

2017-2018 ADMISSION AGREEMENT

Montessori Learning for Living is an academically oriented school. We are licensed by the State of California - Social Services, Community Care Licensing.

This is an agreement between you, the parents or guardians, hereafter called the parent and Montessori Learning for Living, hereafter called the school. Please read carefully, sign, make a copy for your records if you wish, and return this agreement to the school **before** your child's first day. If you would like any part of this agreement explained to you, the owner, director or assistant director would be happy to talk with you.

OUR BASIC SERVICES

The school shall provide the basic services for:

(Name of child being enrolled)

(Birthday)

(Name of person enrolling child and relationship to that child)

Please enter the session you have chosen for your child: _____

(Days and hours)

1. The child shall be involved in a program of learning and play experiences, which are appropriate for the age of the children enrolled in the school.
2. The child shall be placed in a group of peers based on the age and/or special needs of the child.
3. The child shall be given personal care as needed.
4. The child shall be given a mid-morning snack of at least two different items from four basic food groups. Such a snack shall also be furnished mid-afternoon for children who stay later than 1:00 p.m.
5. Naptime is from 1:00 p.m. until 2:30 p.m. each day. Children are not required to take naps; however, we do provide a quiet space, mats, and flannel mat sheets for children who need to take a nap. Parents who wish their child to nap are asked to send in a small blanket and pillow. We must know at the time of enrollment if you wish your child to nap, and he/she should be on a regular schedule, napping each day he/she attends.
6. A balance of active and quiet time is provided, with individual, small group, and large group activities and lessons.
7. The school shall assume responsibility for the child after the greeting staff member has determined the child is healthy and the parent or representative of the parent has signed in the child.
8. The child shall be given medication only upon the written request of the parent. The medication must be sent to school in the *original prescription container, clearly labeled with the child's name*, or if it is an over-the-counter medication, it must be accompanied by written physician's orders.
9. The school shall give appropriate first aid to a hurt child. A parent or guardian shall be contacted as soon as possible if it is the judgment of the school staff that immediate medical attention is necessary. If it is the judgment of the school staff that the injury is of an emergency nature, paramedics shall be called and the parents contacted as soon as possible.
10. If the child becomes ill at school, the parent will be contacted as promptly as possible. The child will be isolated from the other children and given appropriate care and supervision until the parent or representative of the parent comes for the child.
11. The school shall notify parents of suspected exposure to communicable disease.
12. The school shall make every effort to safeguard personal property brought to the school by the child, but shall not be responsible for lost or broken items. (Please NO TOYS!)
13. The school staff shall report to the Children's Protective Services as required by the State Penal Code, any suspected child abuse, neglect or endangerment of which they become aware.

OBLIGATIONS OF PARENTS

1. The parent shall furnish requested medical information, proof of immunizations and all of the other completed forms (see checklist) **before** the first day of the child's admission to the school.
2. The parent or representative of the parent shall transport the child to school, wait for the visual health inspection and sign the child in on the Sign-In/Sign-Out register. (Law requires full signature.)
3. The parent or designated (in writing) representative of the parent shall sign the child out on the Sign-In/Sign-Out register before removing the child from the premises. Anyone designated to pick your child up from school must have prior written consent of the parent and be at least 16 years of age.
4. The parent shall provide a nutritious lunch for the child who stays at school past 12:00 noon. We ask that you do not send candy to school with your child.
5. The parents shall send in a change of clothes to be used by your child if necessary and replaced with another set. Please **MARK ALL ITEMS WITH YOUR CHILD'S NAME!**
6. The parents shall see that the child is dressed appropriately when brought to school. Comfortable play clothes that the child can easily manage independently are best. We are happy to assist your child with his/her needs, but also encourage self-reliance. We ask that you send your child to school in rubber soled shoes, i.e. tennis shoes. (Cowboy boots, barefoot sandals, "jellies" and dress shoes are inappropriate for our playground.)
7. The parents shall notify the school if a child is absent, and let us know of any exposure to communicable disease.
8. Parents who wish the child to nap (between 1:00 - 2:30 p.m.) are asked to send in a small pillow and blanket.
9. The parent shall abide by the school's parking rules and park only in the parking lot that we share with the church whenever leaving your vehicle (saving the circular driveway for our drop-off and pick-up service).

TUITION AND FEES

REGISTRATION FEE:

A non-refundable registration fee of \$250 is paid at the time of enrolling your child. This is an annual fee and may increase from year to year.

Commitment Deposit:

A non-refundable Commitment Deposit equal to one month's tuition is due at the time of registration and is late after August 1. This deposit represents your commitment to the school for the entire year, and will be applied to your June tuition at the end of the year.

If for any reason you withdraw your child from the school mid-year, the Commitment Deposit will be forfeited.

Refunds will not be given because of missed days due to illness, vacations, or for any other reason (including withdrawing mid-month).

TUITION:

Payment is expected the first day of each month. A tuition envelope is included with your monthly newsletter for your convenience only. Tuition payments are due on the **FIRST** regardless of when you receive your newsletter. A **FIVE-DAY** grace period is allowed. If you have not paid by the **fifth** of the month we ask that you add \$20.00 to your tuition amount. If a check does not clear the bank, a \$50 charge is applied. If this unfortunate circumstance occurs more than once, all subsequent tuition payments must be paid by money order, cashier's check, or cash.

Tuition is based on the number of days in a school year and then divided into ten equal payments. TUITION IS THE SAME FOR EACH MONTH REGARDLESS OF HOW MANY SCHOOL DAYS ARE IN THE MONTH.

Our school has extended hours from at least 8:00 - 9:00 a.m. If you are not on a regular schedule of extended hours but would occasionally like to have your child stay later or be dropped off earlier, there is an overtime rate of **\$10.00 per hour** or \$5.00 for each 30 minutes of overtime. We would like to be informed when you will be using any overtime, and ask that you call if you are going to be late so we may inform your child. The overtime rate may be paid on the day of use. Please note that the school closes at **4:30 p.m. SHARP.**

Our rates may increase only once per school year, at the beginning of the school year.

REASON FOR TERMINATION:

If your payment has not been received by the 15th of the month, AND there is no communication to the school as to when payment is to be expected, then the school reserves the right to refuse admission to the child after the 20th of the month.

COMPATIBILITY STATEMENT:

At the time of enrollment the owner and/or director should, if not done previously, meet with the parent and child to determine correct age and stage of placement for the child in the school. It is not always possible to determine whether this Montessori environment is suitable for the child, or if the child is ready for a preschool program. Therefore, there is a probation period of up to 30 days, during which time the staff will determine whether the child should remain enrolled (such determination can frequently be made in one to two days). Every effort will be made to help the child assimilate into the Montessori environment. However, if the staff determines the school is not suitable for the child a refund for any prepaid tuition will be given. If, at any time during the year the staff determines the Montessori environment is not compatible with the child, the school reserves the right to terminate the student's enrollment. Reasons for termination would include:

1. Excessive behavior problems where the child continually disrupts the classroom and does not respond to the discipline procedures used by the staff (i.e. redirecting, consequences of their actions such as removal from the group or possible "time-outs" when child is out of control).
2. If the child is overly aggressive to the point of injuring other children, teachers or is destructive to property.
3. If the child cries for extended periods and cannot be comforted, he/she may not be ready for school.
4. If the child is not potty trained.

In any of the above cases the parent would be notified at the onset to discuss the situation.

SIGNATURE TO AGREEMENT

For the services listed in this Admissions Agreement and in accordance with the terms of this agreement, I agree to pay to *Montessori Learning for Living Preschool & Kindergarten* the monthly sum of \$ _____ in tuition, along with the applicable registration fee of \$250. I further understand that if I bring my child to school before his/her regular schedule or if he/she stays later than the regular schedule, **there is an additional rate of \$10.00 per hour** or \$5.00 for each 30 minutes of overtime. I also understand that the **school closes at 4:30 SHARP** and there is a charge of **\$5.00 for each 5 minutes if late beyond 4:30 p.m. (i.e. \$15 for 15 minutes)**. Please call the school if you are going to be late so we may reassure your child.

I agree to cooperate with the policies of the school and to perform the obligations of the parents set forth in this agreement.

(Signatures of parents or legal guardians)

(Date)

1. Registration Form
2. Admission Agreement
3. Emergency Information
4. Consent for Medical Treatment
5. Personal Rights
6. Parents' Rights
7. Health History (Parent's Report)
8. Physician's Report (to be completed by doctor)
9. Copy of Immunization Record and verification of TB test

Please be informed that the Department of Social Services ("The State") has the right to inspect the facility, inspect all records, interview a child, or interview school staff without securing prior consent of anyone. The State also has the right to observe the physical condition of the school and child, and in cases of abuse or neglect, to have a licensed medical professional examine the child.