

# 2024 Enrollment Contract

(First Day of Attendance for 2024 Contract Year \_\_\_\_\_)

This contract outlines the rules and responsibilities of The Birds Nest Inc ("School") and Parents/Guardians ("Parents"). By signing this document, you acknowledge the legal and binding nature of this agreement under the laws of the state of Montana. Please review and understand the provisions detailed herein. A complete copy of this contract is available electronically via Playground \_\_\_\_\_ (initial).

STUDENT: \_\_\_\_\_  
Full Legal Name Prefer to be Called Date of Birth

PARENTS: \_\_\_\_\_  
Full Legal Name Signature Date

SCHOOL: Corinne Kuntz - Owner \_\_\_\_\_  
Full Legal Name Signature Date 11/25/23

## CONTRACTED SCHEDULE & DISCOUNTS:

### Contracted Full Day Options

(up to 8.5 hours between 7:30a-4:15p)

- ONE day/week - \$350/month  
(available on a trial basis)
- TWO days/week - \$675/month
- THREE days/week - \$925/month
- FOUR days/week - \$1150/month
- FIVE days/week - \$1300/month

### Contracted Extended Day Options

(up to 9.5 hours between 7:30a-5:00p)

- ONE day/week - \$375/month  
(available with a trial period)
- TWO days/week - \$725/month
- THREE days/week - \$1025/month
- FOUR days/week - \$1300/month
- FIVE days/week - \$1500/month

### Additional Fees

**Drop-In Tuition:** \$60 per day for an extra day or \$15 per day to extend a Full day earlier and/or later  
**Overtime Fee:** \$25 per 10 minutes  
**Late Payment Fee:** \$100 per month  
**Missed Deadline Fee:** \$25 per document

### Contracted Times

Daily Set Arrival: \_\_\_\_\_ am

Must be b/w 7:30-9:00am and only fluctuate by +/- 5 minutes.

Daily Set Departure: \_\_\_\_\_ pm

Must be b/w 3:00-4:15pm (Full Day) or 4:05-5:00pm (Extended Day) and only fluctuate by +/- 5 minutes.

### Discounts

- 5% Sibling Discount
- 5% Quarterly Payment Discount  
(Due by January, April, July, and October 1st)
- 5-50% Grandfathered Discount  
(families enrolled before 2022, refer to the "2022 Enrollment Tuition & Fees Grandfathered Family Contract Addendum.")
- 75-100% Staff Discount

Base Tuition: \$ \_\_\_\_\_

Total Discount: \$ \_\_\_\_\_

Contracted Tuition: \$ \_\_\_\_\_

Tuition is Due:

- [ ] monthly by midnight on the 1<sup>st</sup>
- [ ] quarterly by midnight on the 1<sup>st</sup> (Jan/Apr/Jul/Oct)

OUR SCHOOL IS OPEN TO ALL STUDENTS REGARDLESS OF RACE, CREED, COLOR, NATIONAL ORIGIN, RELIGION, PHYSICAL, MENTAL OR SENSORY DISABILITY, SEXUAL ORIENTATION OR, GENDER IDENTITY.

Contracted Days: [ ] Monday [ ] Tuesday [ ] Wednesday [ ] Thursday [ ] Friday

## CONTRACT & ENROLLMENT TERMS:

**Consent:** This Contract is entered into with mutual consent of the Parents and the School for the Student's enrollment for up to 12 months, ending on December 31<sup>st</sup> and renewing on January 1<sup>st</sup>.

**Parental Rights:** Legal documentation must be provided to prevent a parent from having equal rights to pick up their child or make any decisions impacting the Student, School, and/or Contract.

**Renewal Contract:** The renewal Contract, including term changes and tuition rate increases (1-5%), is posted annually by November 25<sup>th</sup>, must be signed by December 31<sup>st</sup>, and is effective January 1<sup>st</sup>.

**Contract Revision:** Contract schedule changes require thirty (30) days' notice and a contract revision.

**Immunizations:** Ensure students stay up-to-date on required vaccines. In case of adverse reactions post-vaccination, students should stay home. Upload immunization records to Playground or submit via fax (406-730-5025) within five business days of each vaccine's due date. If vaccines cannot be obtained by the due date, promptly submit a doctor-signed Conditional Attendance Form to prevent suspension.

**Authorized Pickup and Documentation:** Sign in/out Students under the relevant individual's name during drop-off or pickup. If the authorized person is not listed, Parents must update the Student's profile, and the authorized person should present identification before signing in/out. If the authorized person lacks a Playground account, they must use the program phone/tablet for Student sign-in/out.

## TUITION & FEE TERMS:

**Tuition Deposit:** A non-refundable first-month tuition payment reserves each Student's spot, will apply to the first monthly tuition invoice, and may be adjusted if the contracted schedule changes before starting.

**Payment Obligation:** Tuition pre-payment, due monthly or quarterly by the 1<sup>st</sup>, secures the Student's spot. No credits will be issued for absences or scheduled/unexpected School closures. Failure to pay may result in suspension or dismissal. Parents are responsible for costs/attorney's fees to collect outstanding balances.

**Payment Method:** Payment via Playground (electronic check/credit card) is accepted (a processing fee may apply). Pre-approval is needed for cash/paper check payments.

**Drop-In Tuition:** Applies if a Student is added to a non-contracted day or their schedule is extended beyond their contracted arrival/departure time. Advanced school approval is required.

**Overtime Fee:** Applies if a Student arrives before or departs after their contracted daily time by more than nine minutes or a set emergency closure time.

**Late Payment Fee:** Applies if tuition isn't paid by midnight on the 1<sup>st</sup> or if payment fails.

**Missed Deadline Fee:** Applies if enrollment documents are not completed, updated, and/or uploaded by the designated due dates. Child Care Licensing requires the Student to be suspended until records are complete and/or current.

## ENROLLMENT & ATTENDANCE TERMS:

**Contracted Schedule:** The Student is contracted for the specified days/times, which are unalterable without advance approval.

**Schedule Notice:** Parents must provide advanced notice via Playground for any absence, late arrival, or early departure. Please avoid arrivals or departures between 12:45 and 2:45 pm. See Exclusion Agreement for more details regarding Student illness exclusion criteria.

**Sick Days:** If a Student is absent due to illness, the Program Director may approve bumping the missed day(s). Sick days must be used within the week of or the week after the applicable absence and are not guaranteed or able to be banked for future use.

**Vacation Days:** With advance notice of a Student's vacation, the days will be made available to other families, and any sold vacation day credit will be issued to the vacationing Student's account.

**Temporary Withdrawal:** A 30-day notice is required to temporarily withdraw a Student from the School for a period between 6 and 12 weeks. Upon re-enrollment, a tuition rate increase and contract revision may apply. Tuition is not owed during a temporary withdrawal.

**Withdrawal:** A 30-day notice is required to withdraw a Student. Tuition and fees are owed for the notice period, regardless of attendance. After this period, Parents are no longer responsible for tuition payments under this Contract.

**Termination:** The School reserves the right to terminate this Contract immediately or with written notice for reasons, including, but not limited to: threats to the safety of others or damage to School property by the Student or Parents, the Student's needs exceeding reasonable support/accommodation, and if the School is deemed not suitable for the Student or Parents, considering factors such as the Student's adjustment to the classroom setting or perceived parent satisfaction.

## SCHOOL SCHEDULE & CLOSURES:

**Scheduled School Closures:** Annually, the School closes for 14 to 20 days, aligning with the School District 5 (SD5) calendar. See appendix.

**Half Days:** Annually, the School will close early for up to six days. See appendix.

**Unexpected Closures:** Due to Regulations governing our School, we may be required to close for unexpected emergencies such as power outages, severe weather, communicable disease prevention, or reasons out of the Schools control. In the event of an unexpected closure, Parents will be notified and expected to pick up within 30 minutes.

## APPENDIX:

Observed/actual school closure days may include:

- New Year's Day (January 1<sup>st</sup> or the nearest business day)
- President's Day (the 3<sup>rd</sup> Monday in February)
- The Friday of SD5 Spring Break (usually the last week in March)
- "Music Festival" (usually the 2<sup>nd</sup> Friday in April)
- Memorial Day (the last Monday of May)
- Juneteenth (June 19<sup>th</sup> or the nearest business day)
- Independence Day (July 4<sup>th</sup> or the nearest business day)
- the day after Independence Day (July 5<sup>th</sup> or the nearest business day)
- Labor Day (the first Monday in September)
- Fall Festival (usually the 3<sup>rd</sup> Friday in October)
- November 1<sup>st</sup> (if it lands on a weekday)
- Thanksgiving Day (the 4<sup>th</sup> Thursday in November)
- Black Friday (the 3<sup>rd</sup> Friday in November)
- Winter Break (2-5 days, including December 23<sup>rd</sup> through the 26<sup>th</sup>)

Half days may include:

- one Friday in January, February, and/or May
- the Friday before the SD5 first week of school at 12:45pm
- Halloween at 3:00pm
- the Wednesday before Thanksgiving at 12:45pm
- December 23<sup>rd</sup>
- New Year's Eve

If the Half Day closure time is not listed above, the closure time will be communicated in the School Calendar and will either be 12:45pm or 3:00pm.