



## Enrollment Contract

SCHOOL YEAR \_\_\_\_\_ GRADE \_\_\_\_\_

I/We, the parent(s) or guardian(s) of \_\_\_\_\_,  
do hereby acknowledge that I/we are aware of, and will adhere to, the following policies of **World of Knowledge: A Montessori School**. \_\_\_\_\_ (initial)

I/We agree that the above named child is admitted for **the full year**.

I/We hereby agree to pay tuition and fees for **the full year** (or the remainder of the year if the enrollment is after school begins). \_\_\_\_\_ (initial)

**I/We agree that this is an annual binding contract.** This enrollment is *not* transferable, assignable or refundable. \_\_\_\_\_ (initial)

**I/We agree that tuition and fees are not subject to adjustments or refunds because of absence, illness or withdrawal of the child from the school after the school has accepted the child for enrollment.** \_\_\_\_\_ (initial)

I/We agree that the enrollment will be cancelled and services suspended if payment schedules are not met. In the event of an overdue account, the student **will NOT be permitted to attend class after the 10<sup>th</sup> day of the month following the overdue month. This policy will be strictly enforced.** The only exception to this policy will be from permission obtained from the Owner.

If, in the opinion of the Owner, a student who has been accepted indicates by his/her behavior that he/she is either not ready or not adaptable for a Montessori Program, it is at the discretion of the Owner to have the student withdrawn. Future re-admittance shall be at the discretion of the Owner. \_\_\_\_\_ (initial)

In the event of withdrawal, at the request of the parent(s), the school **MUST** be notified in writing, 30 days prior to the withdrawal, stating the reason for the withdrawal. It is at the discretion of the Owner to release the contract. \_\_\_\_\_ (initial)

Each classroom is a unique program with limited space. Attendance and full participation is important in the continuity and promoting the student's progress. The school requires the cooperation, support and full faith of the parents or guardians of the students to successfully provide a true Montessori education experience. The absence or tardiness of students, at the discretion of the school, is cause for termination of this enrollment contract. We as parents and as a school need to show responsibility in time management to our children by attending school regularly and arriving on time. Students with excess absences and / or tardiness may lose privileges (i.e. field trips, fun days) and if continued may be terminated from our school. \_\_\_\_\_ (initial)

**World of Knowledge: A Montessori School is a NON-SMOKING CAMPUS!** The campus includes the parking lot (on the side of the building), as well as the “round about” in front of the school. Please adhere to our campus policy. We strictly enforce this policy.

In connection with any litigation arising out of this contract, the prevailing party shall be entitled to recover all costs incurred, including attorney’s fees.

In the event of destruction of school property by my child, I will reimburse the school for any replacement or repairs of destroyed property, whichever the school deems appropriate.

\_\_\_\_\_ (initial)

I/We also understand that the “round about” and the street in front of the school are not for parking my vehicle to come into the school. We ask for you to use the “round about” only to drop off. If you need to come into the school, please park in our parking lot and come inside. \_\_\_\_\_ (initial)

**World of Knowledge: A Montessori School** reserves the right to change or revise any policy pertaining to the operation of the school without notice.

*The non-refundable deposit of \$100.00 for enrollment is due and payable during the enrollment period with the return of a completed contract. Your child’s place in the classroom will not be held until the contract and application fee are paid. \_\_\_\_\_ (initial)*

***I UNDERSTAND THE CONDITIONS OF THE ENROLLMENT CONTRACT. NO OTHER COMMITMENTS, VERBAL OR OTHERWISE, WERE MADE BY WORLD OF KNOWLEDGE: A MONTESSORI SCHOOL.***

Mother’s signature: \_\_\_\_\_ SSN # \_\_\_\_\_

Father’s signature: \_\_\_\_\_ SSN # \_\_\_\_\_

DATE: \_\_\_\_\_

## “Go Green”

World of Knowledge primarily sends correspondence via email, website ([www.worldofknowledge-fl.com](http://www.worldofknowledge-fl.com)), Instagram and/or Facebook. Please list your e-mail address(es) that you would like us to send notices to. Please make sure to “like” us on Facebook and “follow” us on Instagram to receive updates on upcoming events, view our photo gallery of field trips, fundraisers and projects in the classrooms and receive important information. Thank you for your understanding and your help to preserve the environment.

Please note: We do not copy every piece of information in order to preserve the environment.

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

E-mail Address(es): \_\_\_\_\_



## Authorization for Emergency Medical and Surgical Treatment

I/We hereby give consent for any medical or dental treatment, anesthesia, surgical operations, radiology and laboratory work recommended by the attending physicians assigned to the named child at the nearest hospital if the child is submitted for emergency treatment by World of Knowledge: A Montessori School.

Signature of Mother: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent or Guardian)

Signature of Father: \_\_\_\_\_ Date: \_\_\_\_\_

### Medical Alert Information:

(Allergies, medical and/or handicap conditions)

\_\_\_\_\_  
\_\_\_\_\_

Child's Physician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Other persons to notify in case of illness or accident (**REQUIRED**)

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: \_\_\_\_\_ Able to pick up? (yes / no)

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: \_\_\_\_\_ Able to pick up? (yes / no)

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: \_\_\_\_\_ Able to pick up? (yes / no)

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: \_\_\_\_\_ Able to pick up? (yes / no)

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: \_\_\_\_\_ Able to pick up? (yes / no)

Does your child have any personality traits, fears or habits that will help us to better understand him/her?  
Please explain:

\_\_\_\_\_  
\_\_\_\_\_

In the event that I or the others listed are not available, I give my permission to the caregiver to provide first aid for the child named above and to take the appropriate measures including contacting the emergency medical services (EMS) system and arranging transportation to

\_\_\_\_\_ Or the nearest emergency medical facility unless accompanied by another adult.

**Please Note: Immunization and current physical records must accompany your child.**



## Website, Social Media and Photo Publication Release Form

**World of Knowledge: A Montessori School** is utilizing the Internet and the latest technologies through the development of its school website at [www.worldofknowledge-fl.com](http://www.worldofknowledge-fl.com) and on Facebook, Instagram and Youtube to streamline communications and support student learning as well as photo publications (yearbook, flyers, brochures, etc). These are primarily used to publish school information and related information for new, current and prospective students and their families. As such, student photographs and work may be included to highlight school and class projects, activities and events.

World of Knowledge wants to ensure that certain web publishing guidelines are followed in the development of the school web site and on Social Media as well as photo publication. For this reason, we require parental or guardian consent for the release of student photographs and student work to be published at the website, on any social media forum or any photo publications.

Publishing guidelines include:

- No personal information such as full name, address or telephone number will be published on the Internet or any ad.
- No photos will be used which represent the child in a negative or demeaning way, including imagery that may be suggestive of above statement.
- No partial or inappropriate clothed photos will be used.
- Group photos of students may be published **WITHOUT** parental or guardian permission only if individual students are difficult to identify (even with full frontal view or one-half or more of the student's face is out of view).

Unless noted to the school office; all students, parents, and guardians give implicit permission and authorization to World of Knowledge to use any photograph that are taken for instructional or promotional purposes. By granting permission, students and their families and guardians release any and all claims against World of Knowledge.

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\_\_\_\_ Permission **IS** granted to use photographs and work of my child on the school website, Facebook, Instagram, Youtube and photo publications following the guidelines above.

\_\_\_\_ Permission **IS NOT** granted to use photographs and work of my child on the school website, Facebook, Instagram, Youtube or photo publications.

Name of Student (please print): \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



## Parental Involvement Contract

By virtue of enrolling your child(ren) in **World of Knowledge: A Montessori School**, you are registered as an active member of the Parent Booster Organization (PBO) with all the stipulations this entails. Our primary responsibility is to enhance each student's overall educational experience.

Families are needed and encouraged to take part in various school activities. Your participation aids the day-to-day running of the school, which in turn benefits our children and exhibits your enthusiasm for and involvement in their education.

As a means of meeting our responsibilities and obligations, each family is required to complete twenty (20) hours of parent involvement hours by actively participating in the following:

- Field trips (requires a copy of your driver's license and A Note To Chaperones form signed)
- Playground/lunch monitoring
- School events/fundraisers
- See Parent-Child Handbook for other opportunities

The administration recognizes the need to plan for the school's current and future needs and growth. The efforts of all are needed to keep tuition manageable for our families. It is for this reason that we request the participation of all our parents in fundraising efforts and volunteer work. A monetary charge of \$20.00 per hour will be assessed for each parent involvement hour not completed by mid May. All families are encouraged to keep track of their completed hours in case discrepancies arise between hours actually worked and hours reported.

Please complete, sign and return this form with a copy of your driver's license(s) to World of Knowledge.

**Parent's Names:** \_\_\_\_\_

**Home/Cell Phone Numbers:** \_\_\_\_\_

**Interested in becoming a Parent Booster Organization board member (yes / no)**

**Parent(s) Signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_



## A Note to Field Trip Chaperones

Thank you for chaperoning on our field trip. Without your help we would not be able to venture outside our classroom and enrich your child's education. We ask for your help and cooperation with the following:

1. Please be sure to watch **ALL** of the children who ride in your car throughout the **ENTIRE** day. They should not leave your supervision, go to the bathroom alone or depart from the group. For our younger children - they should hold a hand in parking lots. Walk at all times. No running please. If any child does not listen to you or stay with you, please inform a teacher immediately. We will discreetly handle the situation and take over the supervision of that child for the rest of the day. Field trips are designed for the child(ren) to learn and to bond with their classmates. You may not break off from the group during presentations, activities, lunch or any other group activity.
2. **It is very important that you drive directly to the field trip site and directly back to school afterward. Stops for food, gift shops, etc. are not permitted.** Obviously certain circumstance can arise and exceptions can be made (need gas, flat tire, etc.) but a phone call to the school needs to take place. 727-934-3028. **Parents may be waiting for the children to arrive back at school and become alarmed when you do not return promptly.**
3. If you have any difficulty with a student on the drive to and/ or from the field trip or become lost, please contact the school. If you would like a teacher to ride in your car, please let us know and we will try to arrange it.
4. We would like to have everyone caravan to the best of your ability.
5. School insurance requires us to photocopy each field trip driver's license. A copy must accompany this form.

Thank you for your help and we hope you have an exciting adventure on our field trip.

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*I have read the above information and agree to comply.*

\_\_\_\_\_  
Chaperone Signature

\_\_\_\_\_  
Date



## Consent and Contact Form

(\*\*We need a copy of your driver's license for Notary & Field Trip Purposes\*\*)

**This form is to be completed and signed by the child's parent or legal guardian.**

Name of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

In the event the child named above is injured or ill, I understand that the caregiver will attempt to contact me, the other parent, or the legal guardian at the telephone number provided below.

Parent's (legal guardian's) name: \_\_\_\_\_

Telephone numbers: \_\_\_\_\_ on: \_\_\_\_\_ (hours/days)

Parent's (legal guardian's) name: \_\_\_\_\_

Telephone numbers: \_\_\_\_\_ on: \_\_\_\_\_ (hours/days)

In the event that I or the others listed are not available, I give my permission to the caregiver to provide first aid for the child named above and to take the appropriate measures including contacting the emergency medical services (EMS) system and arranging transportation to

\_\_\_\_\_  
Or the nearest emergency medical facility unless accompanied by another adult.

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

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

By \_\_\_\_\_ and is personally known to me.  
(Parent/Legal Guardian)

\_\_\_\_\_  
Notary Public



## Elementary / Middle and High School Rules

1. Respect to our teachers and staff as well as each other is strictly enforced. Parents – we need you to back us on this! We are here to teach the children academics but also life skills. We ask that you reiterate the importance of respecting their teachers, the staff and their peers and please show the same. \_\_\_\_\_ (initial)
2. Homework will generally be given Monday through Thursday. We offer study hall Monday through Thursday from 3 PM – 4 PM. We try to not give homework, but if your child does come home with homework, it **MUST** be turned in the next day to be given credit. **It is your child's admission to class.** \_\_\_\_\_ (initial)
3. Radical hairstyles (i.e. color / cut) will not be allowed. Uniform school shirts and solid colored bottoms (cream, khaki, dark blue and blue jeans ONLY) are required everyday unless otherwise specified. No rips / holes / stains on any clothing is acceptable.
  - A. Students that arrive not in school uniform:
    - First Offense:** Student will receive a phone call home to bring proper clothing.
    - Second Offense:** Student will receive a phone call home to bring proper clothing and will receive a lunch detention.
    - Third Offense:** Student will be asked to go home.
4. In the event of destruction of school property, my parent(s) and / or I will reimburse the school for any replacement or repairs of said destroyed property, whichever the school deems appropriate. \_\_\_\_\_ (initial)
5. I understand that it is my responsibility to be at school on a regular basis and to school on time every day. I understand that if I do not attend school regularly or show up late continually or leave before school is over (before 3 PM), I could jeopardize my ability to attend field trips and / or fun school activities and could lead to possible termination of enrollment. \_\_\_\_\_ (initial)
6. Materials fees cover classroom supplies, end-of-the-year testing and consumable textbooks. Hard cover textbooks remain the property of the school and are not to be written in.

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*I have read the rules and agree to comply.*

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# Payment Schedules

## Voluntary Pre-Kindergarten Program (VPK)

Five (5) Mornings 9 AM – 12 PM Extended Care “Drop In” Per Day	Covered by ELC with current voucher \$ 35.00 (anything past 12 PM)
Five (5) Full Days with 4 PM pick up	\$ 250.00 / month

## Pre-School Program

Registration Fee (non-refundable) *Please see parent-child handbook on how you can earn ½ of your registration fee back!	\$ 100.00 / annual fee due with contract
Pre – K half days (pick up by 12 PM) Extended Care “Drop In” Per Day Monthly – 4 PM	\$ 4,580.00 / annual or \$ 458.00 / month \$ 35.00 (anything past 12 PM) \$ 6,150.00 / annual or \$ 615.00 / month

## Elementary (K - 6<sup>th</sup> grade)

Registration Fee (non-refundable)	\$ 100.00 / annual fee due with contract
Book Fees / Testing / Technology Fees (non-refundable)	\$ 225.00 / annual fee due by July 1 <sup>st</sup> .
Monthly – 4 PM Monthly – 6 PM	\$ 7,350.00 / annual or \$ 735.00 / month \$ 8,350.00 / annual or \$ 835.00 / month

## Middle School (7<sup>th</sup> - 8<sup>th</sup>) and High School (9<sup>th</sup> - 10<sup>th</sup>)

Registration Fee (non-refundable)	\$ 100.00 / annual fee due with contract
Book Fees / Testing / Technology Fees (non-refundable)	\$ 225.00 / annual fee due by July 1 <sup>st</sup> .
Monthly – 4 PM Monthly – 6 PM	\$ 7,650.00 / annual or \$ 765.00 / month \$ 8,650.00 / annual or \$ 865.00 / month

- \* Tuition is annual, however, you may pay monthly with no additional costs.
- \* There will be a \$25.00 late fee charged if the monthly payment has not been received 5 days from the payment due date. \_\_\_\_\_ (initial)
- \* There will be a \$30.00 fee charged for returned checks. \_\_\_\_\_ (initial)
- \* **PLEASE NOTE:** If you choose to pay tuition monthly and your child begins at the beginning of the school year, your first month payment is due by **August 1<sup>st</sup>**.
- \* Our teachers and staff time is valuable, so please make sure to arrive **BEFORE 6 PM**. If you arrive after 6 PM, a \$25.00 late charge will be assessed to your next month’s bill. **This is per incident.** An additional \$15.00 charge will be assessed for every 10 minutes thereafter. \_\_\_\_\_ (initial)

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_