

Foothill Progressive Montessori School

827 Houseman Street, La Canada CA 91011 Tel: (818) 952-7232

ADMISSION AGREEMENT

Foothill Progressive Montessori School, herein referred to as the school, hereby agree to provide educational instruction to

_____ from _____

Until **2 weeks notice** is given to withdraw from the program. In payment of these educational services, the undersigned and each of them, agrees to pay the amount of \$ _____ per _____ (Billing period) as per following schedule _____ (Days & Times per week) which is due on the first day of the billing period and adhere to the terms conditions contained in this agreement.

PROGRAM TIMES: Please ensure that your child is dropped off at the school no earlier that the time specified above or picked up no later than the times specified above. **Any early drop-off or late pick will be charged \$1.00 per minute which is payable directly to the teacher in charge**, since teachers are contracted and scheduled based on the number of children scheduled to arrive at the school at any one time.

ADMISSION: Children are admitted on the basis of a full year (September 1st through August 30th). Ages served: 2-6 years. 2 year olds need not be potty trained. Parents have to provide diapers, baby wipes etc. The State requires that the following forms be maintained on file for each child:

1. Registration form
2. Signed & Dated Admission Agreement
2. Physicians Report form + Vaccination Card
3. Pre-Admission Health History form – Parents Report
4. Emergency Contact information form completed by parent
5. Consent for medical treatment form
6. Signed acknowledgement of Parents Rights + Personal Rights Notification form (make sure you retain the top portion of these two documents)
8. Emergency information Cards (these forms must be updated by parents when there is any change. The contact information you provide will be used in emergency situations, and is thus crucial)

FINANCIAL OBLIGATION

1. **Withdrawal** of a child from school will **require 2 weeks written notice** of such intent, or 2 weeks tuition in lieu of notice.
2. **Tuition is based on a full 12-month school year on enrollment and not attendance**, is due and payable on or before the **first of each month**. No invoices will be issued. A late fee of \$25.00 will be charged for payments received after the 5th of the month, and an additional \$1.00 a day thereafter until all fees due are settled. Any legal and other costs incurred in collecting overdue payments will be charged to the parents. A refundable deposit of half a months tuition is payable at the time of enrollment.
3. Tuition credit will not be given for miscellaneous absences from school, vacations taken during the school year, school holidays or for early withdrawal in the month of June.
4. There will be a **\$25.00 charge on returned checks**.
6. The school reserves the right to make changes to tuition and all other fees with 30 days notification
7. Tuition fee includes snacks, but does NOT include lunch or any other service.

DRESS CODE: Children should be dressed in appropriate comfortable clothes and shoes. Thongs are not considered appropriate school attire. Girls are encouraged to wear shorts underneath and not panties when wearing dresses.

LUNCHES AND SNACKS: Lunch has to be provided by the parents. Our twice a day snacks consist of fruits in season, vegetables, crackers and other healthy foods. The school may offer an optional lunch program on certain days. Please consult the school office for details on this program.

LEGAL & SCHOOL HOLIDAYS : The following holidays are observed by the school: Veteran's Day, Thanksgiving Day, Christmas Holidays (2 weeks), New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday, Washington's Birthday, Spring break (1 week in April), Memorial Day, Independence Day and staff in service day in August.

SCHOOL VACATIONS: With the exception of statutory holidays, 5 staff training days and specific holidays listed in the school calendar, the school will operate during the whole year. Please refer to the school calendar for holidays.

LATE PICK-UP: The school closes promptly at 6:00 P.M. Late pick up charges will apply even for full tuition parents who pay for the Full 11 hour Care and Education program at the school.

EMERGENCY MEDICAL CARE: If a child requires emergency medical attention and it is not possible to contact the parent, guardian or family doctor, we will take whatever measures would appear necessary for the child's welfare. Every effort will be made to notify the parent(s) immediately under any emergency condition. It is essential therefore that both parents always keep the school informed of their current home and business phone numbers and addresses. If medication has to be administered, written instructions and authorization must be provided by parent/guardian. NO medication will otherwise be administered.

INSURANCE: The school has a nursery 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.

SCHOOL SAFETY: an adult into and from the classroom must accompany All children. The parent must notify the teacher of the child's presence. It is the responsibility of the parent to sign the child in and out of school. It is a State requirement that parents use full name or first initial and last name when signing students' in/out of school. The same procedure needs to be followed when children leave the school premises for any other purpose such as medical/dental appointments, lunch out, etc. **The director or class teacher must be informed if a child is unable to attend school for any reason.**

FOOD: We strive to promote a policy of 'health food' for the children and urge parents to minimize food with high sugar and fat content. Please encourage healthy food habits from a young age. Being sensible when you pack their lunches we will go a long way in reducing disease, tooth decay and hyperactivity. **Birthday Parties: Please do not send cream cakes/doughnuts. Check with the school office beforehand.**

OTHER REQUIREMENTS: Every child must have an extra set of clothes, clearly marked with the child's name, at the school. In addition, all clothing must be marked with the child's name. The school will not be responsible for any clothing that is lost as a result. Parents must also provide an earthquake kit. Parents are required to take home their child's blankets and sheet on Fridays and return them washed and cleaned on Monday. The school has a no toy policy, which includes bringing money to the school. Any toys brought to the school will be confiscated and donated to goodwill, so please ensure that children do not bring toys to the school.

TERMINATION: All children **admitted are on probation for a period of 3 months**, during which time a child may be terminated from the school with 1 weeks notice, if in the opinion of the Administrator and/or Director feels that the school does not have sufficient resources to address behavioural or medical problems or the child is disruptive. A child may also be terminated from school for 3 consecutive months of late payments, failure to pay late fees, failure to adhere to school rules and regulations including signing in and off or failure to provide medical documentation within 2 weeks of request.

Community Care representatives have the right to interview children and to view their records at any time. I have read the above school policy and understand my rights and obligations and agree to abide by them. I have also received a copy of the school policy for my files.

Parent's/Legal Guardians Signature _____ dated _____

Address : _____

Tel : (WORK) _____ (HOME) _____ (CELL) _____

Administrator/Director) _____ dated _____
(For & On Behalf Of Foothill Progressive Montessori Preschool Inc)

