



**Newbury Park Montessori
Preschool & Infant Care**

Admissions Agreement

I would like to enroll my child at Newbury Park Montessori Preschool.

Name of Student: _____ Date of Birth: _____

Home Address: _____

Please select the appropriate program:

Full Time = 7AM-6PM

Part Time = 8AM-12:30PM

5 days

3 days

5 days

3 days

Please circle days: M T W TH F

Parent #1 Name: _____ Phone: _____

Address: _____

Email: _____ Occupation: _____

Employed by: _____ Phone: _____

Parent #2 Name: _____ Phone: _____

Address: _____

Email: _____ Occupation: _____

Employed by: _____ Phone: _____

Tuition & Fees

The one-time registration fee of \$200 must accompany each application for enrollment before it may be processed. The registration fee is non-refundable unless the application is not accepted. There will be no tuition adjustments or make-up days for absences, vacations, holidays, or any school closures.

Tuition is due on the 1st of each month and late after the 5th of the month unless prior arrangements have been made. A late fee of \$100 will be charged after the 5th. A \$40 fee will be charged for all returned payments.

Newbury Park Montessori Preschool will provide a notice 30 days prior to any tuition increases.

Payment Provisions

As the person responsible for payment of tuition and fees, I have read, understand, and agree to abide by the Newbury Park Montessori Preschool policies.

Person responsible for tuition: _____ Signature: _____ Date: _____

Sign-in/Sign-out

Parent(s)/guardians understand that they must sign their child/ren in and out each day. Newbury Park Montessori Preschool is not responsible for the child until he/she is signed in or after he/she is signed out. Only a child's parents/guardians or pre-designated adults on the emergency pick-up list are allowed to sign-in or sign-out a child.

Late Pick-up Fees

There will be a \$1 per minute charge for picking up your child/ren after 6pm. Late pickups from the half-day program between 8am-12:30pm will result in a full-day charge.

Days we are closed

Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and the day after, Christmas Eve & Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, New Year's Eve & Day.

Program Changes

Parents may request a change in the child's program (schedule). However, program changes are not allowed mid-month. Program changes are only allowed at the beginning of the month.

Withdrawal

Withdrawal from the school requires a two-week advance notice. If notice is not given, the person/s responsible for paying the tuition must pay 2 weeks' tuition even if the child does not attend.

Termination

Newbury Park Montessori Preschool reserves the right to terminate the enrollment of any child at any time, without any notice, who in judgement is not benefiting from the program, due to the child's behavior, monthly tuition not paid after the 5th of the month (unless prior arrangements were made), and/or parent(s)/guardian(s) not complying with the policies, handbook, rules and regulations of the school.

Summer Camp Fee:

All students currently enrolled or plan to enroll in our program must pay for the additional summer camp fee which varies every year. Nonpayment of these fees will result in an automatic disenrollment for the school year, and a new application will be required along with the \$200 registration fee upon re-enrollment after the summer camp is over.

Photography & Video Release

We may photograph or video children engaging in Montessori activities and special events for the purpose of school display, brochures, school website, social media, or promotional material. Parents who do not want their child's photographs or video being published as such are required to provide written notice; with the exemption of the Newbury Park Montessori Preschool's Yearly Graduation & Winter shows which captures the entire school body.

Nondiscriminatory Policy

Our school does not discriminate against anyone based on race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, clients, volunteers, subcontractors, vendors, and clients.

I have read, understand, and accept all the terms and conditions in this admissions/enrollment agreement. I have received a copy of the Parent Handbook and agree to follow the policies listed in therein.

Name of parent/guardian: _____ Signature: _____ Date: _____

Registration fee of \$200.00 is enclosed.

For office use only

Date Received	Start Date	Class	Check/Amount	Director's Signature