

La Habra Montessori Preschool

ADMISSION AGREEMENT

230 S. Idaho St

La Habra, CA 90631

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

La Habra Montessori Preschool(LHM) 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 – 6:30 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 (August 15th – June 15th). The ages served are 6 months - 13 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 two weeks advance written notice or two weeks tuition.** A one-time non-refundable registration fee of \$100.00 and an annual material fee is due upon enrollment for Pre-Kindergarten and Kindergarten.

Tuition is based on a full 10 months of academic school 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 etc. etc. Parents are allowed to take 2 weeks of vacation without pay during an academic year.

Please submit a written request about your vacation plans. If you have any concern about this Tuition Policy please discuss with the Administrator of the school. 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. Two consecutive months of no-payment, failure to pay late fees and failure to adhere to school rules are considered grounds for termination. Please be clear about School's Tuition Policy to avoid any misunderstanding.

INITIAL HERE _____ INITIAL HERE _____

ATTENDANCE

Students must be in school by 8:30am no later than 9:00am. If students are dropped off later than 9:00am 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

We provide free breakfast, hot lunch and a snack. Parents are welcome to send snacks and meals if the child is a picky eater/has allergies/or if the child will not eat the food item that is in our menu on a particular day. Snacks consist of crackers, fruits in season, vegetables and other healthy foods. We serve cereal for breakfast. Lunch menu is displayed near the kitchen. We do not have refrigeration facility for Lunch brought from home. Students are not allowed to bring any kind of nuts (NUT free Policy) to school or any kind of food that may contain nuts. We do not serve red meat , all food is bought from Sam's Club and hygienically prepared. Please sign below to give your parental/Guardian/Custodial authorization for your child to be served school food.

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 will be due the following day; \$1.00 per minute or \$ 10.00 per hour if you have made prior arrangements for your child to stay late.

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 photographs of students for archival or public relations purpose, which includes but not limited to school web site, newsletters, flyers and notice board. I hereby give La Habra Montessori Preschool permission to publish, exhibit, and distribute these materials. Possible uses include educational, Promotion of School's Image, research, development, public service, or training activities, under the over reaching vision and mission of the La Habra Montessori Preschool's Child Care Program. I understand that La Habra Montessori Preschool owns the copyright to the multimedia material in which I, or my child may appear. The La Habra Montessori Preschool will assure that it conveys positive images of children and reflect early childhood recommended practices.

INITIAL HERE _____ INITIAL HERE _____

HEALTH & SAFETY GUIDELINES

Children are not allowed to attend school if they are sick. This is to prevent the spread of illness to other children and to the staff as well. We reserve the right to determine whether or not we think your child is too sick to attend school. If your child should become ill during the day they will be isolated until a parent or authorized person is contacted. Please pick up your child within one hour of receiving our phone call. We ask your cooperation in reporting any contagious illness your child may have. To avoid any spread of diseases, LHM will require that

your child stay at home when they are sick. If your child becomes sick during school hours, we will inform you for immediate pick up; in case we can't reach you we will contact the next person listed in our records. You will be notified immediately if your child is injured and needs medical attention beyond basic first aid. In the event a parent cannot be reached, a seriously ill or injured child will be sent to the nearest emergency facility by private staff car or ambulance; a parent will be notified immediately.

HEAD LICE POLICY:

Management of lice is primarily the role of parents/guardians.

- **The La Habra Montessori** recognize that head lice are not responsible for spreading or causing disease, but do cause unrest in amongst Parents/Teachers. Having **head** lice is **not** a sign of dirtiness or poor hygiene.
- Lice are typically not spread within the school setting. Lice transmission requires close head-to-head contact or the sharing of personal hair related items.
- In general, exclusions from school due to lice are no longer considered best practice, supported by the US Center for Disease Control, CA Dept' of Health, American Academy of Pediatrics, and National Association of School Nurses.
- However as per our school policy we will isolate the child if we notice excessive infestation and inform the parents ASP, we will separate all the child's used personal belongings such as sheets and blankets and send them home. The bed the child slept in will be cleaned thou rely. Our classrooms are cleaned daily in order to prevent spread of any disease.
- We will also check the hair of all the children who came into contact with the child who had head lice.
- While minor cases do not necessitate exclusion, excessive infestations may disrupt the school setting and therefore exclusions will be implemented in these cases.
- Our Staff experienced with lice recognition, can greatly assist families with needed lice education and be supportive of families' treatment efforts.
- Our school staff will assure student's and family's right to privacy.

Mass screening of all students in a classroom and/or school does not control the spread of head lice. Rather, the spread of head lice and nits can be minimized with routine inspection by all parents and full treatment of those students with live head lice. Parents and guardians are responsible for: • Routinely checking their child's head once a week. • Telling their child's school, close friends, etc., that their child has head lice. • Ensuring that full, proper treatment has been completed, before the child attends school.

Personal hygiene:

Personal hygiene is an important factor in maintaining a healthy, safe and happy environment for your children. Each child should arrive well groomed daily. Before arrival please pay special attention to the following:

- Washed face
- Clean and trimmed nails
- Hair combed
- Clean uniform and shoes
- Clean lunch box
- Washed blankets
- Children in diapers must arrive with a fresh diaper.

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.

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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 and the Director feel 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 and posed danger to himself and to others. 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 _____

La Habra Montessori Preschool.

Waiver and Release of Liability Agreement

The undersigned hereby represents that he or she is the parent or guardian of _____(Child's full name) and agrees to the following: I understand and agree to a full and complete waiver and release of any and all liability ("Liability Release") on the part of La Habra Montessori Preschool of 230, S. Idaho Street, La Habra CA 90631, in connection with my Child's attendance at the school and participation in all school activities, including, but not limited to, playground activities, classroom activities, field trips, swim classes during summer and summer camp in connection with the school. I understand and agree that this Liability Release will apply to the entire duration of my Child's attendance at La Habra Montessori Preschool and participation in all school activities between the hours of 6:30 am. and 6:30 pm. I fully authorize anyone working at La Habra Montessori Preschool who has CPR and First Aid Training to obtain medical care for my Child or to allow transportation of my Child to a clinic or hospital if, in the opinion of anyone working at the school, medical attention is needed for my Child. I agree that if La Habra Montessori Preschool releases my Child to me, my designee, an ambulance or other medical transport, a medical facility, a clinic or a hospital,

that the La Habra Montessori Preschool staff shall not have any further responsibility for my Child. I agree to pay all the costs associated with such medical care and related transportation for my Child and indemnify and hold La Habra Montessori Preschool , its representatives and agents harmless from any costs incurred in connection with such medical attention or related claims. This Liability Release may only be revoked in a writing that is signed by both me and the Director of La Habra Montessori Preschool . I acknowledge that I have carefully read this Liability Release and understand its contents.

Please Print Name of Parent or Guardian: _____ Signature of Parent or Guardian: _____ Date: _____

I have read the above school policies 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 _____
