



# ADMISSION AGREEMENT

332 East Valencia Avenue  
Burbank, CA 91502  
(818)588-3206

Burbank Montessori Preschool, Inc. agrees to provide educational instructions to \_\_\_\_\_ from \_\_\_\_\_ (Student Name) \_\_\_\_\_, until further notice. The undersigned agrees to pay the amount of \$ \_\_\_\_\_ per month for the (Start Date) \_\_\_\_\_ 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 1<sup>st</sup> – August 31<sup>st</sup>). The ages served are 2-6 years old. Students do not have to be potty trained.

State and school required forms contained in the student’s file:

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

## FINANCIAL INFORMATION

Tuition is due on the first day of every month. Additional fee of \$25.00 will be charged for payments received after the 5<sup>th</sup> of the month, and an additional \$1.00 daily thereafter until all fees are paid. 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 Burbank Montessori Preschool, Inc. will require one month advance written notice or one month tuition. Tuition includes snacks 3 times daily, lunch and potty training. A one-time non-refundable registration fee of \$100.00 and an annual material fee of \$150.00 are 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 the following 3 months tuition must be paid with alternate payment per school request. 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 when dropping off and sign out when picking up a student. There will be \$10.00 daily charge if signing in and out is not done on 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 week notice. Parents are required to inform the school for absences and tardiness.

## 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 offers Lunch once a day and Snacks three times a day included in the tuition. Students also have the option to bring lunch and snacks from home.

Snack: Offered 3 times daily, morning, afternoon, and late afternoon. Snacks consist of crackers, fruits in season, vegetables and other healthy foods. The snack menu changes every month.

Lunch: Offered once a day. The lunch menu changes every month.

Students are not allowed to bring a 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.

**SCHOOL VACATIONS**

The school will be closed 2 weeks in December for the holidays and 1 week in April for spring break. One day in August is also reserved 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 in school. Taking pictures of students or videotaping are not allowed on premises.

**EMERGENCY MEDICAL CARE**

If a student requires emergency medical attention and parent, guardian or doctor cannot be reached in a timely manner we will take all appropriate measures necessary for the student’s well-being. Every effort will be made to notify parents immediately under any emergency conditions. Therefore, it is essential for parents to always keep the school updated with current phone numbers and contact information.

If medication has to be administered, written instructions and authorization must be provided by parent or guardian. Medication will not be administered without written instructions.

Students must be at least 24 hour fever and diarrhea free to return to school.

After a director’s call to the parents about students being sick in school, parents have 1 hour to pick up their child.

We have a nit free policy for students that have lice. Eggs must be completely removed along with a doctor’s note for the student to come back to school.

**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 clean and sanitary condition on weekly basis. Extra set of clothes, diapers and wipes need to be provided.

**TERMINATION**

All students admitted to the school are on probation for 3 months. During the 3 month period a student may be terminated with 1 week notice, and after probation a 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 after biting or hurting other students more than 1 time. Termination policy also applies to parents for not following school rules and regulations.

**Community care 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 Burbank Montessori Preschool, Inc.)