



The Family Academy of Potomac

10020 Chapel Road, Potomac, MD 20854
Phone number: (301) 656-5437 | (301) 237-2205

Application for Enrollment

Date _____ Date to Start _____

Child Information

Last Name _____ First Name _____

Nickname _____ Birthdate _____

Parent/Guardian Information

Parent/Guardian 1

Name _____ Email _____

Home Address _____

Phone _____

Home _____ Work _____ Cell Phone _____

Parent/Guardian 2

Name _____ Email _____

Home Address _____

Phone _____

Home _____ Work _____ Cell Phone _____

Program Choices / Tuition Schedule

MONTHLY FEE

_____ Primary Montessori **\$2,200.00**

_____ Part-time (per day) **\$120.00**

Security Deposit (2 weeks tuition)

Primary Montessori **\$1,100.00**

Registration Fee **\$100.00 per child**

Sibling Discount **10% to the older sibling**

Office Use Only

Registration Fee \$100

Security Deposit \$ _____

Check # _____

Date Rec'd _____

Start Date _____

Paid by _____

Rec'd By _____

Enrollment Policies

TUITION/FEES :

1. A deposit of two weeks tuition and a registration fee are required at the signing of the Enrollment Agreement.
2. Registration Fee is nonrefundable.
3. Security Deposit is refundable with one (1) month written notice .
4. The deposit will serve as security for the Performance of obligations under the Enrollment Agreement, including nonpayment of tuition, late fees, damage and any other charges.
5. Tuition is to be made by personal check, certified check or money order.
6. Tuition payment must be made to The Family Academy of Potomac and mailed to 10020 Chapel Road, Potomac, MD 20854, on the 1st day of every month.
7. To avoid the incorrect posting of payments, please write your child's name on every check or money order.
8. Tuition is due by 12:00 noon on the first day of the month.
9. A late fee of \$5.00 per day charge will be assessed if payment is not received after the 5th of the month.
10. If tuition payment is not received after the 5th of the month, Family Academy reserves the right to terminate enrollment of the child.
11. A \$50.00 charge will be assessed if a check is returned due to insufficient funds.
12. The tuition is **due regardless of absence due to illness, vacation, inclement weather closings, holidays or any other causes.**
13. A late pick up fee of \$1.00 per minute per child will be charged after closing (6:30 pm). The late fee is payable at the time of pick-up to the Staff Member who is required to stay late. This fee is subject to change.
14. FAB reserves the right to change the tuition rate with one month's notification to parents.
15. Termination of Enrollment. One (1) month's written notice is required. The child's enrollment fee will be credited towards the last two weeks of enrollment and any other outstanding fees, class fees, late fees, etc.

MONTESSORI / ENRICHMENT FEES:

- **Enrichment Program:** The child may have the opportunity to participate in a special program (Karate, Spanish, Workshops, Dance & Music Theatre, etc.) for an additional fee due before the day of the event.
- **Montessori Summer Activity Fee:** There will be an annual fee of \$100.00 per child in June, as Summer Activity Fee.
- **Montessori Materials Fee:** The annual materials fee of \$100.00 will be charged in September, for the new school year.

Signature of Parent/Guardian

Date