



LITTLE HANDS MONTESSORI – A TODDLER HOME

License # 37661871

SUMMER 2017

JUNE 12 – August 4, 2017

Child's Full Name _____
Birth Date _____
Home Address _____
City _____ Zip _____
Home Email Address _____

Nickname (If to be used) _____
Gender _____
Telephone _____
Cell phone (mother) _____
Phone Hours _____

Mother's Full Name _____
Driver's License # _____
Name of Firm _____
Business Address _____
City _____ Zip _____

Occupation (even if not working) _____
Mother's email _____
Work Telephone _____
Phone Hours _____
Cell phone (mother) _____

Father's Full name _____
Driver's License # _____
Name of Firm _____
Business Address _____
City _____ Zip _____
Parents' Marital Status _____

Occupation _____
Father's email _____
Work Telephone _____
Phone Hours _____
Cell phone (father) _____
With whom does the child live? _____

Section II - Program Requested

____ Half Day a.m., 8:15 - 12:00 ____ 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-2017 Summer - Policy and Fee Agreement New Students

This application is for a minimum of 4 *consecutive* weeks beginning June 12:
(check four weeks or more)

- all 8 weeks**
- June 12-16 July 10-14
- June 19-23 July 17-21
- June 26-30 July 24-28
- July 3-7 (July 4th no school) July 31-Aug. 4

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, 2017. 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 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)

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 3rd in celebration of Independence Day. **The last day of Summer school is August 4th (half day only).** _____ (Initials both parents)

TUITION SCHEDULE

<u>SESSION:</u>	<u>Req./Materials fee</u>	<u>8 WEEK SUMMER SESSION:</u>	<u>Weekly rate</u>
		June 12-Aug. 4	Must be paid in total for all weeks by due date (4 week minimum)
Full Days 8:20-2:30	due with the application	due by June 1	due by June 1
<input type="checkbox"/> 5 days	\$95	\$2,350.00	\$310/week
Half Days 8:20-12:00			
<input type="checkbox"/> 5 days	\$70	\$1,900.00	\$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 7 - through Sept. 1, 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 2017**. 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 (mother) _____ Date _____

Signature (father) _____ Date _____

LHM will be closed August 7 - through September 1, 2017 for summer break and teacher prep.