



## ADMISSION AGREEMENT

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

### Policies

I have received a copy of the Rocklin Montessori Policies. I have read and understand its policies and procedures and agree to comply with the program rules and regulations.

### Services Offered

Rocklin Montessori is a licensed preschool providing child-centered, educationally based, hands-on curriculum for 2 to 5-year-olds. We strive to prepare children for kindergarten both academically and socially through active participation in all learning activities. We are licensed for 30 children.

### Days and Hours of Operation

Rocklin Montessori offers the following programs:

- a morning program from 8:45 a.m. to 11:45 a.m., Monday through Friday
- an Extended Day Program from 8:45 a.m. to 3:30 p.m., Monday through Friday, or per enrollment.
- an Afternoon Program from 12:30 to 3:30 p.m., Monday through Friday, or per enrollment.
- Children are welcome to stay or arrive early for lunch (11:45-12:30) or may stay until 2 p.m. for additional tuition.
- No daycare is offered.

### Admission Policies

Children will be admitted and accorded equal treatment and access to services without regard to race, religion, gender, color, national origin, or ancestry. Rocklin Montessori accepts children ages 2 to 6 years old, who are potty-trained.

The following forms must be completed and turned in to Rocklin Montessori BEFORE your child may be admitted into the program: Registration Form, Emergency Contact Form, Parent's Health History Report, ID & Emergency Info, Consent for Emergency Medical Treatment, Physician's Report, Copy of Immunization Record, Parent's and Personal Rights Forms, Photo Consent Form, signed Admissions Agreement, signed back page of Policies. A spot will be held upon receipt of a \$150 (for new children) or \$100 (for returning children) non-refundable registration fee.

### FINANCIAL POLICIES

**Registration Fee:** I understand that I must submit a non-refundable, non-transferable registration fee of \$150 (for new children) or \$100 (for returning children) before my child will be enrolled in the program.

**Tuition:** Annual tuition is paid in 10 equal installments; the first of which is due at the time of registration, unless a mutual agreement is otherwise reached. The nine remaining payments are due on or before the first of each month beginning in September and continuing through May. Should enrollment occur after the start of the school year, the first 1/10<sup>th</sup> payment will be prorated

based on the remaining enrollment period. Daily or drop-in enrollment is not offered, unless such daily/drop-in is in addition to the child's regular monthly schedule.

A \$20.00 late fee per child will be imposed on all tuition received after the fifth business day of the month. If tuition is not paid by the end of class on the 10th of the month, your child may not be allowed to attend preschool. All bank charges incurred by the school for NSF will be the responsibility of the child's authorized representative. Two NSF checks within a three-month period will require payment to be made in the form of a cashier's check or in cash.

Once enrolled, there is a one-month trial period for all new children. If the staff or parents/guardians feel a new child should not continue because the child's enrollment is contrary to the best interests of the child or the school, tuition will be prorated for the actual days of attendance.

**Extended Absences / Make-Up Days:** Tuition is not subject to adjustment nor are "make-up" days available due to holidays, your child's illness or absence from school.

I understand Rocklin Montessori's Tuition policies as outlined in the school's Policies document.

**Rates:** Monthly Tuition Schedules are as follows:

- |                   |       |                    |         |
|-------------------|-------|--------------------|---------|
| • 1-session/week  | \$350 | • 6-sessions/week  | \$875   |
| • 2-sessions/week | \$410 | • 7-sessions/week  | \$995   |
| • 3-sessions/week | \$525 | • 8-sessions/week  | \$1,095 |
| • 4-sessions/week | \$640 | • 9-sessions/week  | \$1,175 |
| • 5-sessions/week | \$760 | • 10-sessions/week | \$1,250 |

**Monthly Extras:**

- Stay for lunch (11:45-12:30)/week: 1x \$40 / 2x \$75 / 3x \$110 / 4x \$145 / 5x \$175
- Stay for enrichment (11:45-2:00)/week: 1x \$110 / 2x \$210 / 3x \$300 / 4x \$375 / 5x \$450

**Per Diem Rates:** One 3-hour session: \$45 (*available for add-on days only*)  
Stay for lunch (11:45-12:30), \$15  
Stay for enrichment program (until 2:00 p.m.): \$35

Siblings attending concurrently will receive a 10% discount off the lesser tuition.

If tuition is paid in full at the time of enrollment, a 5% discount will apply.

A minimum of 30 calendar days' written notice will be given prior to any basic rate change.

**Late Pick-Up Charge:** A charge of \$1.00 per minute, after the first 10 minutes, can be paid to the teacher upon pick-up, or will be added to the following month's tuition statement.

**Withdrawal / Refunds**

When withdrawing your child from the program, please provide a 30-calendar-day written notice. The child's authorized representatives are responsible for paying the tuition for the 30

days following notice. The 30 days will be calculated from the date the notice is received. With this notice, the remaining tuition will be prorated at \$45/session and refund the remaining deposit amount, if unused.

Tuition will be prorated at \$45/session based on the number of days in attendance and the balance refunded if the school dismisses the child or, as stated above, during the one-month trial period.

**Rights of the Licensing Agency**

The Department of Social Services licensing department has the authority to inspect as specified in the Health and Safety Code Sections 1596.852, 1596.853, and 1596.8535. They have the right to interview children attending Rocklin Montessori or Rocklin Montessori staff without prior consent. This authority includes the right to inspect, audit, and copy the child’s records upon demand during normal business hours.

**Conditions of Termination**

As mentioned above, Rocklin Montessori has the right to terminate this agreement and ask the child’s authorized representative to withdraw enrollment, for any of the following reasons:

- The child presents a health or safety threat to self or others
- Repeated discipline problems
- Lack of parental cooperation
- On-going late pick up
- Inappropriate parental behavior to children, teachers, or staff
- Chronic lack of payment

**Modifications to the Admissions Agreement**

Modifications to the Admission Agreement shall be made whenever circumstances covered in the Agreement change and shall be dated and signed by the child’s authorized representative and the school’s Director. A minimum of 30 calendar days’ written notice will be given prior to any change in the Admissions Agreement.

**Terms of this Admission Agreement**

This Admission Agreement is valid for the 2023-24 school year.

I have read, understand, and will comply with the policies and procedures included in the Admission Agreement and in the Rocklin Montessori Policies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Relationship to child

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Relationship to child

\_\_\_\_\_  
Date

*Dorothy Oertly*

Dorothy Oertly, Owner/Director