



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 5, 2017 to June 7, 2018



Application 2017-2018

LHM New Enrollment 2017-18

Section I - Please print

Child's Full Name _____

Nickname (If to be used) _____

Birth Date _____ boy ___ girl ___

Home Telephone _____

Home Address _____

Phone Hours _____

City _____ Zip _____

Personal Email _____

Mother's Full Name _____

Father's Full Name _____

Driver's License # _____

Driver's License # _____

Mother's email _____

Father's email _____

Occupation (even if not working) _____

Occupation _____

Place of Employment _____

Place of Employment _____

Business Address _____

Business Address _____

City _____ Zip _____

City _____ Zip _____

Work Telephone _____

Work Telephone _____

Phone _____

Phone Hours _____

Hours _____ Pager _____

Pager or Cell Phone _____

Parents' Marital Status _____

Office use only: PC L C DD

With whom does the child live? _____

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 - Commitment to Your Child

At LHM we are committed to offering developmentally appropriate experiences for young children. One of these is potty training after your child turns 24 months or sooner if your child is developmentally ready. We ask that you continue this effort at home with due diligence to make your child's home and school life consistent. We will be keeping you updated on your child's progress. I/We agree to this commitment. (initial) _____

Section IV - Plans for sick children

LHM is not prepared to care for sick children. Do you have someone who can provide such care in the event that your child is ill? Who will provide that care? _____

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? _____

2017-18 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. 5, 2017 to June 7, 2018. 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 1st* 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 5th 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

<u>Schedule</u>	<u>Registration/ Materials Fees due with application</u>	<u>1st installment (as a deposit) Due by 6/1/17 upon receipt of confirmation</u>	<u>9 Monthly Installments begin 9/1/17</u>	<u>Yearly Sept. 5, '17-June 7, '18 discount if paid in full by February 15, 2017</u>	<u>Yearly Sept. 5, '17-June 7, '18 discount if paid in full by April 1, 2017</u>	<u>Yearly Sept. 5, '17-June 7, '18 discount if paid in full by June 1, 2017</u>
<u>5 Mornings (8:20-12:15)</u>	\$250	\$868	\$868	\$8680 (-\$350)	\$8680 (-\$200)	\$8680 (-\$125)
<u>5 Full days (8:20-2:30)</u>	\$350	\$998	\$998	\$9980 (-\$450)	\$9980 (-\$250)	\$9980 (-\$150)

Exceptions or changes must be approved in writing, dated and signed by Marijane Schafer or Lewis Board, owners and the financially responsible parent or guardian. Other nominal Fees may be charged for special materials or programs. _____ (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 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)
- Parents agree to abide by the policies and guidelines provided by LHM. _____ (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. 5, 2017 for returning children and ending June 7, 2018. New students will be phased in by September 8th.** 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 filed.*

Signature of Father _____ Date _____

Signature of Mother _____ Date _____