

Parent's Signature: _____

Date: _____

Preschool policies summary

Parent Handbook available online on our website has more details to add to the information below, which is primarily a summary of the preschool policies.

Tuition Fees

We accept payments of cash or checks made payable to: "Montessori". Please write your child's name on each check so that payment can be credited to the correct account. A 5% surcharge is applied to payments made online by credit or debit (or similar) cards.

Re-registration and Material fees

A non-refundable registration fee is charged to insure your child a spot. An annual re-registration fee and material fee is charged each subsequent year after enrollment.

Fees due date and related late fees

Before the first day of a child's attendance, the tuition fee for one month is required. Partial first month payment (if any) is pro-rated as the second payment. Tuition is due on 20th day of every month, for the following month. For students whose fees are not received by 25th, a late fee of \$10 will accrue for each subsequent day of that month till the tuition fee is received. The student will not be allowed to attend and will be considered dropped off from the program, if the tuition fees along with the accrued late fees are not received by the 1st of the month.

Late pick-up fee

If your child is repeatedly picked-up late, a late fee of \$10 would need to be paid at the time of pick up to the attending staff.

Returned Checks:

There will be a \$25.00 charge for Non-Sufficient Funds checks returned. If you ever have trouble making a tuition payment on time, please come and see us in advance. We may be able to work something out with you.

Diaper Policy

Parents are required to provide an adequate supply of diapers and wipes for daily use. Sharing diapers and wipes supplies are not allowed. Please check your child's diapers and wipes in the morning each day to ensure there is an adequate supply. It is the parents' responsibility to check for this, not the teachers. We define a "potty trained" child as: a child who is in underwear, does not need assistance while going to the restroom (pulls pants up/down), and has less than one accident a week.

Illness policy

Preschool staff members check children for any visual or other obvious signs of illness. No child who shows signs of illness that may compromise the health of other children or staff is permitted to attend the preschool. Whenever illness observations are made, parents are called to pick up their children immediately. Children absent due to illness are not allowed to attend preschool unless they have spent at least 24 hours at home in good health just prior to attending preschool.

No make-up days or trading days policy

No make-up days are provided. One child spot may not be traded with another child's spot for any reason. No refunds will be given for days your child is absent for any reason. Please call the school and inform us of the reason for your child's absence from school. If your child has an unexplained absence of more than one week, it will be assumed that they have been dropped from our preschool.

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Absence due to Summer vacation

Only during the summer months, up to one month vacation may be taken. In order to maintain the spot, one month tuition must be paid before leaving for vacation. If less than a month time off is taken during the summer, then the tuition for the partial month would be assessed on a weekly basis (equivalent to one third of the monthly rate).

Absence due to vacation at times other than summer (or other reasons)

The tuition rates are set lower on an assumption that all children/parents do take some vacation every year. Any time taken off without payment of tuition fee is considered as dropping off from the program. The seat opened up by the child dropped off from the program will be allotted to the next child on the waiting list.

Discontinuing from the program

A one month notice is required to withdraw your child from the preschool. You are responsible for tuition for this full month. Upon leaving we would hope that families comply with our signed tuition agreement. If a balance is not paid upon leaving we will use a collection agency to collect the outstanding money due to us. If you were to re-enroll your child at a later date, the full non-refundable registration fee will be charged. We will hold personal items for two weeks. After that period of time, items left will be considered property of the preschool.

Conflict of interest in sharing personal information with staff

Please do not exchange personal information with staff, including phone numbers, email addresses etc. Please don't send Friends request on social networks like facebook etc. to any staff members. Any contact with staff should be through the school contact number and during school hours only. Please do not invite any staff members to any of your children's birthday parties, etc.

Staffing policy

There is a high turn-over rate in the field of childcare/preschool teaching. Staff at our different locations is often swapped for various preschool needs. Multiple staff members often teach children at different times.

Digital Recording policy

Multiple events/activities at (or related to) the preschool are often digitally recorded (photographed, video-taped, etc.) by parents, accompanying relatives, designated pick-up/drop-off individuals, children attending classes, staff members and others. These digital recordings may be shared (or published) by these individuals with others on social media, or elsewhere.

Enrollment/Dismissal policy

We reserve the right to refuse service to anyone. We hold the right to terminate any child or parent at any time without any prior notification, at will. Disenrollment will not result in a refund of any tuition for days not used during that month. All tuition, registration fees, curriculum fees, and deposits are non-refundable.

Information Posting and Updating policy

As and when there is an update in the preschool policies, operations, events, calendar, parents' handbook, etc, the update is provided on the public website of the preschool for everyone to stay informed. It is the responsibility of the parents' to read up on the preschool information provided in the parent handbook, policies summary, website, etc.