



ADMISSIONS AGREEMENT

This Admission Agreement ("Agreement") is entered into between Village Montessori Center located at 22900 Los Alisos, Mission Viejo, California 92691 ("School") and _____ ("Parent"). Parent is either the parent or legal guardian of the Student whose name is listed below. ***By signing this Agreement, the school and Parent agree to the terms and conditions contained in this Agreement.***

Student's Name: _____ Date of Birth: _____

Parent/Guardian's Name: _____ Date Enrolled: _____

A. BASIC SERVICES: The school is licensed by the State of California, Department of Social Services, Community Care Licensing. Parent desires to enroll Student in one of the School Programs and School agrees to provide the following basic services:

1. School shall assume responsibility for Student after Student has passed the legally required morning health inspection and has been checked in by Parent. School shall retain responsibility until Parent, or another adult as designated by Parent checks out Student.
2. School will administer prescription medications to Student with prior written consent from Parent. Prescription medication will be provided to School in original package with written directions of use by the Student's physician. School will administer over-the-counter medication only under certain circumstances as detailed in the Parent Handbook. All medication must have current expiration date displayed on original packaging.
3. School will provide appropriate first aid to an injured Student, and if, in the judgment of the staff, further medical attention is required, Parent will be contacted. Paramedics or other emergency services will be called in the event of an emergency. Parent will be contacted as soon as reasonably possible if emergency services are required.
4. If Student becomes ill while at School, Student will be isolated and given appropriate care until picked up by Parent within one hour of notification.
5. School staff will make every effort to safeguard personal belongings brought to School by Student but will not be responsible for lost or damaged items.
6. The Director or any other staff member of School will report to Community Care Licensing, Child 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 AND RESPONSIBILITIES OF PARENT: Parent understands the importance of following the guidelines set forth in the Parent Handbook as well as the obligations and responsibilities outlined below:

1. Parent will furnish School with the required Enrollment paperwork, including medical information prior to the first day of School.
2. School utilizes the Brightwheel App for Checking In/Out, Billing, Messaging, and other various features. Parent agrees to "download" the Brightwheel App on their phone or tablet and will digitally check Student in each morning upon arrival and check out when the Student departs from the school. Parent agrees that the Brightwheel digital signature is acceptable as their hand-written signature, as required by Licensing.
3. Parent will notify School, in writing, when someone other than those named on the emergency list will be picking Student up from School.
4. Parent will provide Student with nutritious and balanced snacks and lunches, keeping in mind School has a low-sugar and nut-free policy. For the safety of all, Student may not bring any food products which contain any type of nuts to the school.
5. Parent will ensure that Student is dressed and groomed appropriately when brought to School, as outlined in the Parent Handbook.

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Mission Viejo, Ca 92691
(949) 837-8518
www.VillageMontessoriCenter.com

License 304370688 and 304370689

6. Parent will notify School if Student is more than two days absent.
7. Parent will attend Conferences/Meetings when asked to do so by the School.
8. Parent will reimburse School for any fines assessed by the Department of Social Services or any other agency, for any negligence of Parent, for any reason (ex: failure to sign Student in/out).

C. TERMINATION OF THE AGREEMENT: Agreement will be terminated if any one or more of the following conditions occur:

1. The School year has come to an end and Student has not re-registered for the next term.
2. Tuition has become delinquent.
3. Parent and/or Student fails to cooperate with School or disregards or does not abide by the rules and regulations of School.
4. School determines that Student's conduct or performance demonstrates an unwillingness or inability to be productive while attending School.
5. School determines that that it is unable to meet the needs of the child.
6. School determines that the continued involvement of Parent and/or Student is not in the best interest of the Student or School.
7. In exercising its discretion regarding termination of this Agreement, the School may require the Student and/or the Parents to attend conference(s) with the School regarding matters that potentially warrant termination of this Agreement. Likewise, Parent may also request a conference(s) with School regarding the matters that potentially warrant termination.
8. School's Director and staff shall have the sole right and responsibility to determine any disputed factual matters regarding termination of this Agreement.
9. Any other reasons as determined at the sole discretion of the School.
10. **If Parent desires to withdraw Student from the program, Parent is required to provide School with a thirty (30) day written notice advising Student's last day of school _____ (understood and agreed). Failure to provide this one month written notice will result in a one-month tuition charge _____ (understood and agreed).**

D. TUITION PAYMENTS, OTHER FEES, AND CHARGES: Parent is responsible for payment of tuition and fees as outlined on the most current published Tuition Schedule, as follows:

1. **A non-refundable registration fee is due upon enrollment and every school year Student is re-enrolled _____ (understood and agreed).**
2. **A non-refundable tuition deposit equal to one month's tuition is due to enroll Student and guarantee the start date noted above. The tuition deposit will be applied to Student's first month's tuition. _____ (understood and agreed).**
3. **For Services listed in the Agreement, and in accordance with the terms of the Agreement, Parent agrees to pay Village Montessori Center the amount listed in the most current Tuition Schedule. Parent is aware that tuition may change annually _____ (understood and agreed).** The current Tuition Schedule is published on School's website and may be subject to change. School will inform Parent of any changes to Tuition Schedule with a minimum 30-day notice.
4. Tuition is calculated based on a one-year term and has been divided into equal payments based upon the payment option chosen (annual, bi-annual, monthly, or bi-weekly).
5. Tuition will be prepaid. Monthly tuition will be due on the 25th of each month for the following month and will become late at 6:00pm on the last day of the month. Bi-weekly tuition will be due every other Friday for the following two weeks and will become late at 6:00pm every other Friday. Any tuition paid after 6:00pm on the due date will be assessed a \$25 late fee _____ (understood and agreed).
6. Tuition payments may be paid via Check, On-line Banking, Cash, Cashier's Check, or via the Brightwheel app. If Parent chooses to make payment via the Brightwheel app, Parent understands a service fee may be assessed and is payable to Brightwheel.
7. Parent will purchase an Emergency Kit from the School or will provide School a 3-day Student Emergency Kit approved by the American Red Cross.
8. Tuition not received within 3 days of the due date, will result in Student not attending School until the account has been brought current. If no communication is received by the Parent within 5 days of the due date, then Student

will be dropped from the School and the School reserves the right to fill the vacancy with another student. Parent will be subject to section C, line 11 of this agreement.

9. Any tuition monies returned by the bank for any reason will be subject to a \$25.00 returned check fee.

10. **Tuition is due in full regardless of school absences for any reason, including sick days, vacations, or holidays. For two (2) weeks during the summer session (June, July, or August), the Student may elect not to attend and will not be charged tuition for those weeks as outlined per the Parent Handbook _____ (understood and agreed).**

E. AMENDMENT OF THIS AGREEMENT: No provision of this Agreement shall be amended, revoked or waived except by writing signed by both School and Parent. Notwithstanding the foregoing, the School shall have the absolute right to amend, revoke or waive any provision in the Parent Handbook providing thirty (30) days notice, without the consent of Parent and, in such event, Parent agrees to comply with any such amendment, revocation and/or waiver. In the event of any conflict between this Agreement and the Parent Handbook, this Agreement shall take precedence.

F. COMMUNITY CARE LICENSING AND CHILD PROTECTIVE SERVICES RIGHT TO INTERVIEW AND AUDIT: School and Parent are aware of the State of California, Community Care Licensing (CCL) and Child Protective Services (CPS) right to interview Student and audit records maintained by the School without securing the prior consent of Parent. CCL and CPS have the authority to observe the physical condition of the Student and, at their sole discretion, may request the Student to be examined by a licensed medical professional. The local law enforcement agency will be contacted if School, CCL, or CPS deem necessary.

G. GOVERNING LAW AND ATTORNEY FEES: This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of California. In the event any action is initiated to enforce or determine the rights or duties of either party hereto arising out of the terms of this Agreement, the prevailing party shall recover reasonable attorney's fees and costs through all levels of any action incurred in such proceeding, including, without limitation, trial court, appeals and bankruptcy proceedings.

H. ACCEPTANCE OF THIS AGREEMENT BY PARENT: By signing this Agreement, the School and Parent agree to all of the terms and conditions herein.

1. Parent agrees to cooperate with the general policies of the School, to perform the obligations of Parent as set forth in this Agreement and to abide by the rules, regulations, and the Parent Handbook.
2. Parent(s) acknowledge receiving copies of this Agreement. Parent acknowledges that the most recent version of the Parent Handbook may be found on School's website at www.VillageMontessoriCenter. Parent may request a printed copy by providing a written letter to the School.
3. Parent(s) signature below indicates that Parent has read and understands all of the provisions mentioned herein. It further indicates that Parent has had this material explained and that all questions have been satisfactorily answered.

Signature of Parent/Guardian _____ Print Name: _____ Date: _____

Signature of Parent/Guardian _____ Print Name: _____ Date: _____

ACCEPTANCE OF THIS AGREEMENT BY Village Montessori Center

Signature of Administrator: _____ Print Name: _____ Date: _____