

Enrollment and Policy Agreement

Carmichael, CA 95608

Community Care License # 343622735

Student's N	Name:				
	(First)		(Middle)	(Last)	
Male	Female	Age:	Date of Birth:		
				ugh Friday from 7:00 a.m. to 5:30 p.n indergarten Program. Our age ranges	
Type of Pro	ogram:	Full Time: 8:30 Extended Day	30 a.m. – 12:30 p.m. 0 a.m. – 3:00 p.m. : Anytime between 7:00 a.m 00 to 5:00 p.m. Befo	Class: 5:30 p.m. re and/or after CMP Kindergarten	
Attendance	e Options:	Three Days: N Five Days: Mo	esdays and Thursdays Monday, Wednesday and Frid onday through Friday ule request for the following o	ay	
Tuition/Sch	hool Fees:	Toddler Optio	n		
Full Time: ((8:30 a.m. to 12:3 (8:30 a.m. to 3:00 Day: (7:00 a.m. to	p.m.)	2 Days (\$475 per month) 2 Days (\$545 per month) 2 Days (\$650 per month)	3 Days (\$555 per month) 3 Days (\$710 per month) 3 Days (\$780 per month)	5 Days (\$725 per month) 5 Days (\$840 per month) 5 Days (\$925 per month)
Tuition/Sch	hool Fees:	Preschool Opt	tion		
Full Time: ((8:30 a.m. to 12:3 (8:30 a.m. to 3:00 Day: (7:00 a.m. to	p.m.)	2 Days (\$450 per month) 2 Days (\$510 per month) 2 Days (\$620 per month)	3 Days (\$510 per month) 3 Days (\$685 per month) 3 Days (\$740 per month)	5 Days (\$700 per month) 5 Days (\$810 per month) 5 Days (\$880 per month)
Before and	d After School Pro	grams:			
	ool: (7:00 a.m. – 8 ol: (2:00 p.m 5:		5 Days (\$150 per month) 2 Days (\$300 per month)	3 Days (\$350 per month)	5 Days (470 per month)
			rvices Plan for Toddler ual Enrollment Fee	Total Tuition/School Fees:	
Annual Enr begin in Au		arged to current	families in August each year	. It is non-refundable and is prorated	for new families after the school year
Tuition Pay Options:	yment	Monthly Semi-Monthly	r (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 15th 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 1st with a late fee of \$25 charged if not paid by the 5th. 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 15th of the month a \$25 late fee will be charged on the 16th. 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 unexpectantly 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 h	ave received answers to y	our questions and understand your obligations v	vithin this Agreement.
Parent/Guardian (Print Name)	 Date		
Parent/Guardian Signature	 Date	 Director's Signature	 Date