

CALIFORNIA MONTESSORI SCHOOL

NOTICE OF ADMISSION AGREEMENTS

I/ We, The Parent(s)/ Legal Guardians of: Child's Name: _____
 Parent/Guardian Name 1: _____ Signature: _____
 Parent/Guardian Name 2: _____ Signature: _____
 Date Submitted: _____ Date Requesting Enrollment: _____

Currently enrolled at California Montessori School on a full-time or part-time basis hereby agree(s) to the

Please initial each section listed below, then sign and date the last page.

- a) _____ **REGISTRATION FEE:** A one-time non-refundable registration fee of \$100.
- b) _____ **DISCOUNTS:** There are no discounts, concessions, refunds, or credits for any absences, terminations, 30-day notices, vacations, illnesses, closures, holidays, or any other reasons. Monthly tuition is non-refundable and due in full, regardless of start or end date, no prorated tuition.
- c) _____ **PAYMENTS:** Tuition payments are accepted by cash, check, debit, or credit. (Processing fees will be added to all online payments)
- d) _____ **TUITION:** Current tuition rate for first and last month's tuition is due before enrollment, or latest by the start of child's first day of care. (Last month's tuition goes towards the last 30 days of your child's care) Thereafter, tuition is due on the first day of each month. If your child is absent or the school is closed for the holidays, weekends, or any other reason, you must submit tuition in advance with a post-dated check for the first of the month to avoid late payment fees. **Payments that are made payable by check are written to California Montessori School or CMS. Please write your child's name and month of tuition on the memo line.**
- e) _____ **CHARGES & PROCEDURES FOR LATE PICK-UPS & FEES:** I agree to pick-up my child on their scheduled time. I understand that if I fail to pick-up my child by their scheduled time and/or by closing, a late fee of \$5.00 per minute will be charged until the child is picked up.
- f) _____ **RETURNED CHECKS:** I understand that if I bounce a check, I will be charged \$40 along with late fees. If I have two bounced checks, I will make other secure scheduled payments in advance by cash, online, or cashiers check.
- g) _____ **LATE OR UNPAID TUITION:** If payment in full is not received when due, I agree to pay a late fee of \$45 per day that tuition is not received. All late fees are subject to change with reasonable notice. I understand that if my account is delinquent for more than one week, I may be asked to withdraw my child until my account is made current. The school cannot guarantee a child's spot will be held when a child is withdrawn due to non-payment of tuition. CMS reserves the right to refuse care at any time or until your balance is paid off. Any unpaid tuition fees may be sent to a third-party collection agency.
- h) _____ **NAP TIME:** Students take a nap daily from 1pm to 3pm. **There are no pick-ups or drop-offs during scheduled nap time hours.** It is a violation of children's rights to be woken up during their allotted nap time. The cut off time to pick-up your child for any reason is by 12:30 pm. Please notify staff in advance if your child will be leaving earlier than scheduled. Please

note, this time is used for teacher planning and break times. Ratios are larger during nap hours and teachers take their lunch breaks. Please be mindful of this policy.

- i) _____ *WITHDRAWAL & TERMINATIONS FROM PROGRAM*: I understand that I must agree to provide a 30-day written notice of withdrawal from the program by email to california.montessori@gmail.com Last month's tuition will go towards your child's last month of care. If any outstanding fees are due, an invoice for the remaining balance will be provided to you. If tuition is not paid, any unpaid balances will be sent over to collections and legal action may be taken against you. I understand that when my child is withdrawn, he or she will only be eligible for re-admission based upon space availability and all other enrollment criteria and school discretion. If my child is selected for re-enrollment, I will be required to complete a new enrollment agreement at the current rate and pay a new non-refundable registration fee at the current rate. If there is an outstanding balance when my child was withdrawn, I will be required to bring my account in clear standing prior to completing a re-enrollment application. I understand all fees are non-refundable. Receipts, diplomas, and tax documents will only be released once accounts are in good standing and paid in full.
- j) _____ *DAILY SIGN-IN & SIGN-OUT*: I agree to sign my child in and out every day using the school's attendance procedure, sign-in/out sheets. I understand that my child is not permitted to sign themselves in or out. I understand that I am required to drop off and pick up my child and that I must escort my child to and from the designated doors/classroom area. If your child is crying or visibly upset, please take a moment tend to your child and address their emotions. Child must be calm and collected when dropped off. We cannot forcefully hold your child back if they are excessively crying, screaming, or upset. If child is having a difficult time settling in for more than 30 minutes, you may be asked to come pick-up your child. If you arrange for your child to be picked up by someone other than the legal parents or guardians, you must provide written consent. If any parent or guardian is under the influence of alcohol or drugs, we will not release the child. Please arrive 15 minutes prior to school's closing, by 5:15pm. This ensures your child gets enough time to tidy up and wash up to go home. Children are not accepted after 9 am unless permitted otherwise. Please have your child ready at school before 9am as circle time begins.
- k) _____ *ILLNESS*: I understand I will be notified should my child become ill during the day, and that I will pick up my child promptly, or make arrangements for an authorized emergency contact person to pick-up upon such notification within the hour. If my child is exposed to, or contracts a contagious disease, I agree to notify the school and I understand that my child will be readmitted according to the readmission criteria. Students will be required to stay home for a full 24 hours and may only return once they are without any symptoms of illness, and without being on any medication for a full 24 hours. Please plan home care for your child in the event they become ill. Students with a cold, cough, fever, runny nose, congestion, rash, or any other illnesses, lingering or not, will not be admitted to school. If child shows any symptoms, they will be sent home immediately. The school has chosen to not administer any type of medication to students. Please notify the school immediately if your child gets chicken pox or any other communicable diseases.

- l) _____ **CLOTHING & LUNCH BOXES:** Children are required to wear comfortable clothing to school, especially comfortable sneakers without laces. Sandals should not be worn to school as children may trip easily causing injury. Please make sure your child's name is on all their belongings including jackets, hats, blankets, and lunch boxes. For any accidents your child may have, please send an additional set of clothing in a backpack for your child's coat hook.
- m) _____ **PHOTOGRAPHS & VIDEOS:** I consent to my child being photographed during normal school hours, field trips, or other school activities. I understand that these photographs may be used in the classroom as well as for portfolios, website, social media, and communicating to parents. We at CMS understand how special these precious memories are for the future.
- n) _____ **HOLIDAYS:** I understand the school is closed on the following holidays: Martin Luther King Jr. Day, President's Day, March Spring Break, Good Friday, Memorial Day, July Independence week/Mid-year break, Labor Day, Indigenous Peoples Day, Veteran's Day, Thanksgiving, 2-week end-of-year/Christmas Holiday break. I agree that I will not receive a refund, credit, or other allowance for holidays. If the school is closed for a holiday on Thursday, the school will be closed on the following day on Friday too. A vacation calendar will be provided.
- o) _____ **ABSENCES & VACATIONS:** I agree to inform the school immediately if my child will be absent on any day. I understand that no allowances, credits, refunds, or make-up days shall be made for all occasional absences.
- p) _____ **EMERGENCY CLOSING AND WEATHER INFORMATION:** I understand that it is the school's intention to be open and provide childcare services every weekday of the year, excluding holidays, but that inclement weather, natural disaster, or major building issues may disrupt service from time to time. I will contact the school to ensure that it is open during inclement weather or a natural/national disaster. I agree that in the event the school is closed for an extended period, I will continue to be responsible for my tuition payments for up to five (5) business days. The school's emergency meeting spot is at Starbucks across the street. Address: 501 San Mateo Avenue, San Bruno.
- q) _____ **NO MODIFICATIONS:** No terms of this agreement may be altered, revised, modified, or deleted by any persons except in this case of policy change or rate change to which both the director and I must initial. Any alterations, revisions, modifications, or deletions of any terms this agreement are null and void.
- r) _____ **DISCIPLINE:** California Montessori School believes in parents disciplining their own child. California Montessori School will ask the child to take a moment to sit out and express and reflect on their emotions or actions. If they are having trouble following directions in class or facing big feelings, we will let you know what occurred to help address any issues. During this time, we will work with the child to help express, solve, or comfort any big feelings they may be experiencing. This also allows the instructor to remove any children from group activities if they are hurting another child or causing excessive disruption. Punishment is never enforced, rather communication and resolving the issue is key. CMS is a small academic learning facility. Students must be able to work as a group and independently. If a child is dealing with constant behavior challenges, we will work together with parents to create a behavior action agreement plan on how we can help the child succeed best. If we see no improvement in the child's progress, we

may terminate the childcare. The Montessori School accepts the fact that not all programs are right for all children and their families. If we feel a child needs any support or services that we cannot provide, we will notify the family immediately. We reserve the right to terminate this agreement if it is in the best interest of the child or if the parent or guardians' behavior puts demands on our program that are unreasonable or excessive, thus taking valuable time from other children in the program. Each child is treated with respect and dignity. No corporal punishment shall be inflicted. CMS will terminate this contract if the child or parent is disruptive, disrespectful, is experiencing behavior issues that need more support, or needs alternative care for any other issues the school sees suitable.

We do not discriminate based on disability in the admission and enrollment or access to our programs or services. Information concerning the provisions of the Americans with Disabilities act, including the rights provided there under, is available from the director.

These policies have been reviewed with me by school management. I understand and will comply with the policies included in the enrollment application agreement. The policies in this contract will supersede all other previous documents. This agreement may be revised/updated without notice.

I/ We, the parent(s)/ legal guardian(s) listed in this contract, fully understand and accept the above stated terms.

_____	_____
Students Name	Date
_____	_____
Parent/ Guardian 1 Signature	Date
_____	_____
Parent/ Guardian 2 Signature	Date

Office Use Only	
_____	_____
Director Signature	Date

Student Start Date	