



# Little Hands Montessori—A Toddler Home

14845 Espola Road, Poway, CA 92064 - 858-748-1727

Toddlers 18 to 36 months License # 376618271

Application for September 4, 2018 to June 5, 2019



2018-2019

## Section I - Please print

Child's Full Name \_\_\_\_\_

Nickname (If to be used) \_\_\_\_\_

Birth Date \_\_\_\_\_ Gender \_\_\_\_\_

Home Telephone \_\_\_\_\_

Home Address \_\_\_\_\_

Phone Hours \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Personal Email Address \_\_\_\_\_

Mother's Full Name _____
Driver's License # _____
Mother's email _____
Occupation (even if not working) _____
Place of Employment _____
Business Address _____
City _____ Zip _____
Work Telephone _____
Phone Hours _____
Cell Phone _____

Father's Full Name _____
Driver's License # _____
Father's email _____
Occupation _____
Place of Employment _____
Business Address _____
City _____ Zip _____
Work Telephone _____
Phone Hours _____
Cell Phone _____

Parents' Marital Status _____
With whom does the child live? _____

Office use only: PC L C DD
Application Date: _____ Start Date: _____

## Section II - Program Requested

\_\_\_\_ Half Day a.m., 8:15 - 12:15      \_\_\_\_ Full Day, 8:15 – 2:30 (24-36 months old)

Extended care is not provided. There will be a 15-minute grace period at pick up time. After 12:30 or 2:45 a late pick up fee of \$25.00 per 15 minutes will be charged. (initial) \_\_\_\_ \_\_\_\_

## Section III – Kindergarten

*It is our hope that your child will complete the learning cycle through their traditional kindergarten year at MCDC as a class leader. They then can go on and enjoy learning with a thirst that may not otherwise be developed. We follow the California state mandate that a **child must be 5 years old on or before September 1<sup>st</sup> to begin the Kindergarten year.** This is the most important time in a child's development. Join us to give your child the best start possible. (Both parents initial here) \_\_\_\_ \_\_\_\_*

## Section IV

Please list schools student has attended \_\_\_\_\_

What is your child's designated public elementary school? \_\_\_\_\_

Do you plan to enroll your child in a private school? \_\_ Yes \_\_ No What school? \_\_\_\_\_

Is your child on a waiting list at any other school? \_\_ Yes \_\_ No Name of school \_\_\_\_\_

## Section V – Child care history and plans

Please list day care programs that your child has attended \_\_\_\_\_

Are you planning to continue in a Montessori program? \_\_\_\_\_

## 2018-19 LHM Policy and Fee Agreement New Student

This application is for the full school year. At the time of enrollment of your child, you agree to pay tuition for the full school year, Sept. 4, 2018 to June 5, 2019. Regretfully, no tuition allowance can be made for absence. \_\_\_\_\_ (initials both parents)

Fees are yearly (for the 9½ month session), and may be broken down into 10 equal installments. The first installment or 1/10 of the yearly tuition is due upon confirmation. This installment is non-refundable for any reason. Nine monthly installments are then due beginning *September 1<sup>st</sup>* and the first of each month thereafter. The final payment is due May 1st. A discount will be given for those enrolled September-June who pay the entire year's fees upon confirmation (see chart). 5% will be deducted from your tuition as a discount for families with two or more children attending LHM & MCDC. \_\_\_\_\_ (initials both parents)

An account statement will be provided to you at the time your child's enrollment is confirmed and is due upon receipt. A statement will be provided approximately two weeks before the due date each month beginning with the September installment. Please note the fee schedule provided below.

A fee of \$35.00 is assessed after the 5<sup>th</sup> of the month if your payment is delinquent, this fee will be assessed every 5 days until the payment is made. Your child may not be admitted into attendance if your account becomes delinquent beyond 15 days of the due date. A fee of \$35.00 will be charged for checks returned for any reason, as well as appropriate late fees, and you may be required to make future payments in cash or cashier's check. \_\_\_\_\_ (initials both parents)

Any child enrolled during the first two weeks of a year shall pay the full fees for that year; any child enrolled more than two weeks after the beginning of the school year shall be charged pro rata for the remainder of the year.

Withdrawals require **30 days written notice** to the owners. Registration/Materials fee and first installment are non-refundable *under any circumstance*. Fees paid shall not be refunded nor will fees owed be canceled. In extreme hardship, petition can be made to the owners. \_\_\_\_\_ (initials both parents)

Little Hands Montessori reserves the right to discontinue a student's enrollment for reasons of non-cooperation, gross misconduct, excessive tardiness, delinquency in payment of fees, or inability of child or parent(s) to adjust to the school program. \_\_\_\_\_ (initials both parents)

No extended care is provided until your child is enrolled at MCDC; your child must be picked up by 12:15 or 2:30 – There will be a 15 minute grace period. After 12:15 or 2:45 a late pick up fee of \$25.00 per 15 minutes will be charged. (initial) \_\_\_\_\_

Check the appropriate schedule

<b>Schedule</b>	<b>Registration/Material Fees <u>due with application</u></b>	<b>1<sup>st</sup> installment (as a deposit) Due by 6/1/18 <u>upon receipt of confirmation</u></b>	<b>9 Monthly Installments <u>begin 9/1/18</u></b>	<b>Yearly Sept. 4, '18-June 5, '19 discount if paid in <u>full by February 22, 2018</u></b>	<b>Yearly Sept. 4, '18-June 5, '19 discount if paid in <u>full by April 1, 2018</u></b>	<b>Yearly Sept. 4, '18-June 5, '19 discount if paid in <u>full by June 1, 2018</u></b>
<u>5 Mornings (8:20-12:15)</u>	\$275	\$915	\$915	\$9150 (-\$468) (5%)	\$9150 (-\$234) (2.5%)	\$9150 (-\$140) (1.5%)
<u>5 Full days (8:20-2:30)</u>	\$375	\$1048	\$1048	\$10480 (-\$525) (5%)	\$10480 (-\$260) (2.5%)	\$10480 (-\$160) (1.5%)

Note: Any exceptions or changes must be approved in writing, dated and signed by Marijane Schafer and/or Lewis Board, Owners and the financially responsible parent or guardian. **Discount dates will be strictly held.** \_\_\_\_\_ (initials both parents)

Tuition adjustment for children enrolled after the last phase (first 2 weeks of school) in date shall be pro-rated as follows:

Any child enrolled during the **first two weeks** of a school year shall pay the full tuition for that year. \_\_\_\_\_ (initials both parents)

Any child enrolled more than 2 weeks after the start of a year will be charged tuition prorated for the remainder of the school year. \_\_\_\_\_ (initials both parents)

### **Policies**

- LHM is not day care and does not provide care during vacations and holidays or after hours. \_\_\_\_\_ (initials both parents)
- LHM contracts with MCDC to care for children in the afternoon. All full day children will nap a MCDC and will be dismissed from there at 2:30. \_\_\_\_\_ (initials both parents)
- No extended care is provided after 2:30. \_\_\_\_\_ (initials both parents)
- Lunch shall be provided by the parents for all children. LHM will provide healthy snacks.
- Parents are responsible for providing diapers, wipes, diaper cream and changes of clothing, and are responsible for laundering soiled clothing. \_\_\_\_\_ (initials both parents)
- Children may not attend when ill, with active symptoms any communicable illness. \_\_\_\_\_ (initials both parents)
- Children will have outdoor time daily except in inclement weather so should be clothed appropriately. \_\_\_\_\_ (initials both parents)

I understand and agree to the above stated conditions and tuitions, as well as school policies in the Parent Handbook. I understand that enrollment is for the entire school year beginning on **Sept. 4, 2018 for returning children and ending June 5, 2019. New students will be phased in by September 11<sup>th</sup>**. The (non-refundable) registration/materials fee per student is due at the time the application is submitted. **Children will be admitted only when all required paperwork is submitted.**

Signature of Father/Parent \_\_\_\_\_ Date \_\_\_\_\_

Signature of Mother/Parent \_\_\_\_\_ Date \_\_\_\_\_