

## ADMISSIONS AGREEMENT

**Village Montessori Center** located at 22900 Los Alisos Blvd, Mission Viejo, California 92691, (herein referred to as the "School"). The School is licensed by the state department of social services, community care licensing division 12, pursuant to sections of the state Title Code 22/Division 12.

### A. BASIC SERVICES

The School shall provide the following basic services for:

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Whose parent or guardian is:

Relationship: \_\_\_\_\_

1. Child will be enrolled in the (choose one):

- \_\_\_\_\_ Infant program is offered to children between the ages of 6 weeks and 24 months old. Parents will be responsible to provide all diapers, wipes, clothes, bedding, food and drink.
- \_\_\_\_\_ PrePrimary Montessori Program is offered to children between the ages of 2 years and 3 years. Parents will be responsible to provide all diapers, wipes, and bedding:
- \_\_\_\_\_ Primary Montessori Program is offered to children toilet trained and age 3 years and older

2. Child will attend: Monday Tuesday Wednesday Thursday Friday (circle days of attendance) per week as prearranged, excluding days the school is closed.

3. Child will be enrolled in the (choose one):

- \_\_\_\_\_ Extended day program (7:00am to 6:00) \_\_\_\_\_ days per week
- \_\_\_\_\_ School day program (8:45am to 3:00pm) \_\_\_\_\_ days per week
- \_\_\_\_\_ Half day program (8:45am to 12:00pm) \_\_\_\_\_ days per week

4. Tuition for the above program will be \$ \_\_\_\_\_ per week or \$ \_\_\_\_\_ per month

5. All children will be provided with an opportunity to nap daily on a cot or mat provided by the School. Parent to provide bedding. Infants will nap on an as-needed basis.
6. The School shall assume responsibility for the child after the child has passed the legally required morning health inspection and has been checked in by a parent or guardian. The School shall retain responsibility until a parent or guardian or other adult as designated by parent or guardian checks out the child.
7. The School regrets that no medications or lotions, prescription or nonprescription, can be administered to the child without prior written consent from the parent. In the case of over the counter medications the School will require a Doctor's written consent and directions on use.
8. The School shall give appropriate first aid to an injured child. A parent or guardian shall be contacted if it is determined by the Schools staff that further medical attention might be needed. It is further the judgment of the School staff that if the injury is of an emergency nature, paramedics shall be called to the School and a parent or guardian shall be contacted thereafter.
9. An ill child shall be isolated and given appropriate care until called for by a parent or guardian.
10. The School staff shall make every effort to safeguard personal belongings brought by the child, but shall not be responsible for lost or broken items.
11. The Director or any other staff member shall report to Children's Protective Services or the Police Department as required by the state, any suspicion of child abuse, sexual or otherwise, neglect, or endangerment of which they may become aware.

## B. OBLIGATIONS OF PARENT OR GUARDIAN

1. A parent or guardian shall furnish requested medical information not more than ten days after enrollment.
2. A parent or guardian shall check the child in each morning upon arrival, and check out when they are taking the child from the School.
3. The parents shall notify the School, in writing, when someone other than those named on the emergency information card will call for the child.
4. If the school is fined for any reason by the Department of Social Services or any other agency, for negligence of the parents, for any reason, (ex: not signing in or out), the parent will reimburse the school for any such fines.
5. The parents or guardians shall provide see that the child is dressed appropriately when brought to School following the guidelines in the Parent Handbook.
6. The parents or guardians understand that we are a nut-free school. For the safety of all, Children are not allowed to bring any food products that contain any type of nuts to the school.
7. The parents or guardians shall notify the School if the child is more than two days absent.
8. The parent or guardians shall give ONE MONTH WRITTEN notice to the School notifying them of the withdrawal of the child. \_\_\_\_\_ (understood and agreed). FAILURE TO PROVIDE THIS ONE MONTH WRITTEN NOTICE WILL RESULT IN A FOUR WEEK TUITION CHARGE. \_\_\_\_\_ (understood and agreed).
9. The parents or guardians shall come to School conferences when asked to do so by the staff.

## C. PAYMENT PROVISIONS -

In accordance with the statement of fees outlined herein:

1. A non-refundable registration fee shall be paid upon enrollment \_\_\_\_\_ (understood and agreed)
2. Tuition is calculated based on a one-year term and has been divided into equal payments based up the payment option chosen.
3. Tuition will be paid as follows (choose one):  
\_\_\_\_\_ **Monthly Payment Option.** Tuition will be prepaid on a monthly basis. Tuition will be due on between the 25<sup>th</sup> and the last day of the monthly for the following month. Any monthly tuition paid after 6:00pm on the due date will be assessed a \$25 late fee.  
\_\_\_\_\_ **Bi-Weekly Payment Option.** Tuition will be prepaid every two weeks and due every other Friday. Tuition received after 6:00pm on the due date will be assessed a \$25 late fee.
4. Tuition not received within 3 days of the due date, will result in your child not be allowed to return to School until the account has been brought current by way of cash or cashier's check. If no communication is received by the parent or guardian within 5 days of the due date, the child will be dropped from the School and the place filled with another student. The parent will be subject to section B, line 8 of this agreement.
5. Any tuition check returned by the bank for any reason will be subject to the late charge AND a \$25.00 returned check fee.

## D. TERMINATION OF THE AGREEMENT –

This agreement shall be terminated if any one or more of the following occur:

1. The School year has come to an end.
2. Serious illness of the child, preventing School attendance.
3. Tuition has become delinquent
4. Failure of the parents or guardians to honor the obligations listed in this Agreement or in any rules, regulations or Parent Handbook provisions provided by the School.

5. The School in its sole, absolute and unfettered discretion determines that it is unable to meet the needs of the child.
6. The School in its sole, absolute and unfettered discretion determines that it is not in the best interest of the School or other children enrolled in the School to have the child in attendance.
7. Failure of the child's parents or guardians to cooperate with the School, which the School determines in its sole, absolute and unfettered discretion, is serious enough to warrant termination.
8. **PROCEDURE** - In exercising its discretion under paragraph D above, the School may require the child and/or the child's parents or guardians to attend conference(s) with the School personnel regarding the matters that potentially warrant termination of the Agreement. The child's parent or guardians may request a conference with School personnel regarding the matters that potentially warrant termination.
9. The School's director or staff shall have the sole right and responsibility to determine any disputed factual matters regarding termination of this Agreement.

**E. MODIFICATION CLAUSE –**

This agreement may be modified whenever any of the circumstances covered by this Agreement change. Such modifications may only be made in writing and must be signed and dated by the parties involved in order to be binding and effective. Oral modifications are not binding under this Agreement and shall not be enforceable under any condition.

**F. OTHER –**

The parties to this Agreement are aware of Community Care Licensing Division's right to interview any child and audit records maintained by the School without securing the prior consent of anyone. They also reserve the right to observe the physical condition of the child, including conditions indicating abuse or neglect and to have a licensed medical professional physically examine the child.

**SIGNATURES TO AGREEMENT:**

For services listed in this Agreement, and in accordance with the terms of this Agreement, I agree to pay Village Montessori Center the amount as listed in the most current year tuition schedule. I am aware that tuition may change annually. \_\_\_\_\_ (understood and agreed)

I agree to cooperate with the general policies of the School, to perform the obligations of parents or guardians set forth in this Agreement and to abide by the rules, regulations and the Parent Handbook as provided by the School. My signature below indicates that I have read and understood all the provisions mentioned herein. It further indicates that I have had this material explained to me and that all of my questions have been satisfactorily answered.

Father's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Social Security # \_\_\_\_\_

Mother's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Social Security # \_\_\_\_\_

**VILLAGE MONTESSORI CENTER:**

Director \_\_\_\_\_ Date: \_\_\_\_\_