



## 2011 – 2012 ENROLLMENT CONTRACT

I/We, as parent(s) or legal guardian(s) of \_\_\_\_\_ (Child's Name), hereby contract with The Torit School, Inc. (the "School") to provide education and care to my child pursuant to the terms and conditions of this enrollment contract (the "Contract"), school policies as will be detailed in our Parent Handbook upon enrollment and applicable state regulations governing the provision of early education and care.

**School Schedule.** I understand that the School will operate for twelve [12] months of the year with a limited vacation schedule. However, I understand that this Contract covers only the term from September 2011 through early June, 2012 per the school calendar. A separate contract for Summer 2012 will be available in January, 2011. Any student in the School will have a spot for the summer session if a contract is received by the end of February, 2012. The School will observe various federal and state holidays and will have additional vacation time around some holidays. I have reviewed the School calendar attached hereto.

**Individual Schedules.** I wish to enroll my child for the days and schedule set forth on the attached Enrollment Information Form, incorporated by reference into this Contract. The School is not liable to families of children enrolled fewer than five days per week for any change in the scheduled days of particular language or music classes. The School is not liable for the cancellation on any single school day of a language or music class, as such cancellation might be necessary because of a teacher's illness or vacation. The School has adequate staffing to cover the absence of full-time classroom teachers; however, the language and music classes are taught by specialists, for whom the School does not have "substitute" or overlapping staff.

I understand that if I choose a part-time schedule, my child will not be able to "make up" days missed from School on days when my child is not generally in attendance. The School does offer single additional days or extended days beyond those registered, if available in the classroom for the date requested. The fee schedule and policies for such additional days or extended days are provided in the Parent Handbook.

**Tuition Policy.** The School's tuition rates are shown in the tuition table included herewith. I understand that the School requires enrollment for a full school year. If I must withdraw my child at any point during the year solely because of a move out of the Boston area, the School will allow me to break the contract with two months' notice of my move. I will be required to pay two months' tuition from the time I give my notice. Withdrawal for other reasons does not excuse families from the full year's contractual obligations. In certain instances (such as a child's ongoing illness) at the discretion of the School, the School will seek to fill the child's spot

so as to provide a contract release upon the enrollment of another child. These tuition policies ensure that the School can maintain the level of compensation and benefits for our teachers (classroom, language and music teachers) while managing enrollment demand.

I understand that the full tuition due for the Contract term is due in three equal installments in advance, on September 1, December 1 and March 1. A deposit of fifteen percent (15%) of annual tuition for the schedule requested is due upon signing this Contract. For current families reenrolling and for siblings of current families, a deposit of ten percent (10%) for each child's requested schedule is due upon signing this Contract. The sibling discount is 10% of the lesser or same tuition amount. Any additional tuition required to meet the full installment amount due on the first payment date after enrollment (typically September 1) will be invoiced and is due prior to my child's first day of school for the term of the Contract.

Consistent failure to pay tuition on time jeopardizes the School's ability to offer the highest quality of teaching and language and music programming and it jeopardizes the School's ability to refurbish materials regularly. Therefore, if tuition is ever more than forty-five [45] days past due, I understand that the School reserves the right, upon fifteen [15] days' written notice, to require that I unenroll my child at the expiration of the fifteen [15] days so that the School may offer the spot to another student. Further, I understand that if I consistently pay tuition more than fifteen [15] days late, the School reserves the right, upon thirty [30] days' written notice, to require that I unenroll my child at the expiration of the thirty [30] days so that the School may offer the spot to another student.

**Requirements Prior to Enrollment.** I understand that my child will not be permitted to begin at the School if the School has not received the following forms and deposits or if I have not participated in the following meetings:

- Enrollment Contract
- Enrollment Information Form
- Tuition equal to one installment payment
- Health Care Information Form
- Health Care Authorization Form
- Record of Immunizations/vaccinations from my child's pediatrician
- Additional written explanation, where appropriate, from my child's pediatrician regarding any delayed vaccination schedule
- Parent-Staff Admission conference prior to enrollment

**Non-Discrimination.** I understand that the School welcomes and celebrates diversity. The School does not discriminate in the hiring of staff or the provision of services on the basis of individual or family race, religion, gender, cultural heritage, political beliefs, marital status or disability. The Torit School reserves the right to deny enrollment or further enrollment at any time only when the Torit School does not believe that its staff members are capable of providing needed services that go beyond the scope of the general curriculum and, therefore, cannot meet a child or family's needs. For further information, please refer to the Parent Handbook.



I/we have read and understood this Contract and agree to abide by all of the regulations stated herein and by all regulations promulgated from time to time by the School.

I/we understand that our child's place in the program is guaranteed only upon receipt of the tuition deposit required with this Contract and a countersigned Contract agreeing to the schedule requested. If any deposit is provided and the School notifies that it is unable to offer the schedule requested in this Contract, the deposit will be returned/refunded.

\_\_\_\_\_  
Parent/guardian (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of parent/guardian

\_\_\_\_\_  
Primary Telephone Number

\_\_\_\_\_  
Parent/guardian (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of parent/guardian

\_\_\_\_\_  
Primary Telephone Number

The Torit School looks forward to welcoming \_\_\_\_\_ (Child's Name) for the following days: \_\_\_\_\_ full-time (7:30 – 6:00 – Montessori and extended day) / part-time (7:30 – 3:00 for Montessori day).

\_\_\_\_\_  
Kristen Mansharamani  
Executive Director, The Torit School, Inc.

**ENROLLMENT INFORMATION FORM**

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Home Street Address: \_\_\_\_\_

Home Phone(s): \_\_\_\_\_

Home/Personal Email(s): \_\_\_\_\_

**Mother/Legal Guardian**

Name of Employer: \_\_\_\_\_

Work Hours: \_\_\_\_\_

Work Ph. (Direct & Main): \_\_\_\_\_

Cellular Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_

Secretary's Name: \_\_\_\_\_

Secretary's Phone: \_\_\_\_\_

Work (Blackberry) Email: \_\_\_\_\_

**Father/Legal Guardian**

Name of Employer: \_\_\_\_\_

Work Hours: \_\_\_\_\_

Work Ph. (Direct & Main): \_\_\_\_\_

Cellular Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_

Secretary's Name: \_\_\_\_\_

Secretary's Phone: \_\_\_\_\_

Work (Blackberry) Email: \_\_\_\_\_

**Additional Caregiver/Emergency Contact**

Caregiver's Name: \_\_\_\_\_

Primary Contact Phone: \_\_\_\_\_

Cellular Phone: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Work Hours: \_\_\_\_\_

Work Ph. (Direct & Main): \_\_\_\_\_

Work Address: \_\_\_\_\_

Secretary's Name: \_\_\_\_\_

Secretary's Phone: \_\_\_\_\_

Work (Blackberry) Email: \_\_\_\_\_

**Schedule (Schedule not set until discussed and approved by the School. For the Preprimary age, attendance at least three days per week is required. We recommend four or five days for four or five year olds in the Preprimary class.)**

Desired Schedule?                    Monday   Tuesday   Wednesday   Thursday   Friday

Full-time (7:30 – 6:00)   Part-time\* (7:30 – 3:00)

\* Parents may opt to pick up earlier, after lunch, at a time set between the parent and classroom teachers. Parents choosing to do this need to be prepared to wait a bit for the class at School or to meet the class out on a walk or at the playground to pick up. Only the pick up at 3:00 and between 5:00 – 6:00 will be set each day at the School.

**Additional Information**

How did you learn about Torit Language Center Montessori?

---

---

---

---

Do you have friends or colleagues to whom you would like us to send information? (We offer you a referral discount if those who learn of us through you enroll.) If so, list their names and addresses below:

---

---

---



## Annual School Year<sup>1</sup> Tuition September 6, 2011 Through June 8, 2012<sup>`</sup>

Tuition is payable in three installments on September 1, December 1, and March 1.

	Preschool/Kindergarten	Toddler	Infant
5 Day Montessori Program <sup>2</sup> 7:30 a.m. – 3 p.m.	\$ 19,300	\$19,900	\$20,600
5 Day Extra-Curricular Afternoons <sup>3</sup> 3 p.m. – 6 p.m.	\$ 5,900	\$6,225	\$6,575
3 Day Montessori Program 7:30 a.m. – 3 p.m.	\$13,100	\$13,700	\$14,200
3 Day Extra-Curricular Afternoons 3 p.m. – 6 p.m.	\$3,900	\$4,200	\$4,300

<sup>1</sup> The Summer Session will be broken down into two sessions of four or five weeks each so as to give parents more flexibility in the summer. Tuition for Summer 2012 will be announced in January, 2012. Enrollment for the summer will occur from January, 2012 through February, 2012. A summer spot is guaranteed through the enrollment deadline in February, 2012 for any enrolled student. We plan based on the assumption that most infants and toddlers will remain with us for the summer and that a good percentage of our preschool students will also remain for the summer. Summer is a great transition time between classrooms as well.

<sup>2</sup> The Montessori Program Day includes foreign language and/or music exposure (with the particular language or music class dependent on the day of enrollment.) The Montessori day also includes snacks, lunch and outdoor time. For children younger than kindergarten age, it includes a rest period.

<sup>3</sup> Extra-curricular afternoons include art, cultural projects related to the various cross-cultural holidays recognized at the School, music and movement and free play/storytime.



## SCHOOL CALENDAR 2011 – 2012

September 1	Group Orientation by Class (details to follow in summer 2011 for enrolled families)
September 6	School Begins!!!
October 10	Columbus Day - <b>School Holiday</b>
November 23 - 25	<b>Thanksgiving School Holidays</b>
December 16	Parent Tea (3:00 p.m.) followed by Winter Singing Stroll in Common (weather permitting)
December 19 - December 30	Winter Break; <b>School Holidays</b>
January 2	School Resumes
January 16	Martin Luther King's Birthday; <b>School Holiday</b>
February 20 - 22	<b>President's Day and Winter School Holidays</b>
April 16 - 18	Patriot's Day (Boston Marathon) & <b>Spring School Holidays</b>
May 28	Memorial Day <b>School Holiday</b>
June 8	School Year Session Ends; Morning Graduation for Preprimary 3 <sup>rd</sup> Year Students (all Preprimary families welcome) Picnic for All Families (11:00 a.m.)
June 11 - June 15	<b>School Summer Holidays</b>
June 18	Summer Session Begins
July 4	<b>Independence Day School Holiday</b>
August 19	Summer Session Ends; Ice Cream Social (3:30 p.m.)
August 20 - August 31	<b>School Summer Holidays</b>
August 30	Orientation for New Students and Families <b>School Open Only for Orientation</b>
September 4	2012 - 2013 School Year Begins!!!