

Children's Learning Center Montessori

Admissions Agreement

Child's Name: _____

Parent's Name: _____

- **Enrollment:** Children ages 2 years to 6 years are admitted to Children's Learning Center Montessori School. No Child will be refused enrollment because of gender, race, or religion, or that of their parents.
- **Notice of change:** Your contract remains in effect until we receive 8 weeks or 60 days written notice of your intention to change or cancel your contract.
- **Scheduled days:** Part-time care cannot substitute scheduled days for holiday closures or vacations.
- **Payment Due:** Payments are due on the 1st until the 5th day of the month. **There is no credit given for holidays or days absent due to illness, vacation or otherwise.**
- **Late Payments:** Please make arrangements ahead of time if payment will be late. Otherwise, payments after the 5th will be considered late and will be charged a \$20/- late fee.
- **Checks are made payable to:** Children's Learning Center
- **Returned Checks:** Are subject to bank fees. Returned checks must be redeemed with cash or cashier's check within 24 hours of notification, or arrangements will be made immediately to reprocess your check.
- **Paid Vacations:** The school will be closed for two paid vacation weeks during the year. These vacations will usually occur 1 in the spring and 1 during the Christmas holidays. See calendar for more specific details.
- **Hours of Care:** Monday through Friday, 8.30am – 3.00pm
- **Extended Day Care:** 7:30-6:00
- **Late Pickup:** Parent agrees to pay a late pick-up fee of \$1.00 for every minute
- **Sign in & out:** All children must be signed in and out daily with a full signature of an authorized adult. When signing your child in, please state who will pick up your child if other than you. Your child will not be released to anyone who is not on the emergency form. No exceptions! If you think you cannot pick up your child and did not talk to a teacher when dropping your child, you need to talk directly to a teacher to arrange.

- Pick up for your child at the end of the day. **Please do not leave a phone message.** We are not always able to pick up these messages right away. The safety of your child is very important to us and is not taken lightly and for granted. Therefore, clear and direct transfer of information to a teacher is necessary.

WHAT YOU NEED TO BRING.

- **Forms:** to accordance with State Law, we must have the following forms completed before attending Children’s Learning Center.
- **Contract, Parent’s Contact, Emergency form, Physician Report, Parents Right and Personal Rights.** Please notify immediately if changes are made.
- **Pull ups/Wipes:** Parents of children who are not toilet trained must provide disposable Pull ups and wipes. We request that they be brought in medium size quantities and left at school. We will mark them with your child’s name and will be specifically used for your child only.
- **Extra Clothes:** Shirt, pants, undergarments, socks should be left in your child’s bag. Please up date as needed, for season or child’s growth.

More things to know:

- **Toilet Training:** We will help as much as possible when your child is physically and emotionally ready and while they are in our care. During this time we will need extra clothes and will change children as much needed. This is a big step for children and we cannot rush the process.
- **Meals:** We provide 2 snacks. One in the morning and the other in the afternoon. Posted menus have more specific details.
- **Health Policy: We will not accept sick children.** If your child becomes ill, you will be contacted, and asked to pick up your child as soon as possible. **If emergency medical care is required, 911 will be called. Parents will be called first, if possible. Parents are responsible for any emergency service charges.**
- **Medication Policy:** We will give your child prescribed medicine only under strictly controlled conditions and in original container. All medications must be signed in on a “Medication Release Form”.
- **Discipline Policy: Children have conflicts and when they do we try to redirect their energy in a more positive way. If an unsafe behavior continues, we will schedule parent conferences and may require professional intervention. Our goal is to keep the environment safe for all children.**

I have read, understood and agree to abide by all of the above policies and conditions:

Parent/Guardian

Signature _____ Date _____

