CHARLEVOIX CHILDREN'S HOUSE
A Montessori School

2026/2027 Tuition Agreement Contract
Full-Time Program (available to all students)

Child's Name: _____

Child's Date of Birth: _____

2025/2026 Tuition Rates:

Mark all that apply	Schedule	Monthly	Annual
	Monday - Friday; 8:00am - 3:00pm	$752.70	$7,527.00
	Aftercare Mon - Fri; 3:00pm - 4:30pm	$109.00	$1,090.00

School session timeline, holidays and breaks follow the Charlevoix Community School calendar.

OPERATING HOURS: 7:30 am until 4:30 pm; Monday through Friday.
ELIGIBLE AGES: 3 to 6 years old by September 1st of intended school year for primary classroom.

Enrollment Deposit: A non-refundable $330.00 deposit for a first-time family is due with the Tuition Agreement Contract. The deposit will hold a classroom position for a contracted school year. Deposit refund may be requested upon completion of the last family member to complete the full program (3 years).

Additional Fees/Terms:

- A special field trip may require an additional fee.
- Families are required to volunteer a min. 10 service hours per child in committee work, CCH sponsored events, fundraising drives, and building/grounds care.
- A 15% second child discount will be given to the younger sibling base tuition fee. This discount only applies to pre-k student/sibling pairs. Discount will only be given if payments are up to date.

Payment Options: Tuition fees apply to the entire school year (40 weeks) and may be paid in one of the following ways:

1. Payment in Full (due 9.1.2026)
    - *A 5% discount is offered for all payments made in full (via cash or check) if made by due date*
2. Monthly (10 total payments. First payment due 9.1.2026; last payment due 6.1.2027)

Overview of Primary Classroom: The primary level classroom under the Montessori Method of learning is designed to incorporate three consecutive years of various levels of educational materials. The morning schedule is arranged to give all age groups a "prepared environment" for independently working with material that is developmentally appropriate and challenging. The afternoon period requires children under 5 years to nap/rest while the extended session children work with more advanced materials. Children who have reached the age of 5 by September 1st, are considered enrolled as kindergarten students and must complete a full 5 day school week.

Other Information: Tuition and childcare rates may change upon board review. A 30-day notice will be given prior to any change.

Nondiscriminatory Policy: Charlevoix Children's House, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Please direct any inquiries to:
Charlevoix Children's House, Inc.
08700 Mercer Blvd., Charlevoix, MI 49720
231-547-5599

Terms:

1. In accepting this Agreement, the undersigned accepts the responsibility for tuition for the full school year. The annual tuition is not subject to adjustments for temporary absences, including those caused by accident or illness of the student.
2. The First-time Family Enrollment Deposit of $330.00, due with the Tuition Agreement Contract, will hold a classroom position for a contracted school year. Deposits may be requested upon completion of the final year (third year) of the last family member to attend CCH, providing the account is in good standing. The enrollment deposit will be forfeited if the student is withdrawn prior to the completion of the contracted school year. Enrollment Deposits and the Tuition Agreement Contract for fall enrollment are due by May 1st.
3. All accounts must be paid in full each month. Invoices for Hourly Childcare are billed monthly, due upon receipt. Tuition payments will be recorded and a statement of account will be mailed monthly.
4. When accepting the Monthly Tuition Payment Plan, payments are due the first day of each month of the school year. The bill will be sent out the 15th of each month beginning August 15, due September 1 and ending May 15, due June 1. When an account becomes 30 days past due, it will be charged a 5% penalty on the past due amount, calculated monthly. When an account becomes 60 days past due, the child will be **temporarily suspended from attending school until the account is brought current**. Any past accounts are to be paid in full prior to admission and the start of a new school year. The charge for a NSF returned check is $30.
5. The time allowance for pick-up with grace is 15 minutes for morning (11:30-11:45 am) and school day (3:00-3:15 pm) programs. Pick-up after grace period allowance and contracted childcare will be a flat $25.00 fee regardless of duration of time between the conclusion of contracted care and 4:30 pm.
6. The charge for pick-up after 4:30pm will be $20.00 for every 15 minute increment.

7. As a non-profit organization operating completely upon tuition, fund-raisers and donations, I understand that each family is required to volunteer a minimum 10 hours of service per child during the calendar year.
8. I understand that I have the privilege of canceling this contract provided that I give written notice to the school 30 days prior to the withdrawal date. The Administrator will determine fees owed and/or tuition refunds due.
9. In cases of failure to pay, the parent or guardian who is responsible for payment agrees to pay, to the extent permitted by law, the school's expenses of enforcement and collection for any outstanding amounts due under this contract, including attorney's fees and costs.
10. Charlevoix Children's House, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

I agree to be bound by the terms of this contract.

_____ _____

Signature of Parent or Guardian **Date**

Please Print:

Name: _____ Phone: _____

Address: _____

_____

If another person will be financially responsible, please indicate below:

_____ _____

Signature of Person Financially Responsible **Date**

Please Print:

Name: _____ Phone: _____

Address: _____

_____

Please provide a credit card to be charged ONLY if monthly payments become delinquent.

Name on card: _____ Card number: _____

Expiration: _____ CVC: _____

Please retain a copy of this contract for your records. Check, cash, credit, or ACH accepted.
Please request an ACH Agreement Form for monthly withdrawals.
Credit/ACH transactions are subject to a processing fee.

Return signed of this agreement, with payment, to:

Charlevoix Children's House, Inc.
Attn: Enrollment
08700 Mercer Blvd.
Charlevoix, MI 49720

OFFICE USE ONLY:

Date Contract Received _____ ACH Agreement Received On _____

Amount Received _____ First-time Family Deposit Received On _____

Check # _____

Cash _____ Date _____ Method _____