

Angels Montessori Preschool

ADMISSION AGREEMENT

150 N. Garfield Avenue Alhambra, CA 91801 (626) 457-5927

Angel's Montessori Preschool, Inc. agrees to provide educational instructions to _____
from _____, until further notice. The undersigned agrees to pay the amount of
\$ _____ per month as per the following schedule _____.

HOURS OF OPERATION

The hours of operation are from 7:00 am – 6:00 pm.

ADMISSION

Students are admitted on the basis of one full year (September 1st – August 31st). The ages served are 2-6 years old. Students do not have to be potty trained.

STATE AND SCHOOL REQUIRED FORMS

Admission Agreement (LIC 101)	Physician's Report (LIC 701)
Registration Form (LIC 100)	Consent for Medical Treatment (LIC 627)
Child's Preadmission Health History (LIC 702)	Personal Rights (LIC 613 A)
Identification & Emergency Information (LIC 700)	Notification of Parents' Rights (LIC 995)

FINANCIAL OBLIGATIONS

Tuition is due within 5 business days from the beginning of the month. A late fee of \$25.00 will be charged for payments made after 5 business days. Parents will be responsible for any legal and other costs incurred in collecting overdue payments. Monthly invoices will not be issued. An annual invoice will be issued at the end of the year.

Permanent withdrawal of a student from Angel's Montessori Preschool, Inc. will require one month advance written notice or one-month tuition. Tuition includes snacks 3 times daily. Lunch is not included in the tuition; students must bring lunch from home or purchase lunch from school with a monthly fee of \$175. An additional monthly fee of \$50.00 will be charged for diaper changing and potty training. A one-time non-refundable registration fee of \$150.00 and an annual material fee of \$200.00 is due upon enrollment.

Tuition is based on a full 12-month school year and not on attendance. Credit on tuition or pro-rated tuition will not be given for absences from school, vacations taken during the school year, for winter holidays or spring breaks. There is a \$25.00 charge on returned checks and a requirement to pay tuition in cash for the next 3 months thereafter.

The school reserves the right to make changes on tuition and all other fees within 30 days of notification. All parents/guardians must sign in and sign out their child from school by law. There will be \$10.00 daily charge if signing in and out is not done on a daily basis. Two consecutive months of no-payment, failure to pay late fees and failure to adhere to school rules are considered grounds for termination.

ATTENDANCE

Students must be in school by 8:30am no later than 9:00am. If students are dropped off later than 9:00am for total of 3 days in one-month period without a doctor's note, the child may be terminated with one weeks' notice. Parents are required to inform the school of any absences.

DRESS CODE

Students should be dressed in appropriate, comfortable clothes and shoes. Sandals and flip-flops are not allowed in school. Shorts are required underneath dresses and skirts.

LUNCH AND SNACK

The school provides snacks three times daily; morning, afternoon, and late afternoon. Snacks consist of crackers, fruits in season, vegetables and other healthy foods. You may purchase lunch from the school or bring your own lunch from home. Students are not allowed to bring any kind of nuts or food that may contain nuts to school.

LEGAL HOLIDAYS

The following holidays are observed by the school; Martin Luther King Jr., Presidents Day, Memorial Day, Independence Day, Thanksgiving, Veterans Day and Labor Day. The school will be closed during these holidays.

SCHOOL VACATIONS

The school will be closed for 2 weeks in December for the holidays and 1 week in March or April for spring break. One day in August is also closed for staff development day. Please refer to the school calendar for details.

LATE PICK UP

The school closes promptly at 6:00 pm. Late pick up charges will be due the following day; \$1.00 per minute.

PICTURES AND VIDEOS

Cameras and Camcorders are not allowed inside and outside school grounds. Taking pictures of students or videotaping are not allowed on premises.

EMERGENCY MEDICAL CARE

In the event of a medical emergency, all appropriate measures necessary will be taken for the student’s wellbeing if a parent, guardian or a doctor cannot be reached in a timely manner. Every effort will be made to notify parents immediately under any emergency conditions. Keeping the school updated with current phone numbers and contact information is very essential. Written instructions and authorization must be provided by a doctor, parent or a guardian for administering medication. Medication will not be administered without written instructions. Students must be at least 24-hour fever and diarrhea free to return to school. Students will be sent home if running a fever above 100.4 °F. Parents are given 1-hour window to pick up their child from school after being notified of an illness. Students with head lice are required to stay home until completely clear of lice that is certified by a Doctor’s note.

INSURANCE

The school has a preschool 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.

SAFETY

All students must be accompanied in and out of the school by an adult, over 18 years of age. Adults dropping off and picking up students must sign in and out with their full legal name.

OTHER REQUIREMENTS

The school has a “NO TOYS FROM HOME” policy. Any toys brought to school will be confiscated. Parents must provide bedding for students. It is the parents’ responsibility to keep bedding and materials in a clean and sanitary condition on a weekly basis. Extra set of clothes, diapers and wipes need to be provided.

TERMINATION

All students admitted to the school are on a probationary period of 3 months. During the 3 month period student may be terminated with 1 week notice, and after the probationary period student may be terminated with 1 month notice if the administrator or director feels that the school does not have sufficient resources to address behavioral or medical issues. Student will be terminated from the school for biting or hurting other students more than 1 time. Termination policy also applies to parents for not following school rules and regulations.

COMMUNITY CARE LICENSING REPRESENTATIVES HAVE THE RIGHT TO INTERVIEW STUDENTS AND VIEW THEIR RECORDS AT ANY TIME

I have read the above school policy and understand my rights, obligations and agree to abide by them. I have also received a copy of the school policy for my files.		
Parent/Legal Guardian Signature _____	Date _____	
Address _____		
Work Phone _____	Home Phone _____	Cell Phone _____
Administrator/Director Signature _____		Date _____
(For and behalf of Angel’s Montessori Preschool, Inc.)		