

La Habra Montessori Preschool

ADMISSION AGREEMENT

230 S. Idaho St

La Habra, CA 90631

(562) 691-6450/ (626) 224-5259

La Habra Montessori Preschool agrees, to provide educational instructions to _____ from _____, until further notice. The undersigned agrees to pay the amount of \$_____per month for the following schedule_____.

HOURS OF OPERATION

The hours of operation for preschool, KG and After School Program are from 6:30 am – 6:00 pm.

Infant Center is open from **7:30 a.m. - 5:30 p.m.** (Extended hours, are available at \$ 10.00 per day within the hours of operation, 6:30 a.m. – 6:00 p.m.).

ADMISSION

Students are admitted on the basis of one full year (September 1st –August 31st). The ages served are 3 months - 12 years old. Students do not have to be potty trained to admit to the school.

State and school required forms contained in the student's file:

Admission Agreement (LIC 101)
Registration Form (LIC 100)
Child's Preadmission Health History (LIC 702)
Identification & Emergency Information (LIC 700)
Physician's Report (LIC 701)
Consent for Medical Treatment (LIC 627)
Personal Rights (LIC 613 A)
Notification of Parents' Rights (LIC 995)

FINANCIAL INFORMATION

Tuition is due on the first day of every month. Additional fee of \$25.00 will be charged for payments received after the 5th of the month, and an additional \$1.00 daily thereafter until all fees are paid. Parents will be responsible for any legal and other costs incurred in collecting overdue payments. **Monthly invoices will not be issued.** An annual invoice will be issued at the end of the year. Permanent withdrawal of a student from La Habra Montessori Preschool will require one month advance written notice or one month tuition. Tuition includes breakfast, lunch and a snack potty training, and all school activities. A one-time non-refundable registration fee of \$100.00 and an annual material fee of \$ 35.00 for Kindergarten and \$ 25.00 for Preschool is due upon enrollment. Tuition is based on a full 12 month school
La Habra Montessori Preschool

year and not on attendance. Credit on tuition or pro-rated tuition will not be given for absence from school, vacations taken during the school year, for winter holidays or spring breaks. There is a \$25.00 charge on returned checks and the following 3 months tuition must be paid with alternate payment method per school request. The school reserves the right to make changes on tuition and all other fees within 30 days of notification. It is mandatory, all parents/guardians must sign in when dropping off and sign out when picking up a student. There will be \$10.00 daily charge if signing in and out is not done on daily basis. If a child is absent from school for two weeks or more without paying tuition, the child can be re-enrolled only if there is a vacancy and by paying the registration fee.

Two consecutive weeks of no-payment, failure to pay late fees and failure to adhere to school rules are considered grounds for termination.

INITIAL HERE _____ INITIAL HERE _____

ATTENDANCE

Students must be in school no later than 9:00 am. If students are dropped off later than 9:00 am for total of 3 days in one month period without a doctor's note, the child may be terminated with one week notice. Parents are required to inform the school for absences and tardiness.

DRESS CODE

Students should be dressed in appropriate, comfortable clothes and shoes. Sandals and flip-flops are not allowed in school. Shorts are required underneath dresses and skirts.

LUNCH AND SNACK

The school provides snacks three times daily; morning, afternoon, and late afternoon. Snacks consist of crackers, fruits in season, vegetables and other healthy foods. You may purchase lunch from the school or bring your own lunch from home. Students are not allowed to bring any kind of nuts to school or any kind of food that may contain nuts.

INITIAL HERE _____ INITIAL HERE _____

LEGAL HOLIDAYS

The following holidays are observed by the school; Martin Luther King Jr., Presidents Day, Memorial Day, Independence Day, Thanksgiving, Christmas, Veterans Day and Labor Day, Thanksgiving Holidays and Christmas Holidays. Please refer to the school calendar for details.

INITIAL HERE _____ INITIAL HERE _____

LATE PICK UP

The school closes promptly at 6:00 pm. Late pick up charges, \$1.00 per minute, should be paid to the teacher on duty at the time you pick up your child.

INITIAL HERE _____ INITIAL HERE _____

PICTURES AND VIDEOS

Cameras and Camcorders are not allowed in school. Taking pictures of students or videotaping are not allowed on premises, except on Halloween Day Parade, Christmas Program and special events.

INITIAL HERE _____ **INITIAL HERE** _____

USE OF CHILDREN'S PICTURES

La Habra Montessori Preschool will use photograph of students for archival or public relations purpose, which includes but not limited to school web site, newsletter, flyers and notice board.

INITIAL HERE _____ **INITIAL HERE** _____

EMERGENCY MEDICAL CARE

If a student requires emergency medical attention and parent, guardian or doctor cannot be reached in a timely manner we will take all appropriate measures necessary for the student’s well-being. Every effort will be made to notify parents immediately under any emergency conditions. Therefore, it is essential for parents to always keep the school updated with current phone numbers and contact information. If medication has to be administered, written instructions and authorization must be provided by parent or guardian. Medication will not be administered without written instructions. Students must be at least 24 hour fever and diarrhea free to return to school. After a director’s call to the parents about students being sick in school, parents have 1 hour to pick up their child. We have a nit free policy for students that have lice. Eggs must be completely removed along with a doctor’s note for the student to come back to school.

INITIAL HERE _____ **INITIAL HERE** _____

Participation in all La Habra Montessori Activities

The Child is hereby given our full consent and permission to participate in all recreational, athletic, and other activities offered by the La Habra Montessori to its Children during school hours. Family agrees that **La Habra Montessori shall not be liable** for any accident or injury, which the Child may sustain in connection with any such activity. Family agrees to fully and forever release and hold harmless La Habra Montessori (including their Share Holders/Agents, employees, and officers) from any claims, damages, and/or liabilities arising from any accident or injury to Child, or caused by Child. This includes expenses and costs for medical care and services that a Child may receive due to any injury or illness suffered while attending or participating in an La Habra Montessori event

INITIAL HERE _____ **INITIAL HERE** _____

INSURANCE

The school has a preschool accident policy. The purpose of this policy is to supplement any existing coverage that may be held by the parents and is not to be used in lieu of such coverage.

SAFETY

All students must be accompanied in and out of the school by an adult, over 18 years of age. Adults dropping off and picking up students must sign in and out with their full legal name. Children will be released only to an adult who is in our emergency form or with parent/guardian's prior written instructions.

INITIAL HERE _____ **INITIAL HERE** _____

OTHER REQUIREMENTS

The school has a "**NO TOYS FROM HOME**" policy. Any toys brought to school will be confiscated. Toys are allowed only on "Show & Tell Day" on Friday. Parents must provide bedding for students. It is the parents' responsibility to keep bedding and materials in clean and sanitary condition on weekly basis. Extra set of clothes, diapers and wipes need to be provided.

INITIAL HERE _____ **INITIAL HERE** _____

TERMINATION

All students admitted to the school are on probation for 3 months. During the 3 months period a student may be terminated with 1 week notice, and after probation a student may be terminated with 1 month notice if the administrator or director feels that the school does not have sufficient resources to address behavioral or medical issues. Student will be terminated from the school after biting or hurting other students more than 1 time. Please be clear about this Policy to avoid any future misunderstandings.

INITIAL HERE _____ **INITIAL HERE** _____

Community care Licensing representatives have the right to interview students and view their records at any time.

Arbitration

Any and all claims arising out of or relating to Child or the La Habra Montessori or to this Enrollment Contract exclusive of any claims regarding the payment of tuition hereunder, shall be resolved by binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association. The arbitration shall be held in County of Orange, California before a single arbitrator who shall be a member of the State Bar of California, chosen under the administration of the American Arbitration Association. The arbitrator shall apply California law in reaching its decisions as if sitting as a judge in a court of law and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

INITIAL HERE _____ **INITIAL HERE** _____

Disruption of Operations

La Habra Montessori has the sole discretion to suspend its duties and obligation under the enrollment contract when situations out of the control of the La Habra Montessori which circumstances necessitate the to cease all or part of its operations. These events include natural disasters, acts of war, riots, or terrorism. **INITIAL HERE** _____ **INITIAL HERE** _____

I have read the above school policy and understand my rights, obligations and agree to abide by them. I have also received a copy of the school policy for my files. Parent/Legal Guardian Signature_____ Date_____	
Address _____	
Work # _____	Home # _____ Cell # _____
Administrator/Director Signature_____ Date_____	