



# Radiant Montessori Enrollment Application

## Child's Information

Full Name: \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_  
DOB: \_\_\_\_\_

Gender:  Male  Female      Living with:  Married Parents  Divorced Parents  Legal Guardian

## Parents' Information

Parent Name: \_\_\_\_\_ Place of Employment: \_\_\_\_\_

Parent Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Place of Employment: \_\_\_\_\_

Parent Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Program Information

Program:  Infant  Transition  Toddler  Preschool

Start Date: \_\_\_\_\_

Days and times of attendance (please indicate approximate *start and end times* for each day):

Mon: \_\_\_\_\_ Tues: \_\_\_\_\_ Wed: \_\_\_\_\_ Thurs: \_\_\_\_\_ Fri: \_\_\_\_\_

## Child's Medical Information

Please complete information for both clinics. All items for both medical and dental are required by state licensing.

Primary Care Clinic name: \_\_\_\_\_

Primary Care Clinic Address: \_\_\_\_\_

Clinic Phone: \_\_\_\_\_

Dental Clinic Name: \_\_\_\_\_

Dental Clinic Address: \_\_\_\_\_

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

## Signature

*I certify that my answers are true and complete to the best of my knowledge. I understand that to reserve a spot for my child I must pay the annual registration fee of \$100 and initial deposit of 1/2 monthly tuition for all age groups. If I decide to withdraw my child's enrollment at Radiant Montessori, the registration fee and Initial Deposit will be non-refundable and non-transferable to another child's fees or later enrollment date. Initial deposit (1/2 monthly fee) for reserving a spot will be applied toward the first month of tuition.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In consideration of Radiant Montessori School, LLC (Radiant) reserving a spot to enroll my child at Radiant,

I, \_\_\_\_\_ agree to the following terms.

- 1. Pay monthly tuition fees on the FIRST OF THE MONTH FOR WHICH TUITION IS DUE.** All late payments will incur a late fee of \$25. Failure to pay tuition and dues as agreed may result in Radiant's refusal to provide care and education for my child. Radiant will not apply tuition paid for the invoiced month toward a different month.
2. I will complete my child's enrollment by paying the annual registration fee of \$100 and ½ monthly tuition (pre-paid Deposit). Radiant will apply the ½ monthly tuition toward my child's first tuition invoice. Initial Deposit is non-refundable without exceptions. Initial Deposit will secure a place for my child at Radiant Montessori on the date I specify as "start date" in the enrollment application. My child's spot will remain open for a period of 30 days from the start date specified in the enrollment application. If my child does not start within the 30-day period, there is no guarantee of a spot and there will be no refunds.
3. Annual Registration Required Every Year: My child will enroll annually when I sign the Annual Reenrollment Contract and Parent Handbook and pay the applicable annual registration fee along with September tuition fees on the September invoice every year.
4. Summer Registration Required for all preschool students: All preschool students must register for summer attendance on or before April 1 by paying two weeks' tuition that will be applied toward the last two weeks of the student's summer attendance.
5. **Refunds:** Radiant Montessori will neither refund nor set-off paid registration, tuition fees, or monthly tuition for school holidays, child's absence due to illness, vacation taken at the discretion of parent/guardian, classroom closures due to any emergency that includes but not limited to contagious diseases, or closures for safety reasons such as severe snow or extreme temperatures when Osseo School District 279 is closed.
6. **Radiant requires at least 30 days' notice before stopping services.** I will give 30 days' notice to Radiant before stopping services for my child. **If I fail to give the 30-day notice before stopping services with Radiant, I undertake to pay one month's tuition in lieu of the 30-day notice.**
7. **The Parent Handbook** is incorporated into this contract by reference and is provided along with this contract. I will ask Radiant Management if I have any questions about the information in the Parent Handbook or other information provided to me or if I do not receive an electronic copy of the Parent Handbook. Radiant communicates via electronic media, mostly via e-mail and Kaymbu messages.
8. **Removal Procedure:** If my child's behavior becomes a concern to the safety and best interests of the other children enrolled at Radiant or if any of the parents or guardians unduly interfere with Radiant's ability to provide services to all children fairly and equitably, Radiant will implement its Behavior Guidance Policy as outlined in the Parent Handbook. After following the protocol outlined in the Parent Handbook, if the Radiant management determines that the best interest of the child and/or other children will be best served by not having my child continue attending the center, Radiant may request me to remove my child from Radiant. Before making such a decision, Radiant will make good faith efforts to accommodate my child to the extent that other children's care, safety, and education are not jeopardized and Radiant is not unduly burdened by having to employ extra staff or provide special training to its teachers to deal with difficult behaviors. If I am asked to remove the child, I am entitled to a prorated refund of the tuition that has been paid for services my child did not receive regardless of the 30-notice requirement.

I HAVE READ, UNDERSTOOD, AND AGREE TO THE ABOVE TERMS.

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Parent/Guardian Signature  
(Please PRINT name below)

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Date