

# Aloha Montessori

## Admissions Agreement



Aloha Montessori Preschool, 995 Apricot Ave, Campbell, California, 95008 (408) 358-7049 is a privately-owned, licensed by the State of California Department of Social Services, Community Care Licensing Division, pursuant to Section 1596.82 of the State Health and Safety Code.

### **Aloha Montessori intends to provide the following basic services for:**

Name of Child being enrolled: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Name of Person(s) enrolling child: \_\_\_\_\_

Relationship(s) to child: \_\_\_\_\_

### **Aloha Montessori Tuition Rates and Class Schedules are available at this link:**

<https://www.alohamontessori.com/tuition-and-forms>

Each child will be furnished a nutritious snack consisting of at least two items from the four basic food groups twice each day, mid-morning and again mid-afternoon for children who are at the school after 2pm.

The child shall be given assistance with personal care as needed

Between 12:45pm-2pm children will be given an opportunity to nap on a mat provided by Aloha Montessori.

The child shall be involved in a program of play and learning experiences that are appropriate for the ages of the children enrolled in Aloha Montessori. A balance of active and quiet work/play is provided for, with individual and group activities which are directed towards the emotional, social, physical, aesthetic and individual growth of young children.

Aloha Montessori shall assume responsibility for the child after the child has passed the legally required morning health inspection and has been signed in by a parent, guardian or designated representative of the child's parents or guardian. Aloha Montessori shall retain responsibility until the child is signed out by a parent, guardian or designated representative of the child's parents or guardian.

Aloha Montessori shall not administer any medication or topical ointment or lotions. Physician-prescribed medication will only be administered by the parent or guardian. Aloha Montessori shall have no responsibility of any kind for failure to provide prescription medication.

In the event of any adverse reactions which are caused by the administration of such prescription medication, Aloha Montessori will call 911 and initiate Emergency Medical Services our emergency medical procedures.

This policy consists of a private discussion with the child's parents or guardian, and a decision will be made quickly for the child's parents or guardian to take care of the emergency or request 911 Emergency Medical Services.

Aloha Montessori shall give appropriate first aid to a hurt child. A parent or guardian shall be contacted if it is the judgement of Aloha Montessori staff that immediate medical attention is necessary. If it is further the judgement of Aloha Montessori staff that the injury is of an emergency nature, 911 Emergency Medical Services will be called to the school and a parent or guardian shall be contacted.

An ill child shall be isolated and given appropriate care until called for by a parent, guardian or designated representative of the child's parents or guardian.

Aloha Montessori shall notify the child's parents or guardian of a suspected exposure to a communicable disease.

Aloha Montessori shall make every effort to safeguard personal belongings brought by the child, but shall not be responsible for lost or broken items.

The Administrator or any other staff member shall report to Children's Protective Services or the Police Department as required by the State of California any suspicion of child abuse, sexual or otherwise, neglect or endangerment of which they may become aware.

## **Payment Provisions**

A non-refundable Application fee of (\$100) shall be paid with submission of the application for enrollment.

A non-refundable deposit of one month's tuition shall be paid with the submission of the Admission agreement. The tuition deposit guarantees that a space will be reserved for your child. This space is not transferable and the deposit may not be applied to another child's deposit or tuition fees. In addition, Aloha Montessori will not guarantee to hold a space for your child until we have received the tuition deposit. Openings are filled on a first come, first served basis, with seniority given to siblings of current or former students.

## **Tuition Payment Provisions**

Monthly payments are due on or before the 5th of each month; monthly payments received after 6:30pm on the 5th will be considered late and are subject to a \$50.00 fee, which is due and payable with the past due tuition.

Weekly payments are due on Monday of each week. Payments received after 6:30pm on Monday of the current week will be considered late and are subject to a \$50 fee which is due and payable with the past due tuition.

If you are late with tuition payments more than twice in a six-month period or are more than two weeks late with any payment, there will no longer be a payment grace period. Services to your child will be suspended until Aloha Montessori has received payment for all past due balances including late fees plus prepayment of the next month's tuition.

If a school holiday falls on a weekday, full tuition is still due and payable for that day. No makeup days will be given for the holiday.

A \$30 fee will be assessed for each check returned unpaid by your bank. After 2 returned checks, tuition payments will only be accepted in cash, no exceptions.

Our school hours are 7:30 am—6:30 pm and all children must be picked up on time. If you arrive after 11:30pm for morning students, or after 3:30pm for school day students, or after 6:30pm full extended care students, the late pickup fees will be assessed according to our Tuition Schedule. Please see Aloha Montessori for Late Pickup Policy for further clarification.

Families with two (2) children enrolled concurrently will be given a 10% tuition discount to be credited towards one child's tuition fees.

All absences will be billed at the full rate.

If you wish to withdraw your child during the summer months and plan to return in September, you must pay a deposit of one-half of the September tuition upon your departure in order to reserve space for your child in the fall. If you later decide not to return in September, your deposit will only be refunded if we are able to fill your child's unused opening before the first day of the academic year in September.

If you decide to withdraw your child from Aloha Montessori, you must provide 15 days advance notice of your intention. If you do not provide advance notice, you will be charged for two weeks' tuition.

## **Obligation of Parents or Guardians**

A parent or guardian shall furnish all requested medical information prior to start of a child's enrollment at Aloha Montessori.

A parent, guardian or designated representative of the child shall bring the child to Aloha Montessori building, wait for a health inspection and then sign in on the appropriate register.

A parent, guardian or designated representative of the child's parents or guardian shall sign the child out on the appropriate register before taking the child from the premises.

The parents or guardian shall notify Aloha Montessori when someone other than those named on their emergency information will be calling for the child.

The parents or guardian shall provide the child with a nutritious lunch if the child is to stay at Aloha Montessori after 11:30am. Lunches should follow the guidelines specified in the Parent Handbook.

The parents or guardian shall provide the child with a fitted twin size sheet and a small blanket for their nap mat if the child stays at Aloha Montessori after 11:30am.

The parents or guardian shall see that the child is dressed appropriately when brought to Aloha Montessori, following the guidelines specified in the Parent Handbook.

The parents or guardian shall notify Aloha Montessori of the child's possible exposure to communicable disease.

The parents or guardian shall notify Aloha Montessori when the child is absent.

The parents or guardian shall give 2 weeks written notice in the event of withdrawal from Aloha Montessori.

The parents or guardian shall respect the non-religious nature of our program.

The parents or guardian shall refrain from reprimanding children of other families while on Aloha Montessori's premises.

The parents or guardian shall come to Aloha Montessori for conferences when asked by Director.

**SCC County Licensing Agency**

The parties to this agreement are aware of the Community Care licensing Agency's right to interview the child and Aloha Montessori staff and to inspect and audit all records maintained by Aloha Montessori, without securing prior consent of anyone. The parties are also aware of the Licensing Agency's right to observe the physical condition of the child, including conditions indicating abuse or neglect and to have a licensed medical professional physically examine the child.

**Rights of State Licensing Agency**

The licensing agency shall have the right to inspect in regard to specified health and safety codes. The licensing agency has the authority to inspect all clients or staff records without prior consent.

The licensee shall make provisions for private interviews with any client including children and staff members and for the examination of all records relating to operations of the facility.

The Department of Licensing Agency shall have the authority to observe the physical condition of the client including conditions which could indicate abuse, neglect, or inappropriate placement, and they may also have a licensed medical professional physically examine the client.

**Signature to Agreement**

For services listed in this Agreement and in accordance with the terms of this agreement, I agree to pay ALOHA Montessori the appropriate tuition fees as specified in the current Fee Schedule.

I further acknowledge that I have paid a one-time, non-refundable Application fee of \$100. I agree to cooperate with the general policies of Aloha Montessori, to perform the obligations of the parents and guardians set forth in this Agreement and to abide by the rules, regulations and handbooks provided by Aloha Montessori. My signature below indicates that I have read the terms of this Agreement. It further indicates that I have had this material explained to me and that all of my questions have been satisfactorily answered.

**Photo Release**

During the school year we will be taking pictures and movies of our classroom and playground. We may use this multimedia in the classroom, school publications and/or published on our website. Your signature on this document gives us permission to share your child’s photos. If you wish to opt out, please check the box below.

Do not photograph my child.

Date: \_\_\_\_\_

\_\_\_\_\_  
Mother, Stepmother or Guardian Name (Printed):

\_\_\_\_\_  
Mother, Stepmother or Guardian Name Signature:

\_\_\_\_\_  
Father, Stepfather or 2<sup>nd</sup> Guardian Name (Printed):

\_\_\_\_\_  
Father, Stepfather or 2<sup>nd</sup> Guardian Signature:

\_\_\_\_\_  
Aloha Representative Name/Title:

\_\_\_\_\_  
Aloha Representative Signature: