

NORTHWEST MONTESSORI HOUSE OF CHILDREN

Vacation/Withdrawal Policies

Withdrawal

If you wish to withdraw your child from the school at any time, 30 days verbal or written notice must be given to the main office. Tuition payment will be required until 30 days after this notice is given or until the child leaves the school, whichever comes later.

Vacation During the School Year (September – May)

If your child will be gone for any amount of time during the school year, please inform your child's teacher and the main office of the dates of their absence. Tuition must be paid as usual during this time, even if the child is absent.

Vacation During the Summer (June, July, August)

If your child will be gone for any amount of time during the summer, please inform your child's teacher and the main office of the dates of their absence. During **ONLY THE SUMMER MONTHS** (June, July, or August), a child who is gone for one month or more may have their tuition for that month(s) waived (no prorating).

- Parents must inform the main office of any intention to withdraw their child for any of the summer months at least 30 DAYS PRIOR to the child's summer absence.
- One month's tuition (to apply to the month that the child will return to school) must be paid before the child leaves for this summer absence. Without this payment, the child's space at Northwest Montessori will NOT be held.

Please note that this policy is only applicable during the summer months; at all other times of year full tuition must be paid, despite absences. Any questions about these policies may be directed to the main office, which can be reached at 451-6134.

I understand and agree to abide by the Northwest Montessori Vacation Policies.

Parent's Signature

Date