

1. **TUITION/FEES:** Children's Manor utilizes FACTS Management Company to provide an automated payment system which collects and processes tuition and incidental fees (Re-Registration, Supply & Activities, Summer Program, Textbook, chaperone, Pizza Friday, etc.). Tuition is due by Monday of every week for weekly tuition and by the 5th of each month for monthly tuition. Please note: 1) We do not invoice weekly or monthly for tuition. 2) If you require a receipt or invoice, please visit your FACTS account page. 3) If incidental charges are not on auto pay on FACTS, then the parent/guardian will be responsible to make payment by the due date.
 - **Infant/Toddler, Pre-Primary, Primary, Honors, and Before & Aftercare Programs:**
 - We require a tuition payment for 3 weeks of tuition (tuition is due 2 weeks in advance) by the student's first day of school. At the time of registration, you must submit your registration fee and one week's tuition. The remaining tuition balance for the 2nd and 3rd week is due by the student's first day of school.
 - Tuition is continuous throughout the year (taking into account the days the school is closed- please refer to the annual School Year Calendar for school closings/early dismissal days). No credit will be given for holidays or professional development days or student absences including vacations or illnesses. No credits/refunds/transfers if Children's Manor closes due to an emergency beyond our control (ex. inclement weather). Students will be automatically re-registered unless a Withdrawal Notice has been received per the Withdrawal Policy below.
 - **Kindergarten and Elementary Programs (if applicable):**
 - We require a tuition payment for the first month and second month by the student's first day of school (tuition is collected 1 month in advance). At the time of registration, you must submit your registration fee and 50% of tuition for the first month. The remaining tuition balance for the first month and tuition for the last month is due by the student's first day of school. Tuition is continuous throughout the Academic year (taking into account the days the school is closed- please refer to the annual School Year Calendar for school closings/early dismissal days). No credit will be given for holidays or professional development days or student absences including vacations or illnesses. No credits/refunds/transfers if Children's Manor closes due to an emergency beyond our control (ex. inclement weather).
 - Tuition and fees are subject to change at the start of the next summer program. Notification of any changes will occur during the re-registration process.
 - If two or more siblings enroll in the school at the same time, the lowest tuition rate will be discounted by 10%.
 - All fees are non-refundable and non-transferable (i.e. fees- Registration/Re-Registration, Supply & Activity, Summer Program, etc.).
 - Electronic forms will be used to notify parents about upcoming incidental fees. **ELECTRONIC SIGNATURE CONSENT:** By submitting an electronic form, you are consenting to the use of your electronic signature in lieu of an original signature on paper. You have the right to request that you sign a paper copy instead. By checking here, you are waiving that right. After consent, you may, upon written request to us, obtain a paper copy of an electronic record. Your agreement to use an electronic signature with us for any documents will continue until such time as you notify us in writing that you no longer wish to use an electronic signature.
 - A late fee of \$30.00 will be charged for payments made after the 5th of the month.
 - A \$30.00 service fee will be charged for payments returned as NSF (non-sufficient funds), stop payment, account closed, etc.
 - For any accounts past due over 30 days, Children's Manor reserves the right to recover balances using the appropriate channels. Any charges accrued during this process will be added to the past due balance. All accounts must be paid in full before records and transcripts can be released or transferred to other schools. Re-registration will not be accepted for any student whose tuition account is not current. No student will be placed on a class list for the upcoming school year or be permitted to begin classes until the student's tuition account is current, nor will records be released for any student whose tuition account is not current.
2. **FORCE MAJEURE:** Children's Manor's duties and obligations under this Agreement shall be suspended immediately without notice during all periods that the School is closed because of force majeure events including, but not limited to, any fire, natural disaster, weather disaster, war, governmental action, act of terrorism, epidemic, pandemic or any other event beyond Children's Manor's control. If such an event occurs, the School's duties and obligations in this Agreement will be postponed until such time as the School, in its sole discretion, may safely reopen. In the event that the School cannot re-open due to an event under this clause, the School is under no obligation to refund any portion of the tuition paid, although tuition credit may be made available at the school's discretion. In the case of a force majeure event, Children's Manor will make all reasonable efforts to continue our school obligations remotely or in-person, as soon as is reasonably practicable and safe under the given circumstances, including and not limited to providing high-quality curriculum and instruction, providing parents with reports on their child's progress, and providing parents appropriate access to teachers/staff as needed.
3. **PROVISIONAL PERIOD:** Students enrolled at Children's Manor for the first time will be given a four week provisional period. Children's Manor may disenroll the student from the school program if the student is not adjusting to the class in an age-appropriate manner and/or CMMS is unable to meet the student's needs. A meeting with the Administration, student's teacher and parents/guardian will be held to discuss any concerns, and every attempt will be made to resolve any issues before any final action is taken.
4. **LATE PICK-UP FEE:** This applies to: 1) half day students, if they are picked up after 12pm; 2) full day students, if they are picked up after 6pm; and 3) students with modified schedules i.e. ending at 12:30pm or 1pm. If you have an extreme personal emergency and are unable to make other arrangements to have your child picked up on time, then please contact us immediately. The fee for late pick-up is \$3.00 for the first five minutes, and \$1.00 per minute for every minute thereafter. Repeated occurrences of tardiness at pick-up time will result in a student's expulsion from school. If the parent/guardian or other authorized persons: 1) fail to pick up their child, or 2) contact Children's Manor, and/or 3) cannot be reached by Children's Manor within thirty minutes after closing, then in accordance with state child care licensing regulations, Children's Manor may be required to release the child(ren) to the custody of Child Protective Services.

5. **HEALTH PROCEDURE:** Health records are required by law. Records must be submitted to the office on or before your child's first day. If we do not have complete records, Children's Manor has the right to exclude your child immediately.
6. **MEDICATION:** We encourage Parents/Guardians to administer medication to their child prior to sending them to school. A Medication Authorization Form must be properly completed in order for a child to receive over the counter or prescription medication while at school.
7. **HIRING OF CMMS EMPLOYEES:** If you hire a current employee of Children's Manor, you will be liable for a \$2,500 finder's fee.
8. **MAGNET CONNECTION AND FAMILY HANDBOOK:** All Parents/Guardians will be provided with a Magnet Connection account no later than their child's projected enrollment date. By signing below, you understand that your family is required to follow and abide by all policies and procedures contained in the CMMS Family Handbook located on the Parent Portal.
9. **PHOTOGRAPHS/VIDEOTAPE:** Children's Manor may use your child's photograph, video image or voice for educational, informational, public relations purposes or branding, with or without identification by name. If you do not wish to have your child's voice reproduced on tape or to have his/her image appear in such things as a video/DVD, photograph, school website or social media outlets, please notify the school administration in writing. It is assumed that parents/guardians consent to their child(ren) being audiotaped, photographed, videotaped, and having their image placed on the school website or social networks unless such written notification is received.
10. **ENROLLMENT DATE:** Parents/Guardians of incoming students must provide written notification to change their enrollment start date. The new enrollment start date must be within two weeks of the original enrollment start date. If proper written notification is not received from a Parent/Guardian prior to the enrollment start date, then the child will be placed on a waitlist and the Parent/Guardian will be required to re-enroll their child in the program.
11. **WITHDRAWAL:** Please complete the Withdrawal Notice Form using the following link:<https://goo.gl/forms/OJemOvjBHhe3kXyz2> The Withdrawal Notice Form must be completed 4 weeks prior to your child's last week of attendance for weekly payments and by the 20th of the month prior to your child's last month of attendance for monthly payments. You are liable for tuition during this period. We do not pro-rate, adjust or transfer: Tuition, Supply & Activity Fee, Textbook Fee, etc. when a parent/guardian is withdrawing their child from school. If a parent/guardian withdraws and then re-enrolls their child, then all Registration and related fees will be due. Please note that any fees paid prior to student withdrawal are non-refundable and non-transferable. Children's Manor reserves the right to withhold all student records (with the exception of Health Records) until accounts have been paid in full. Since individual student accounts are invoiced on a family basis, these policies will affect each child in the family (If an out-going student leaves a balance due, the younger siblings will not be admitted to CMMS until the outgoing student's balance is paid in full.) No enrollment will be permitted in any other Children's Manor locations or Maryland International School while there are tuition and/or fees outstanding.
12. **DISENROLLMENT:** The school reserves the right to disenroll a student at any time, for any reason the Administration finds is sufficient including but not limited to non-payment of tuition/fees, child's inability to perform appropriately in a classroom, repeated tardiness in picking up child, inappropriate behavior/communication/interaction of family members with Children's Manor, serious disagreement with school's policies or methods etc. In addition, School will not process any refund of the tuition where such enforced withdrawal occurs and any unpaid balance is payable in full according to the terms of this Agreement.

*This Agreement may be changed, modified, or updated from time to time as needed. By signing this, you are in acceptance of these changes, modifications, or updates.