



# Enrollment and Policy Agreement

Community Care License # 343622735

Student's Name: \_\_\_\_\_  
(First) (Middle) (Last)

Male  Female Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

MCS is a licensed educational childcare facility that is open Monday through Friday from 7:00 a.m. to 5:30 p.m. MCS's program consists of an Enriched Montessori Toddler Option Program and a Preschool through Kindergarten Program. Our age ranges is 18 months until they enter first grade.

**Type of Program:**

- Part Time: 8:30 a.m. – 12:30 p.m. **Class:** \_\_\_\_\_
- Full Time: 8:30 a.m. – 3:00 p.m.
- Extended Day: Anytime between 7:00 a.m. - 5:30 p.m.
- Afternoons 1:00 to 5:00 p.m.  Before and/or after CMP Kindergarten

**Attendance Options:**

- Two Days: Tuesdays and Thursdays **Date to Begin:** \_\_\_\_\_
- Three Days: Monday, Wednesday and Friday
- Five Days: Monday through Friday
- Special schedule request for the following days: \_\_\_\_\_

**Tuition/School Fees:**

**Toddler Option**

- |  |   |   |   |
|--|---|---|---|
| Part Time: (8:30 a.m. to 12:30 p.m.)   | <input type="checkbox"/> 2 Days (\$405 per month) | <input type="checkbox"/> 3 Days (\$505 per month) | <input type="checkbox"/> 5 Days (\$685 per month) |
| Full Time: (8:30 a.m. to 3:00 p.m.)    | <input type="checkbox"/> 2 Days (\$505 per month) | <input type="checkbox"/> 3 Days (\$670 per month) | <input type="checkbox"/> 5 Days (\$790 per month) |
| Extended Day: (7:00 a.m. to 5:30 p.m.) | <input type="checkbox"/> 2 Days (\$610 per month) | <input type="checkbox"/> 3 Days (\$745 per month) | <input type="checkbox"/> 5 Days (\$870 per month) |

**Tuition/School Fees:**

**Preschool Option**

- |  |   |   |   |
|--|---|---|---|
| Part Time: (8:30 a.m. to 12:30 p.m.)   | <input type="checkbox"/> 2 Days (\$380 per month) | <input type="checkbox"/> 3 Days (\$460 per month) | <input type="checkbox"/> 5 Days (\$640 per month) |
| Full Time: (8:30 a.m. to 3:00 p.m.)    | <input type="checkbox"/> 2 Days (\$475 per month) | <input type="checkbox"/> 3 Days (\$635 per month) | <input type="checkbox"/> 5 Days (\$750 per month) |
| Extended Day: (7:00 a.m. to 5:30 p.m.) | <input type="checkbox"/> 2 Days (\$580 per month) | <input type="checkbox"/> 3 Days (\$695 per month) | <input type="checkbox"/> 5 Days (\$820 per month) |

**Before and After School Programs:**

- |  |   |   |   |
|--|---|---|---|
| Before School: (7:00 a.m. – 8:30 a.m.) | <input type="checkbox"/> 5 Days (\$100 per month) | <input type="checkbox"/> 3 Days (\$300 per month) | <input type="checkbox"/> 5 Days (425 per month) |
| After School: (2:00 p.m. - 5:30 p.m.)  | <input type="checkbox"/> 2 Days (\$250 per month) |   |   |

- Needs and Services Plan for Toddler
- \$150.00 Annual Enrollment Fee

**Total Tuition/School Fees:** \_\_\_\_\_

Annual Enrollment Fee is charged to current families in August each year. It is non-refundable and is prorated for new families after the school year begin in August.

**Tuition Payment Options:**

- Monthly
- Semi-Monthly (by agreement)

**Tuition for Selected Option:** \_\_\_\_\_

**Payment** – payments are due on the first of the month and are delinquent on the fifth on the month if not received by that date. If a payment is late, parents/guardians will be charged a \$25 late fee. All tuition balances of more than \$50 must be paid by the 15<sup>th</sup> of the month. MCS accepts payments made by cash or check. Payments made by check may be electronically debited from the parent's/guardian's account or may deposited by MCS management. If a check is returned for insufficient funds, MCS will charge parent/ guardian a \$25 fee to cover the bank charges incurred by MCS and will require the parent/guardian to bring in cashier's check or money order for the tuition plus \$25 fee. In some special cases a parent might be allowed to pay their tuition in two monthly installments. The first half will be due on the 1<sup>st</sup> with a late fee of \$25 charged if not paid by the 5<sup>th</sup>. The second installment will be due on the fifteenth of the month. There is no grace period for the second half. If this is not paid by the 15<sup>th</sup> of the month a \$25 late fee will be charged on the 16<sup>th</sup>. Payment of all attorneys' fees is the responsibility of the parent in the event Montessori Children's School brings a successful action against the parent to recover unpaid tuition.

**Modification Conditions – Montessori** Children School reserve the rights, at our sole discretion, to update, change or replace any part of these Terms and Conditions by posting updates and changes to our agreement with a thirty (30) day notice. It is your responsibility to check with MCS periodically for changes.

**Refund Policy** – Deposit and Enrollment fees are non-refundable. There will be no tuition credit any time the school is closed.

**Right of Licensing Agency** – Department of Social Services, Community Care Licensing Division has the right to perform the duties authorized in Sections 101200(B) and (C) of Title 22 to interview children or staff without prior consent. The Department has the authority to inspect, audit, and copy child or childcare center records upon demand during normal business hours. Records may be removed if necessary, for copying. Removal of records shall be subject to the requirements in sections 101217 (c) and 101221 (d).

**Termination Conditions** –a thirty (30) days advance notice must be given to withdraw a child from MCS. This must be in writing and provided directly to the director. If a family would like a shorter notice period, MCS will accommodate this request if the school is only full and another child from the waiting list can fill vacant spot. If a child spots attending and no notice is given, after two weeks it will be assumed the child is not returning and parents/ guardian will be billed and are required to pay tuition for an additional 30 days from that date (2 weeks + 30 days). A parent/guardian may not be subject to these requirements if one of the following conditions exists: (1) loses his or her job unexpectedly and provides documentation from the employer. (2) The family moves more than 30 miles away from the school. In this instance, a current lease, utility bill, or other documentation in the parent’s/ guardian’s name are acceptable forms of proof of the move. (3) A child is disenrolled by MCS without prior notice when, at the sole discretion of MCS, it is in the best interest of the child or MCS. A withdrawal form must be completed, and the Director must approve the form with his or her signature. This policy does not apply Kindergarten students.

**Additional Terms** – Montessori Children’s School may communicate with you by telephone, e-mail, or other means. Written information may be sent home with persons to whom you authorize release of your child, or with emergency contacts, when necessary.

	Mother/Guardian	Father/Guardian
Parent’s Name		
Address		
City, State, & Zip		
E-mail Address		
Home Phone #		
Cellular #		
Birth date		
Place of Employment		
Address		
City, State & Zip		
Phone #		
Emergency Pick Up Question		
Emergency Pick Up Answer		

Your signature below acknowledges that you have received answers to your questions and understand your obligations within this Agreement.

\_\_\_\_\_  
Parent/Guardian (Print Name)                      Date

\_\_\_\_\_  
Parent/Guardian Signature                      Date

\_\_\_\_\_  
Director’s Signature                      Date