



**LITTLE HANDS MONTESSORI – A TODDLER HOME**

License # 37661871

**SUMMER 2018**

**JUNE 11 – August 3, 2018**

**Section I**

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

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

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

Gender \_\_\_\_\_

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

Telephone \_\_\_\_\_

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

Cell phone (mother) \_\_\_\_\_

**Home** Email Address \_\_\_\_\_

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

Mother's Full Name \_\_\_\_\_

Occupation (even if not working) \_\_\_\_\_

Driver's License # \_\_\_\_\_

Mother's email \_\_\_\_\_

Name of Firm \_\_\_\_\_

Work Telephone \_\_\_\_\_

Business Address \_\_\_\_\_

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

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

Cell phone (mother) \_\_\_\_\_

Father's Full name \_\_\_\_\_

Occupation \_\_\_\_\_

Driver's License # \_\_\_\_\_

Father's email \_\_\_\_\_

Name of Firm \_\_\_\_\_

Work Telephone \_\_\_\_\_

Business Address \_\_\_\_\_

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

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

Cell phone (father) \_\_\_\_\_

Parents' Marital Status \_\_\_\_\_

With whom does the child live? \_\_\_\_\_

**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 20 months. 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? \_\_\_\_\_



## Toddler-2018 Summer - Policy and Fee Agreement

This application is for a minimum of 4 *consecutive* weeks beginning June 11:  
(check four weeks or more)

<input type="checkbox"/> <b>all 8 weeks</b>	
<input type="checkbox"/> June 11-15	<input type="checkbox"/> July 9-13
<input type="checkbox"/> June 18-22	<input type="checkbox"/> July 16-20
<input type="checkbox"/> June 25-29	<input type="checkbox"/> July 23-27
<input type="checkbox"/> July 2-6 (4th of July no school)	<input type="checkbox"/> July 30-Aug 3

No tuition allowance is made for absence. If space is available enrollment may be considered on a week-by-week basis as long as the child is enrolled for at least four weeks. \_\_\_\_\_ (Initials both parents)

You will receive a tuition statement 3 weeks before the program begins. \_\_\_\_\_ (Initials both parents)

The tuition payment is due on or before the June 1, 2018. Any other payment plans must be approved by the director. There is no tuition discount for siblings in the summer. See the schedule below. \_\_\_\_\_ (Initials both parents)

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)

Withdrawals require 30 days written notice to the Board of Directors. Registration/Materials fee and tuition are non-refundable under any circumstances. Tuition paid shall not be refunded nor will tuition owed be canceled. In extreme hardship, petition can be made to the owners. \_\_\_\_\_ (Initials both parents)

There will be no school on July 4th in celebration of Independence Day. **The last day of Summer school is August 3rd (half day only).**  
\_\_\_\_\_ (Initials both parents)

### TUITION SCHEDULE

<u>SESSION:</u>	<u>Reg./Materials fee</u>	<u>8 WEEK SUMMER SESSION:</u> June 12-Aug. 4	<u>Weekly rate</u> Must be paid in total for all weeks by due date (4 week minimum)
Full Days 8:20-2:30	<b>due with the application</b>	<b>due by June 1</b>	<b>due by June 1</b>
<input type="checkbox"/> 5 days	\$95	\$2,450.00	\$315/week
Half Days 8:20-12:15			
<input type="checkbox"/> 5 days	\$70	\$1,940.00	\$255/week

No extended care is provided after 2:30 (until your child moves to MCDC); your child must be picked up by 12:00 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) \_\_\_\_\_

#### Policies

\*LHM is not a traditional day care and does not provide care during vacations and holidays or after hours and is closed during summer break (*August 6 - through Sept. 3, 2017*) \*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. No extended care is provided after 2:30, except as stated above. \_\_\_\_\_ (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.

\*Children may not attend when ill, with active cold symptoms or fever or any communicable illness.

\*Children will have outdoor time daily except in inclement weather so should be clothed appropriately.

\*Parents agree to abide by the policies and guidelines provided by LHM. \_\_\_\_\_ (initials both parents)

Application is hereby made for the admission of \_\_\_\_\_ (child's name) as a pupil in the **Little Hands Montessori-Summer Program 2018**. I understand and agree to the above stated conditions and tuition. I understand that enrollment is for the entire program chosen above. **Children will be admitted only when all required paperwork is filed.**

**Signature (father/parent)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature (mother/parent)** \_\_\_\_\_ **Date** \_\_\_\_\_