agree that if payment of tuition is not made in accordance with this contract, Lupine Montessori School may discontinue the enrollment of a child based on non-payment of tuition or lack of consistent attendance. A student is considered to be withdrawn if tuition is more than thirty (30) days past due unless other arrangements have been made in writing, including the signature of the parent(s), Directress. **Parent Initial:** _____

Supply & Materials: There are no additional fees for supplies or materials. **Parent Initial:** _____

Family decision to withdraw: If a family finds that they need to withdraw their child from Lupine Montessori School's Summer Program, they must give 15 days notice in writing to the Director. The family is responsible for the account balance calculated to the last day of the summer program. I agree and understand that summer tuition for the full 9 weeks is non-refundable regardless when withdrawn. **Parent Initial:** _____

By signing this document, I/We agree:

- To pay the amount indicated for tuition and childcare by the due dates set by Lupine Montessori School
- The understanding the financial and enrollment policies indicated in the above document

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date

Administrator Signature
Lupine Montessori

Date