



Greenspring Montessori School Enrollment Agreement

This Enrollment Agreement sets forth the terms and conditions for my child to be enrolled at Greenspring Montessori School (“Greenspring” or the “School”) for the academic year 2020-21. I am the parent or legal guardian of _____.

Binding Agreement

This Agreement is effective as of the date indicated below and becomes final and binding in accordance with the terms and conditions stated below.

Provisional Period

My child is subject to a provisional period of six weeks (the “Provisional Period”) beginning on their first day of school for the 2020-21 school year. During or after the Provisional Period, Greenspring may recommend or require an outside evaluation of my child or outside direct instructional support. Greenspring may extend the Provisional Period and enter into a Student Support Plan if necessary, as determined in the School’s sole discretion. Any Student Support Plan will be executed as a separate document.

If, at the end of the Provisional Period, or any extension, Greenspring determines that it is not serving my child’s needs, I will collaborate with Greenspring staff to seek a different school for my child and will enter into a transition plan with a withdrawal date determined by Greenspring. If that should occur, I will be entitled to a refund of tuition paid on a pro rata basis, less any non-refundable deposit.

Policies, Rules, Regulations and Family & Student Handbook

I agree to follow and adhere to Greenspring’s policies, rules, and regulations including but not limited to the expectations set forth in the Family & Student Handbook, as they currently exist or as amended from time to time.

Constructive Relationship

A positive and constructive relationship between Greenspring staff and my family is essential to the mission of Greenspring. If any behavior, communication or interaction with my family is disruptive, intimidating, overly aggressive, or reflects a loss of confidence or serious disagreement with Greenspring’s policies, procedures or



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standards, Greenspring may place restrictions on my family's interactions with the School, including dismissal of my child from the School.

Medical Forms

I will submit all required medical forms and paperwork through SchoolDoc or to Greenspring in accordance with the dates specified by the school nurse and in accordance with the procedures and dates specified in the Stages of Re-entry Plan. My child may not begin school until all required paperwork has been submitted. I will follow the requirements outlined in the Stages of Re-entry Plan.

Professional Evaluations and Services

If my child has received a professional evaluation with emotionally or educationally-relevant outcomes, I will send Greenspring a copy within one week after receipt of the evaluation. If my child has received professional services, I will share the nature, timing and duration of these services with Greenspring. If services are ongoing, I will sign a release of information permitting ongoing communication between the provider(s) and the School. Failure to adhere to these requirements is considered a breach of this Agreement and is grounds for termination.

Field Trip and Publicity Permissions

My child may have the opportunity to attend various field trips and/or "going outs". These opportunities for experiential learning in a variety of settings are integral to Greenspring's educational program and serve to enhance my child's overall educational experience. I give permission authorizing my child to participate in these trips whenever they occur. I understand that my child's participation in field trips and/or "going outs" may result in injury or accidents to my child. I voluntarily and willingly assume responsibility for all risks and dangers associated with my child's participation in these activities. I waive all claims or causes of action against the School, its officers, directors, volunteers and employees, arising out of my child's participation in these activities.

I agree that photographs, images, artwork and videos of my child may be used in school publications, including online and website publishing and for outside print television, web publications and radio coverage related to the School at the discretion of the School. If I do not agree, I must notify the Director of Advancement in writing.

Tuition and Fees; Non-refundable Tuition Deposit

I agree to be responsible for the payment of tuition, fees and other charges in accordance with the School's 2020-21 Tuition and Fee Schedule. I agree to pay a non-refundable deposit of \$750 ("Tuition Deposit") upon signing this Enrollment Agreement, if not yet paid. This Tuition Deposit is required in order to reserve a spot for my child for the upcoming academic year. The Tuition Deposit will be billed through FACTS Tuition Management and will be credited toward my child's tuition.

Payment Plans

Tuition, Discovery, AfterSchool Activities, Athletics, Dual Language Fees, late fees, and change fees will be invoiced through FACTS Tuition Management. Tuition billing is based on the payment plan which I selected through FACTS Tuition Management. Fees for summer programming are paid via credit card upon registration and are not subject to the payment plans below.

Options for Tuition and Fees billing are as follows:

- Payment in full - pay the entire annual Tuition and Fees amount in July of the upcoming academic year or at the time of contract, whichever is later.
- Two Payments - make two payments, 50% in July and 50% in December of the upcoming academic year (FACTS fees apply). Payments will be made on the 5th or the 20th of these months.
- Ten Monthly Payments - make ten monthly payments, beginning in July and concluding in April of the current academic year (FACTS fees apply). Payments will be made on the 5th or the 20th of these months.

If my child joins Greenspring during the school year, the options for billing are as follows:

- Payment in full - pay the entire annual tuition amount at the time of contract.
- Two Payments - make two payments, 50% by the first day my child attends school and 50% five months later or by May whichever is earlier (FACTS fees apply). Payments will be made on the 5th or the 20th of these months.
- Monthly Payments - make monthly payments, beginning before my child's first day and ending no later than April of the current academic year (FACTS fees apply). Payments will be made on the 5th or the 20th of these months.

All Tuition and Fees and other charges will be paid as set forth in this Enrollment Agreement, the Tuition and Fee Schedule and any other pertinent attachments. All outstanding balances must be paid in full by March 31 of the current school year in order for my child to be considered for re-enrollment for the following academic year. Any additional fees incurred after the signing of this Enrollment Agreement will be paid by March 31 of the current school year. The fact that Tuition and Fees can be paid in installments does not create a fractional contract or in any way relieve the

responsibility for the entire year's tuition and fees upon the signing of this Enrollment Agreement, subject to its terms and conditions.

Academic Schedule Changes

I may request changes to my child's academic schedule, and days and times attended, during the school year after discussion and approval from my child's Guide and the Admissions Office, provided that space is available. Changes are effective on the first day of the following month after the change is made unless Greenspring determines the change is effective on an earlier date. Tuition adjustments will be prorated evenly effective the first day of the month in which the change occurs.

Discovery Schedule Changes

I understand that changes to my child's Discovery schedule can be made before September 30, provided there is space available. After September 30, a fee of \$75 will be billed for each change. Changes are effective on the first day of the following month after the request is made. I can request an increase in my child's Discovery hours mid-month, provided there is space available. If a change is made, I will be charged at the emergency rate of \$8.00 per half hour.

Late Fees and Delinquent Accounts

All Tuition and Fees must be current by the first day of school or my child will not be able to attend school. If my account becomes more than 30 days delinquent during the school year in accordance with my selected payment plan, I will pay a monthly late fee of \$35 per month until my account is no longer delinquent. If my account becomes more than 30 days delinquent during the school year I must make arrangements with Greenspring's Business Office or the Director of Advancement for appropriate payment of tuition and/or fees in arrears. The School reserves the right to not allow my child to attend School until my account is current. The School reserves the right to withhold transcripts, report cards, diplomas and recommendations to any party, except as required by law, if any payment for tuition or fees is past due.

Any accounts with outstanding balances as of March 31 of the current academic year will not be allowed to re-enroll until the balance due is paid in full. If my account becomes chronically delinquent, Greenspring may not permit my child to re-enroll or to attend School.

Fees Associated with the Collection of Delinquent Accounts



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In the event that Greenspring initiates collection efforts on my account, I agree to pay all fees and charges, legal fees, court costs and other related expenses incurred by the School. The parties hereby waive trial by jury in any action or proceeding to which they may be parties arising out of this Enrollment Agreement.

Responsibility for Waste, Loss, Damage or Theft

I agree to be responsible, upon written request by Greenspring, for the replacement cost of any supplies, materials, or equipment, which my child wastes, loses, or damages. I also understand that Greenspring is not responsible for damages to, or theft of, personal property brought to or left on the School's grounds.

Termination

Notwithstanding anything to the contrary herein, Greenspring reserves the right in its sole and absolute discretion to terminate this Enrollment Agreement at the end of the Provisional Period, or its extension, or at anytime that Greenspring concludes that it is in its best interest to do so, or in the best interest of my child, or if my child does not meet the behavioral and/or academic standards of the School. In the event of such termination, the provisions regarding the unconditional obligation to pay the entire tuition as set forth above shall apply through the termination date.

I understand that I may submit a Notification of Withdrawal to the Director of Advancement at any time. Following the date of my submission of the Notification of Withdrawal, I acknowledge my obligation to pay tuition and fees for a sixty (60) day period. After this sixty-day period, I am not responsible for payment of any additional tuition or fees (except for obligations incurred prior to that date), except for the Non-refundable Tuition Deposit.

No Refunds

No portion of Tuition and Fees, paid or outstanding, will be refunded or canceled, even in the event of absence, early withdrawal, or early dismissal, with the sole exception of termination during the Provisional Period as described above and after the sixty day period following my submission of the Notification of Withdrawal.

Circumstances beyond the School's control

I agree that the School will not be liable for any failures or delays in performance under this Agreement if these failures or delays are a result of causes beyond the School's reasonable control and occurring without its fault or negligence, including, without limitation, Acts of God, fire, government restrictions, wars, insurrections, acts of

terrorism, epidemics, pandemics or other natural disasters. The School may change schedules or extend schedules for the time equal to the time lost due to any delay so caused and/or to conduct classes via distance-learning, at the School's discretion. There will be no refunds of tuition or fees in the event of failure or delay in performance under this Agreement. However, in the event that the School determines that distance learning and/or rescheduling classes are not feasible alternatives and terminates any programs for specific age groups, or in the event that the School changes the schedule for certain age groups from full day programs to half day programs for a significant period of time, then the School will provide partial refunds of tuition and adjust future payments as it determines appropriate, in its sole discretion.

Miscellaneous Provisions

This Agreement represents the full and complete agreement between the parties and supersedes all prior agreements or representations, whether written or oral. This Agreement may not be amended or modified unless in a written addendum signed by the Head of School and me. This Agreement shall be governed by the laws of the State of Maryland. Invalidity or unenforceability of one or more provisions of this Agreement shall not affect any other provision of this Agreement. My execution of this Agreement is not contingent upon any particular program, curriculum, employee or enrollment level, which the School may change in its sole discretion.

Signatures

I acknowledge that I am the parent/guardian of the child and that I have reviewed all of the pages of this enrollment Agreement and agree to abide by the provisions of this Agreement.

Name of First Parent/Guardian

Date

Name of Second Parent/Guardian

Date

Both parents must sign this School Enrollment Agreement.