



Roots School
740 Haiku Road / PO BOX 975
Haiku, HI 96708

808-250-7988
admissions@rootsmaui.org
www.rootsmaui.org

PRESCHOOL ENROLLMENT FORMS 2017 SUMMER PROGRAM

All registration documents must be signed by both parents/guardians of the student when both parents/guardians have joint and/or legal physical custody, regardless of marital status.

All required paperwork for the 2017 summer program must be completed and submitted to Roots School no later than April 28, 2017.

For Roots School Office Use Only:

STUDENT'S NAME (last, first, mi): _____

Date Forms Received: _____

Received By: _____

Status: _____



PRESCHOOL ENROLLMENT CONTRACT FOR 2017 SUMMER PROGRAM

Roots School requires all families to use the FACTS payment system to pay tuition and fees. Sign up for FACTS at: <https://online.factsmgt.com>

SUMMER TUITION AND FEES \$1620

Due by June 1, 2017\$810 Tuition installment
Due by July 3, 2017\$810 Tuition balance

All required paperwork must be received by Roots School no later than April 28, 2017.

Enrollment Policy: Enrollment may be cancelled by the parents/guardians in writing, without penalty prior to May 1st, 2017. If enrollment is cancelled on or after May 1st, 2017, parents/guardians financially responsible for the student(s) are still obligated to pay the full summer tuition. No portion of tuition paid or outstanding will be refunded or cancelled in the event of absence, vacations, withdrawal, and/or dismissal from the school of the above student. If the student receives tuition assistance, the parent/guardian is financially responsible for any remaining tuition and fees not covered through the plan.

Communication: Parents/Guardians agree to inform Roots School of any major incident or situation that may impact my child’s ability to focus or perform at school, and agree to work closely with the school and his/her teachers to ensure my child’s safety and success, and the safety of other Roots School students, teachers and administrators.

Late Payment Fees and Return Payment Fees: A late fee of \$20 will be assessed for any payment not received within 9 (nine) days of the due date. Tuition and fees are considered past due 30 (thirty) days after the billing date. In addition to the late fee, an interest rate of 1.5% per month may be applied to delinquent accounts until the overdue amount is paid. Additional fees may be charged by FACTS for returned payments. Parents/guardians who have difficulty making timely payments must contact the Roots School office to arrange a satisfactory payment arrangement. Failure to comply with an accepted alternate payment plan shall require immediate dismissal of the child from Roots School. Hardship requests for alternate payment plans shall be approved or denied by the Board of Directors. When such arrangements have not been made, an account in arrears for more than 45 days will be sent to a collections agency or attorney. Parents/guardians must pay all collection fees, attorney fees, and any other costs associated with collecting any outstanding amounts.

Withdrawal Policy: Students are enrolled for the ENTIRE SUMMER and no adjustments in tuition can be made by Roots School for absences, vacations, withdrawal, and/or dismissal. The tuition is non-refundable after the due dates. Furthermore, if enrollment is cancelled at any time on or after May 1st, 2017, including any late enrollments, parents/guardians are still financially responsible for the student, and still obligated to pay the full summer tuition and fees. If tuition assistance is cancelled for any reason, Roots School must be notified in writing immediately.

Families that intend to withdraw from Roots School must notify Roots School at least thirty (30) days prior to withdrawal in writing by Certified U.S. Mail or in-person. If a request to withdraw is cancelled, the student



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will be allowed to continue at Roots School provided that the space has not already been filled by someone on the waiting list. If the student is re-enrolled, a \$50 administrative fee will be due and owing.

Dismissal Policy: If the unfortunate circumstance arises in which Roots School determines that the student may not remain enrolled at Roots School and should be dismissed; all tuition shall be forgiven in ratio to the remaining days of school, except in those instances in which the separation is due to a violation of these policies by the parents/guardians. All fees paid are non-refundable.

By signing the Roots School Preschool Summer Enrollment Contract, I/we accept all of the policies, terms and conditions outlined in this Enrollment Contract and the Parent Handbook.

Name of Parent/Guardian #1 (print) _____

Signature _____ Date _____

Name of Parent/Guardian #2 (print) _____

Signature _____ Date _____



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FINANCIAL RESPONSIBILITY/LATE PAYMENT FORM

Name of Parent/Guardian responsible for full payment of tuition and fees as defined in the current Parent Handbook:

(Print name) _____

Home Phone _____ Cell Phone _____

Email _____

Mailing Address _____

Parent/Guardian Date of Birth _____ Social Security # _____

Relationship to Student _____

If requesting a sibling discount for this student, please write the name of oldest full-time paying student:

(print older sibling's name) _____



LIABILITY AGREEMENT between Roots School and the legal Parent(s) / Guardian(s) of (print name of student) _____

DEFINITIONS:

“Roots School” means teachers, employees, representatives, Roots School property, and any place or location where lessons or activities may take place.

“Parents/Guardians” means one or more legal guardians or persons otherwise responsible for making decisions on the student’s behalf.

“Family & Guests” means Parents their children, siblings, and any children or adults who are their guests or otherwise the reason they are present on the Roots School property.

ROOTS SCHOOL PREMISES:

Safety is always a significant concern and children are not put in dangerous situations, however Parents/Guardians acknowledge that accidents can happen when children are playing or learning around natural conditions. Parents/Guardians hereby acknowledge that Roots School is located on a rural property. It is acknowledged by all parties that this is not a public school; many modern ideas as to what may be considered expected safety restraints, practices, equipment, warning signs, etc. in a public or school setting may not be present, and are specifically not desired to be present by Parents/Guardians. Parents/Guardians expect and desire that there will be regularly occurring activities in alignment with the rural nature of Maui, such as animal handling, tree climbing, hiking, swimming, working with garden tools, and any and all activities in alignment with the rural nature of the area.

With full knowledge of the above facts and warnings, Parents/Guardians accept and assume all risks and responsibility involved in or related to any and all activities engaged in by their Family & Guests while on the Roots School property or in the care of Roots School staff.

HOLD HARMLESS:

Roots School does not assume any liability for loss, damage or injury to Family & Guests, persons or their personal property. Parents/Guardians acknowledge that the property is located in a rural community and Roots School has a natural experiential focus, and as such, while all reasonable safety measures for children are always taken, services provided to children are without warranty, guarantee or liability beyond those mandated for the protection of all children under the laws of the State of Hawaii and the United States of America.

INDEMNITY:

The undersigned, for himself/herself, his/her children, family & guests, heirs, assignors, executors, and administrators, fully releases and discharges Roots School from any and all claims, demands and causes of action by reason of any injury or whatever nature which has or have occurred, or may occur to the undersigned, or any of his/her children or family & guests as a results of, or in any connections with, Roots School including the use of the premises, property, structures, play equipment, off-property activities, and any and all other Roots School related property or activity, and agrees to hold Roots School and Roots School teachers, staff, volunteers, representatives, and Board, free and harmless of any claim or suit arising therefrom.

JURISDICTION:

Any action concerning the rights, duties or liabilities of the parties to this agreement will be decided within the State of Hawaii, County of Maui, and the parties stipulate and agree that all disputes between or arising out of this Agreement must first be submitted to confidential mediation in the County of Maui, State of Hawaii, in accordance with the Rules, Procedures, and Protocols for Mediation of Disputes of Dispute Prevention &



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Resolution, Inc. (based in Honolulu, Hawaii), then in effect. The mediators' fees and expenses are to be shared equally between the parties.

LIABILITY AGREEMENT ACKNOWLEDGMENT:

Parents/Guardians acknowledge they have reviewed and understand the terms of this liability agreement and agree to be bound thereby.

Name of Parent or Legal Guardian #1 (print) _____

Signature _____ Date _____

Name of Parent or Legal Guardian #2 (print) _____

Signature _____ Date _____