

Montessori of Ladera Ranch ADMISSION AGREEMENT 2023-2024

This Admission Agreement (herein referred to as "Agreement") is entered into between **Montessori of Ladera Ranch** located at 2101 Corporate Drive, Ladera Ranch, California 92694 (herein referred to as the "School") and _____ (herein referred to as "Parent"). Parent is either the parent or legal guardian of the student whose name is listed below. *This Agreement is for the entire academic school year which is a ten (10) month program that begins in September and runs through June. In order to secure a place for the following school year Student must be enrolled for a minimum of one month during summer 2023. By signing this Agreement, the School and Parent agree to the terms and conditions contained in this Agreement.*

Student's Name: _____

Date of Birth: _____

Parent or Guardian: _____

Relationship: _____

Toddler

Preschool

Elementary

A. **BASIC SERVICES PROVIDED BY THE SCHOOL** - The School operates under the regulations and guidelines set forth by Community Care Licensing and the State of California Department of Education. The Parent desires to enroll the Student in one of the School's Programs and the School agrees to provide the following basic services:

- 1) Refer to Appendix A & B which is attached to and is part of this Agreement for the specific program, hours, number of days and if Student is enrolled in morning and/or afternoon daycare.
- 2) School will assume responsibility for the student once the student has been signed in by the Parent. The school will retain responsibility of the Student until the Parent or other adult designated by the Parent signs out the student.
- 3) School regrets that no over-the-counter medications will be administered to the student. All prescriptions will only be administered to the student with prior written consent from the Parent which will include written directions of use by the student's physician.
- 4) If necessary, the school's staff will administer first aid to the student and if, in the judgment of the staff, further medical attention is required, the Parent will be contacted. Paramedics or other emergency services will be called in the event of an emergency. The Parent will be contacted as soon as reasonably possible if emergency services are required.
- 5) If the Student becomes ill while at School, he or she will be isolated and given appropriate care until picked up by the Parent or authorized person within 30 minutes of notification.
- 6) School's staff will make every effort to safeguard personal belongings brought to School by the Student but shall not be responsible for lost or damaged items.
- 7) Director or any other staff member of the school will report to Community Care Licensing, Children's Protective Services or the Police Department as required by the state, if any suspicion of child abuse, sexual or otherwise, neglect, or endangerment of which they become aware.

B. **OBLIGATIONS AND RESPONSIBILITIES OF PARENT OR GUARDIAN** - Parent understands the importance of following the guidelines set forth in the Parent Handbook as well as the obligations and responsibilities outlined below:

- 1) Parent will furnish the school with the requested medical information prior to the first day of school.
- 2) Parent will sign the student in each morning upon arrival and sign out when the student departs from the school.
- 3) Parent will notify the school, in writing, when someone other than those named on the emergency list will be picking up the student.
- 4) Parent will provide the student with a nutritious and balanced lunch keeping in mind the school has a low sugar policy.
- 5) Parent will ensure that the student is dressed and groomed appropriately when brought to School as outlined in the Parent Handbook.
- 6) Parent will notify the school if the student is absent by calling the school by 8:30 a.m.
- 7) Parent will attend School Parent/Teacher Conferences when asked to do so by the school staff.
- 8) Parent will enroll Student for a minimum of one month during the summer in order to secure enrollment for 2022-2023 academic year.
- 9) In the case of custody agreements between parents and/or legal guardians, which stipulate specific visitation agreements between parties, please provide the school with a legal Court document that has been signed by a Judge with an official Court seal.

C. **TERMINATION OF THE AGREEMENT**- This Agreement will be terminated if any one or more of the following conditions occur:

- 1) School year has come to an end.
- 2) Student disregards or does not abide by the rules and regulations of the school.
- 3) School determines that the student's conduct or performance demonstrates an unwillingness or inability to be productive while attending School.
- 4) Parent fails to cooperate with the school or disregards or does not abide by the rules and regulations of the school.
- 5) School determines that the continued enrollment of the Student in the School is not in the best interest of the Student or the School.
- 6) School determines that the continued involvement of the Parent with the School is not in the best interest of the Student or School.
- 7) In exercising its discretion regarding termination of this Agreement, the school may require the student and/or the parent to attend conference(s) with School personnel regarding the matters that potentially warrant termination of this Agreement. The parent may also request a conference(s) with school personnel regarding the matters that potentially warrant termination.

- 8) School's Director and staff shall have the sole right and responsibility to determine any disputed factual matters regarding termination of this Agreement.
- 9) Other reasons as determined at the sole discretion of the school.
- 10) Re-enrollment of the Student shall be at the sole discretion of the School's Director.
- 11) **All deposits and enrollment fees are non-refundable. There are no reductions in tuition, credits or refunds, for absences due to illness, vacations, or school closures, including COVID-19. If parent desires to withdraw student from Toddler or Preschool Program prior to the end of the school's academic year, parent is required to provide the school with a thirty (30) day written notice advising of the student's last day of school. Unpaid tuition shall continue to be due and payable notwithstanding any early withdrawal regardless of reason until the last day the student attends School or until thirty (30) days after parent delivers written notice to the school, whichever is later. There are no cancellations of this agreement for students enrolled in the Elementary Program. By signing this agreement, you are committing to a 10-month (September-June) enrollment period. Should parent choose to not have child attend the program, all tuition will continue to be due through the end of the agreement and payable to the school.**

Parent/Guardian initials

Parent/Guardian initials

Director initials

D. TUITION PAYMENTS, OTHER FEES AND CHARGES - The Parent is responsible for timely payment of the following tuition payments and other fees and charges on or before the dates specified in Appendix A and B and in accordance with the following additional terms and conditions:

- 1) Tuition Deposit of \$400.00 will be applied towards the first payment due and is due upon enrollment.
- 2) Single payment option is due in full on August 15, 2023 (*Elementary Students only*).
- 3) Two payment option is due 50% on August 15, 2023, and 50% on January 15, 2023 (*Elementary Students only*).
- 4) Ten (10) payment option is due 10% on August 15, 2023, and 10% on the 15th of each month thereafter until paid in full.
- 5) A late fee of \$50.00 will be assessed for tuition payments received 10 days after the due date and a finance charge equal to 1.5% monthly will be assessed on all past due accounts. If tuition payment is not received by the 1st of the month, the student will be dropped from School and the School reserves the right to fill the vacancy with another student.
- 6) Any check for tuition payment returned by the bank for any reason will be subject to a \$25 returned check fee.
- 7) If Student enrolls after the start of the academic school year, tuition payment for the remainder of the academic year will be prorated accordingly. Annual tuition for the remainder of the year will be calculated by dividing the number of months remaining in the academic year into the total number of months in the academic year which is ten (10).

E. AMENDMENT OF THIS AGREEMENT - No provision of this Agreement shall be amended, revoked or waived except by an instrument in writing signed by both the School and Parent. Notwithstanding the foregoing, School shall have the absolute right to amend, revoke or waive any provision in the Parent Handbook without the consent of the Parent and, in such event; Parent agrees to comply with any such amendment, revocation and/or waiver. In the event of any conflict between this Agreement and the Parent Handbook, this Agreement shall control.

F. COMMUNITY CARE LICENSING AND CHILD PROTECTIVE SERVICES RIGHT TO INTERVIEW AND AUDIT - School and Parent are aware of the State of California, Child Protective Services (CPS) right to interview Student and audit records maintained by the school without securing the prior consent of Parent. CPS has the authority to observe the physical condition of the student and, at their sole discretion, may request the student be examined by a licensed medical professional. The local law enforcement agency will be contacted if School or CPS deem necessary.

G. GOVERNING LAW AND ATTORNEY FEES - This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of California. In the event any action is initiated to enforce or determine the rights or duties of either party hereto arising out of the terms of this Agreement, the prevailing party shall recover reasonable attorney's fees and costs through all levels of any action incurred in such proceeding, including, without limitation, trial court, appeals and bankruptcy proceedings.

H. ACCEPTANCE OF THIS AGREEMENT BY PARENT - By signing this Agreement, the School and Parent agree to all of the terms and conditions herein and understands this Agreement is for an entire academic year which is a ten (10) month period beginning in September and commencing June. Parent agrees to cooperate with the general policies of the school, to perform the obligations of Parent as set forth in this Agreement and to abide by the rules, regulations and the Parent Handbook as provided by the School. Parent(s) signature below indicates that Parent has read and understands all the provisions mentioned herein. It further indicates that Parent has had this material explained and that all questions have been satisfactorily answered.

Signature of Father/Guardian: _____ Print Name: _____ Date: _____

Signature of Mother/Guardian: _____ Print Name: _____ Date: _____

ACCEPTANCE OF THIS AGREEMENT BY Montessori of Ladera Ranch:

Director: _____ Print Name: _____ Date: _____

Appendix A

Toddler and Preschool Fees, Tuition, and Payment Schedule

Student Name: _____

DOB: _____

Toddler Program		3 half days (9:00am - 12:00pm)	5 half days (9:00am - 12:00pm)	3 full days (9:00am - 3:00pm)	5 full days (9:00am - 3:00pm)	
Type of Payment	Due Date	Amount	Amount	Amount	Amount	Initial
New Student Registration Non-refundable	Upon Registration	\$200	\$200	\$200	\$200	
Continuing Student Registration Fee Non-refundable	Upon Registration	\$100	\$100	\$100	\$100	
Tuition Deposit Non-refundable	Upon Registration	\$400	\$400	\$400	\$400	
Extended Daycare Program (select one if applicable)						
AM Care (7:00am - 8:45am)	Included in payment plan	\$100	\$100	\$100	\$100	
PM Care (3:00pm - 6:00pm)	Included in payment plan	\$150	\$150	\$150	\$150	
AM and PM Care	Included in payment plan	\$220	\$220	\$220	\$220	
Payment Option						
One Payment Plan	N/A					
Two Payment Installment Plan	N/A					
Ten Payment Installment Plan	Billed Monthly beginning 8/15/23					

Preschool Program		3 half days (9:00am - 12:00pm)	5 half days (9:00am - 12:00pm)	3 full days (9:00am - 3:00pm)	5 full days (9:00am - 3:00pm)	
Type of Payment	Due Date	Amount	Amount	Amount	Amount	Initial
New Student Registration Non-refundable	Upon Registration	\$200	\$200	\$200	\$200	
Continuing Student Registration Fee Non-refundable	Upon Registration	\$100	\$100	\$100	\$100	
Tuition Deposit Non-refundable	Upon Registration	\$400	\$400	\$400	\$400	
Extended Daycare Program (select one if applicable)						
AM Care (7:00am - 8:45am)	Included in payment plan	\$100	\$100	\$100	\$100	
PM Care (3:00pm - 6:00pm)	Included in payment plan	\$150	\$150	\$150	\$150	
AM and PM Care	Included in payment plan	\$220	\$220	\$220	\$220	
One Payment Installment Option						
One Payment Plan	N/A					
Two Payment Installment Plan	N/A					
Ten Payment Installment Plan	Billed Monthly beginning 8/15/23					

Appendix B Elementary Fees, Tuition, and Payment Schedule

Student Name: _____

DOB: _____

Elementary Program		5 full days (8:30am – 2:45pm)	
Type of Payment	Due Date	Amount	Initial
New Student Registration Fee Non-Refundable	Upon Registration	\$200	
Continuing Student Registration Fee Non-Refundable	Upon Registration	\$100	
Tuition Deposit Non-Refundable	Upon Registration	\$400	
Elementary Material Fee Non-Refundable	8/15/2023	\$250	
Extended Daycare Program (select one if applicable)			
AM Care (7:00am - 8:15am)	Included in payment plan	\$100	
PM Care (2:45pm - 6:00pm)	Included in payment plan	\$150	
AM and PM Care	Included in payment plan	\$220	
Annual Tuition Payment ~ three payment options (select one)			
One Payment Plan (\$500 total discount)	8/15/2023		
Two Payment Plan (\$250 total discount, \$125 per payment)	8/15/23 & 1/15/24		
Ten Payment Installment Plan	Billed Monthly beginning 8/15/23		

For Office Use Only			
Type of Payment	Due Date	Amount	Initial
New Student Registration Fee Non-Refundable	Upon Registration	\$200	
Continuing Student Registration Fee Non-Refundable	Upon Registration	\$100	
Tuition Deposit Non-Refundable	Upon Registration	\$400	
Elementary Material Fee Non-Refundable	8/15/2022	\$250	
Extended Daycare Program (select one if applicable)			
AM Care (7:00am - 8:15am)	Included in payment plan	\$100	
PM Care (2:45pm - 6:00pm)	Included in payment plan	\$150	
AM and PM Care	Included in payment plan	\$220	
Other:			
Other:			
Other:			