

ADMISSIONS AGREEMENT

Child's Name _____ Birthdate: _____

Parent/Guardian's Name _____

I am enrolling my child in the following Program: Infant and Toddler PrePrimary Primary
beginning on the following date: _____. I have checked the desired schedule below:

SCHEDULE OPTIONS:	Days of Attendance	Tuition:
Half Day Schedule (9am-12:15pm)	M T W Th F	<input type="checkbox"/> \$ / month
School Day Schedule (9am-3pm)	M T W Th F	<input type="checkbox"/> \$ / month
Full Day Schedule with Extended Care (7am-6pm)	M T W Th F	<input type="checkbox"/> \$ / month
Sibling Discount (<i>if applicable</i>)		<input type="checkbox"/> \$ / month

1. My total payment of \$ _____ is prepaid monthly. Tuition is due on the last day of each month. I understand that if my tuition is not paid by 6pm on the date due, I will be charged a late fee of \$25.00.
2. I agree to pay a non-refundable **Initial Registration fee of \$150.00** at the time of enrollment.
3. I agree to pay a non-refundable **Annual Re-enrollment fee of \$125.00**.
4. I agree to pay a non-refundable **Emergency Kit fee of \$20.00** at the time of enrollment.
5. I understand there will be a \$25.00 charge on all returned checks.
6. I understand that if I do not pay tuition within 3 days of the due date, my child will not be allowed to return to school. I understand that if I do not pay tuition within 5 days of the due date, my child will be dis-enrolled and I will be subject to the 30 day notice of withdrawal requirement.
7. I will pay a \$1.00 per child, per minute late fee if I pick up my child after their agreed enrolled time, or after closing time.
8. I understand that there is no reduction in tuition for illnesses, vacations or days-off that my child takes off from Village Montessori Center.
9. I will notify the school of any changes in address, phone number, place of employment, emergency information or custody situations.
10. A new Admissions Agreement MUST be completed if there are any changes in my child's tuition, days, or hours of attendance.
11. I will not send my child/children to school when he/she is showing signs of illness.
12. I understand that the School requires written consent prior to administering any medications, lotions, prescription or non-prescription. I understand all medication will require a Doctor's written consent and direction on use.

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13. I understand that it is my responsibility to complete and return all required enrollment documentation. I understand that it is my responsibility to check in/out each time I bring my child to school or take my child from the facility. If the school is fined for any reason by the Licensing Agency, or any other agency, for negligence of the parents, for any reason (ex: not checking in/out), I understand that the parents are responsible to reimburse the school for such fines.
14. I understand that the Admissions Agreement may be terminated if one or more of the following occur:
- A one month written notice of withdrawal is given to the school. I understand that failure to provide this one month written notice will result in a one month tuition charge.
 - Tuition has become delinquent.
 - Failure to follow the obligations listed in the Admissions Agreement or in any rules, policies, regulations or Parent Handbook provisions.
 - The School in its sole, absolute discretion determines that it is: 1) unable to meet the needs of the child, 2) that it is not in the best interest of the School or other children enrolled to have the child in attendance, 3) serious enough to warrant termination due to failure of the family to cooperate with the School.
 - The School will have the sole right and responsibility to determine any disputed factual matters regarding termination of this Admissions Agreement.
15. The Department of Social Services requires us to print a school directory for parents. All children will be listed in the directory. I understand that I may opt out by providing the School a written letter.
16. Parents will be given written notice of any rate or policy change as outlined in the Parent Handbook at least thirty calendar days prior to change.
17. During the year, the school will be closed on some holidays and for some staff development days. Tuition is not reduced for these days. Students will receive a yearly calendar with all holidays and staff development days noted in advance. The following is the usual list of these days:

Labor Day	Veteran's Day	Thanksgiving	Day after Thanksgiving
Christmas Eve	Christmas Day	New Year's Eve	New Year's Day
MLK Day	Presidents Day	Memorial Day	Independence Day
Winter Break	Staff Development Days (usually three days per year)		

18. I have received and read a copy of the Parent Handbook and understand and agree to the contents.
19. **RIGHT OF LICENSING AGENCY:** The State of California Community Care Licensing Division, Department of Social Services (or Licensing Agency) shall have the authority to interview children or staff, and to inspect and audit child or facility records without prior consent. The Licensing Agency shall have the authority to observe the physical condition of the child, including conditions indicating abuse or neglect and to have a licensing medical professional physically examine the child if necessary.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

School Signature: _____ Date: _____

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