



ADMISSION AGREEMENT

This is an agreement between the Montessori School of Laguna Beach and the parents of:

Please read the following policies and initial each one, then sign and date the end of the document.
(PLEASE READ AGREEMENT IN ITS ENTIRETY AND PRINT NAME.)

APPLICATION FEE: (non-refundable) \$300 per student and \$200 per additional sibling.

Initial _____

NEW APPLICANT CANCELLATION POLICY RE: FIRST MONTH TUITION: Cancellation within two weeks of applying, a full refund of paid tuition. Within one month, 50% of paid tuition is refunded. After one month, no refund is given.

Initial _____

TUITION: based on an academic year from September through June. Tuition is due in advance on the last school day of the previous month, regardless of absences, planned vacations, or school holidays.

Initial _____

LATE/RETURNED CHECK: \$5.00 per day late fee assessed for each day when tuition is late. Once tuition is ten days past due, your child will be allowed to attend school only when the account is brought current. After 15 days past due, we may deem that you have withdrawn from the program by default. A \$25.00 fee is charged for returned checks.

Initial _____

CANCELLATION POLICY: A written withdrawal letter is required 30 days prior to leaving the school. Failure to give 30 day's notice will result in paying a full month's tuition. The school reserves the right to charge a cancellation fee.

Initial _____

JANUARY TUITION: January tuition check is to be post dated for January 1st, and given to the school prior to the December vacation.

Initial _____

ANNUAL RE-ENROLLMENT FEE: (non-refundable) \$250 per family.

Initial _____

LATE PICK-UP FEES: After 12:00 noon and 3:00 p.m. the fee is \$10.00 per quarter hour or any part thereof. After 6:00 p.m. pick-up, the fee is \$1.00 per minute.

Initial _____

SICK CHILDREN POLICY: A sick child will be sent home immediately at the discretion of the school. Parents agree to pick him/her up when notified and have alternative arrangements. The school reserves the right to request a physician's note before the child can return.

Initial _____

NUTRITION POLICY: This facility is nut and sugar free. All food brought to school must exclude nuts and refined sugar.

Initial _____

SIGN-IN/OUT MANDATORY STATE LAW: When dropping off and picking up children, Parents/Guardians must indicate the times and write their full names (and not abbreviated signatures). Failing to do so is a violation of the law and the school reserves the right to terminate enrollment.

Initial _____

SCHOOL BULLETIN BOARD: News and special event reminders are communicated through the "Montessori School Bulletin Board" via Shutterfly. Parents are responsible for checking online for these updates.

Initial _____

I have read the above admission policies and agree to abide by them.

FULL NAME _____

SIGNATURE _____

DATE _____