



# Reach Montessori Preschool Admission Agreement (2020-2021)

I am enrolling my child \_\_\_\_\_ with Reach Montessori Preschool. My child will start the \_\_\_\_\_ (Full time , AM, PM )program on \_\_\_\_\_ date. My child's tuition rate will be \$\_\_\_\_\_ per month and is due on the 1st of every month . A late payment fee of \$25.00 will be assessed for payments received after the 5th day of each month . As of \_\_\_/\_\_\_/\_\_\_ I agree to abide the following policies of Reach Montessori Preschool.

## Tuition Fees:

There is a \$250.00 non refundable registration fee and material fee that is due at the time enrollment application is accepted. There is also a deposit in the amount of your child's one month's tuition need to be collected. The Deposit is applied towards last month's of tuition. If you withdrawal your child and then re-enroll your child at a later time you will be charged the registration fee.

1. Tuition is due and payable on the 1st of every month.
2. Tuition remains the same whether or not your child attends.
3. There is a five day grace period for late payments. After the 5th day a \$25.00 late fee will be assessed to your account. Each subsequent ten days ( 10<sup>th</sup> and 20<sup>th</sup> ) incur an additional \$25.00 late fee each.
4. If you are unable to pay according to this contract for one month it may result in termination of services. We want to work with all families that are experiencing difficulties in paying, please communicate to director before tuition is due.
5. There is a 10% discount for siblings; the discount will be take off from the lowest tuition rate.
6. A service charge of \$25.00 for any returned check. And \$25 late fee will be assessed for total of \$50. Once a check has been returned as non-sufficient funds payments will only be accepted in the form of cashier's check or money order.
7. Reach Montessori Preschool reserves the right to refuse child care to any child whose family account is past due.
8. All questions regarding tuition payments and billing will be answered by director only.
9. Reach Montessori will give a 30 day written notice before any policy, schedule or tuition changes are made.

## Termination of Enrollment Contract:

1. If you choose to withdrawal your child from our program a **30 day written notice is required**. Failure to provide a 30 day written notice will result in collection proceedings for one month's tuition.
2. All changes to a child's schedule must be made in writing and need to go through director of program. We will not accept any verbal changes made to teachers.
3. Reach Montessori Preschool retains the right to dismiss any student for unsatisfactory conduct on campus. The delinquency of tuition or any other school fees shall be grounds for dismissal. Also school retain the right to terminate enrollment if the student, parents, or guardians do not comply with policies, rules, or regulations of Reach Montessori Preschool, specifically including , but not limited to, all policies , rules, and regulations specified in the Reach Montessori Preschool Parent Handbook.

## Health and Safety Policy:

You must notify the Director immediately if your child contracts a communicable disease. A physician's note may be required for your child to return to the center.

1. If your child becomes sick while at the center, the center is not responsible for caring for your child and you will be notified to pick your child up immediately. During Covid-

19 pandemic we not allow you send sick child back to school for 14 days unless you provide a negative COVID-19 result from your child's physician.

2. You must keep the center informed of any changes that may affect your child's behavior. Also notify us if there is a change in phone number, address or any other circumstances.
3. If your child's behavior threatens the immediate safety of other children, staff or himself/herself, you will be contacted and expected to pick up child immediately (within 45 minutes).

**Department of Social Services:**

1. Child care professionals are required by law to report suspected child abuse.
2. The state of California Licensing Requirement, Section 101195 states: The department of licensing agency shall have the authority to interview children, or staff and or to inspect the audit child or facility records without prior consent.

**Medication Policy:**

As required by law, a doctor's written orders will be required if your child must take medication when attending the center. This includes prescriptions.

**Late Pick Up Policy:**

Any child who has not been picked up by closing (6:00PM) time will be charged a \$5.00 for each five minutes interval penalty per child. If you are unable to pick up your child before closing you will need to make arrangements for another authorized person to pick up your child who is listed on your emergency card. You will need to notify us by writing if your authorized pick-up list has been changed.

**Sign In and Out Policy:**

In accordance with state law parent(s) must sign your child in time and day with a full legal name signature upon arrival and sign your child out time and day when departing center with a full name signature. Reach Montessori Preschool is not responsible for my child until he/she is signed in or after he/she is signed out. If licensing sites the center for missing signature, you will be responsible for paying the penalty.

**Refund Policy:**

There will be no refund for illness, holidays, vacations, teacher in-service days, school shut down days due to natural disasters or power outages.

**Basic/Optional Service**

The basic services that Reach Montessori Preschool offer including care and supervision of your child during our operation 7:00am to 6:00pm .Snack is provide by our school. Reach Montessori preschool has hot lunch option. If you chose to have your child participate, it will be an additional cost .Parents is responsible for bring your child home lunch if choose not to participate.

**Optional Components :**

You give permission to school administration move and place your child in suitable age appropriate group classroom.

**Adult Rules of Conduct:**

You will be expected to follow the Adult Rules of Conduct as started in your Parent Handbook. You will be treated with respect and in return expected to treat all staff members with respect.

**Modification of this agreement**

30 days written notice will be sent out to Parents or Guardians if there is any change of this agreement.

I understand that Reach Montessori Preschool reserves the right to terminate services if a child's or parent's behavior threatens the safety or becomes verbally or physically abuse toward anyone on center property.

**I/ We have read, understand this agreement, tuition schedule, services of Reach Montessori Preschool and received the Parent Handbook .**

Parent **signature** \_\_\_\_\_ Date: \_\_\_\_\_

Parent **signature** \_\_\_\_\_ Date: \_\_\_\_\_