

ENROLLMENT CONTRACT YEAR 2011-2012

www.firstschoolmontessori.com

School Information: YEAR ROUND

STUDENT INFORMATION:

Student # 1

Student # 2

Name of Student				
Birth Date				
Arrival / Departure Time	Arrival:	Departure:	Arrival:	Departure:
Program Type:	Half Day (9-12)	(12-3)	Half Day (9-12)	(12-3)
	Basic (9-3)		Basic (9-3)	
	Extended Care AM	PM	Extended Care AM	PM

PARENT INFORMATION:

Father / Guardian

Mother / Guardian

Name				
Address				
	City	Zip	City	Zip
Occupation				
Telephone Home	()		()	
Telephone Work	()		()	

FINANCIAL INFORMATION:

(Monthly payment: September – August): 10% discount on tuition for second sibling.

Student # 1

Student # 2

Tuition	Part time (9 -12 noon)		Part time (9 -12 noon)	
	Full Day (9-3)		Full Day (9-3)	
Extended Care	Am (7-9)		Am (7-9)	
	Pm (3-6)		Pm (3-6)	
Monthly Total		\$		\$

DEPOSIT

Student # 1

Student # 2

Current Month Tuition (Month:		
Material Fee: \$85.00 /Child/Year	Material:	Material:
Earthquake Kit: \$45.00/Child (New Child only)	Earthquake:	Earthquake:
School Shirt \$20.00	Shirt:	Shirt:
Registration Fee: \$90.00/Family/Year (Non –refundable)		
Grand Total Due (Column 1 & 2)		

I have read and agree to the school policies stated on the reverse side of this page. The parent signing has the responsibility to pay the fees notwithstanding any court approved or other arrangement. The signature of either parent/guardian indicates that both parties agree with the policies. In the event the child lives with only one parent most of the time, it is responsibility of that parent to communicate and provide copies of the school document(s) to the other parent.

Father/Guardian

Mother/Guardian

Date: / /

Please enclose a deposit non-refundable registration fee of \$90.00 per child with this application form.

OFFICE USE: Amt \$

Check #

Date

Act

Start date

Staff Sig:

OPTIONAL 3 PAYMENTS: AUGUST ADVANCE: Oct # 1

Nov. # 2

Dec.

Other Information

Permission to request previous school records:

School: _____ Address: _____ City: _____ State: _____ Zip: _____

SCHOOL PROGRAM: The Basic Program consists of the regular school hours of 9:00 a.m. to 3:00 p.m. with a limited number of half day (9:00 a.m. – 12:00 noon & 12:00 noon – 3:00 p.m.) enrollment slots. If care is needed before or after regular school hours, the following extended care hours are available: Morning Day Care from 7:00 a.m. – 9:00 a.m. Afternoon Day Care from 3:00 p.m. – 6:00 p.m.

CONDITIONS OF ADMISSIONS: Deposit - The enrollment contract is valid only if accompanied by the required deposit. A non-refundable deposit of \$90.00 (Registration Fee) is required for the child's enrollment or re-enrollment. The deposit reserves the child's place and is credited toward the total deposit due. A deposit for August advance may be paid upon enrollment or in three separate payments over the following consecutive three months (Oct., Nov., & Dec.).

LATE ENTRIES: Tuition charges are pro-rated on the basis of days attended in the month of entry.

WITHDRAWALS: Notice of withdrawal or cancellation must be received ONE MONTH IN ADVANCE in writing. Without sufficient notice parent(s) are obligated to pay a full month's fee (or part thereof), from the date that notice is received if their child is withdrawn before July 1. Refunds are not pro-rated on the basis of days attended. Advance payment will be used for the last month of attendants. Upon formal withdrawal, parent(s) have the option of taking the child's Earthquake Emergency kit during the first year of enrollment.

FEE SCHEDULE: Monthly tuition installments are the same each month regardless of the number of weeks or days in the month or the Child's absence due to sickness or vacation, etc. On the scheduled Parent Conference day, the school is open for children enrolled in extended day care only.

SCHOOL SCHEDULE: The regular school schedule is guided by the Calendar of the Tustin Unified School District. The School is normally closed on all national holidays, Friday - spring holiday (2011-12), Friday after Thanksgiving, Christmas eve, Christmas Day, December 31st & January 1st.

PAYMENTS: Tuition fees are due on or before the first of each school month. There is a \$20.00 late fee for payments received after the 5th day of the month payment is due. If the bill is not brought up to date by the tenth days of the month, unless prior notification and arrangements have been made with the school, the child may not return to school and the child's space is considered open for new enrollment. A charge of \$15.00 will be assessed on checks returned by the bank. If checks are returned unpaid more than once, the parent(s) will be required to pay in cash or by money order thereafter.

LATE PICK UP CHARGE: For any parent(s) who has not picked up their child(ren) by the end of the School period for which they have enrolled (e.g., 9:00 a.m.-12 noon; 9:00 a.m. - 3:00 p.m. with no day care) there will be an additional charge of One Dollar (\$1.00) per minute for each minute the end of the applicable school period. In addition, this additional charge shall also be applicable to child(ren) who have signed up for Afternoon day care (e.g. 3:00 p.m. - 6:00 p.m.) and are picked up after 6:00 p.m.

REFUNDS: The first month's tuition is non-refundable after five days of attendance. No refunds or reductions are given for absences due to illness or vacations during the school term, nor for withdrawals between July 1 and the end of the school term. If the need for any special arrangement arises, such arrangements must be negotiated in advance with the Administrator/Director. Additionally, in the event the child's day care status changes within the month, fee adjustments can only be made on the first and fifteenth day of the month. At least 50% of that month's day care fee will be assessed.

OTHER POLICIES: Parents may be asked to remove their child from the school on a temporary or permanent basis. If the child is removed permanently, parents will be notified verbally by the Director/Administrator and all unused tuition will be refunded. The conditions warranting a child's removal from the school are (a) The parents have assumed an adversary relationship with the school, and/or (b) the child's behavior at school is unacceptable to the school and staff.

When a child is having difficulties in school a consultation session with parents will be requested by the Director/Administrator. Parents may be asked to assist in school's plan for dealing with the problem. Continued enrollment is contingent on fulfillment of the plan.