

Tuition Express, Sacramento Montessori School's fully automated tuition-payment system. The parent or authorized child representative is aware s/he will receive monthly itemized tuition statements.

- The parent or authorized child representative is also aware that Sacramento Montessori School will charge a **\$10 bookkeeping fee** for payments received **after the fifth (5th) day of the month—in addition** to a **late fee** equal to **10% of the child(ren)'s tuition monthly rate**.
- If the child is enrolled in the *Toddler Option Program*, for children 18 months to 30 months, the parent or authorized child representative agrees that, by signing below, s/he has given permission to place her/his child in the Toddler Option Program.

The parent or authorized child representative understands that the CA Department of Social Services, Community Care Licensing Division; ". . . has the authority to interview children or staff without prior consent §101200(b); in addition, "The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours....§101200(c); furthermore, "The Department has the authority to observe the physical condition of the child(ren) including conditions that could indicate abuse, neglect or inappropriate placement", §101200(d); California Code of Regulations: Title 22, Div. 12, Chap. 1., Art. 4-5 (Effective 06/08/05).

Part III - Tuition Terms and Conditions

The following are the terms and conditions with regard to the parent or authorized child representative's tuition responsibilities with The 12th Street Collaborative for Montessori Education, LLC, and DBA: Sacramento Montessori School. Please read the following carefully, sign, and return to the school office prior to the first day of your child's attendance. This is a legally binding agreement between the undersigned and the school. Failure to sign the agreement automatically terminates your child's enrollment.

_____ is enrolled at Sacramento Montessori School in the

Child's name

following Program (check one): **Infant**____ **Toddler Option**____ **Preprimary/Early Childhood Education for (check one) five days per week**____, **four days per week**____, or in special circumstances, **three days per week**____.

Monthly tuition is _____ *without* the Early-Bird Special included.

___ \$100 non-refundable registration fee per child: Paid CK # _____

or

___ \$175/family registration fee (for two or more siblings enrolled) Paid by Check # _____

- Tuition payments are due on the 25th of each month and payable between the 25th and the fifth. Payments received after the 5th of the month will incur a 10 percent late fee based on the total amount due *plus* a \$10 bookkeeping fee.
- Accounts past 30 days are subject to finance charges at a rate of 1.50% (18.00% annually).
- There will be a \$25.00 service charge and any applicable bank fees on all returned checks.
- The School reserves the right to increase tuition with a 30-day written notice.

- If you withdraw your child during a month *with written notice*, your tuition is prorated based upon the actual number of weeks in attendance. The calculation is 4.3 weeks per any month. Please note: A two-week *written* notice is required regarding your child's withdrawal. If the two-week, written notice is not given prior to the date of withdrawal, you will be charged for the two weeks' tuition. The charge for the two weeks' tuition will be deducted from any tuition refund due you.
- Parents, legal guardians, and all parties who assume financial responsibilities for the enrolled child are obligated for 100% of the tuition, fees, or other agreed upon costs related to the child's attendance. Any other agreements between the parties, heretofore mentioned, are not binding and may not substitute the 12th Street Collaborative/Sacramento Montessori School Admission Agreement.
- Please contact the school administrative office for prorating tuition and additional assistance regarding tuition at 444-7786.
- Time missed for illness is not credited for tuition. If your child is enrolled for fewer than five days per week, and your child does not attend on one of those four or fewer days, you cannot make up the day missed by having your child attend school on a day not scheduled. See the Site Director if you wish to have your child attend on a non-scheduled day; she will provide you the Daily Rate.
- Time missed for vacations or other absences from school is not credited for tuition. Please see the Site Director for additional information.
- Late pickups shall be billed at \$1.00 for every minute after 6:00 p.m. *per child*, with a \$10.00 minimum fee.
- All children enter the program on a two-week trial basis, during which time the parents or the school has the right to terminate this agreement. Minimum tuition fee for all new enrollments is two weeks of the program fee.
- The school reserves the right to terminate this agreement at any time. Parents not adhering to school guidelines and requests of the administration may be asked to disenroll immediately upon notification.
- Enrollment space is limited; children progress to the next group only as space is available and if developmentally ready to do so.
- All forms provided to parent or authorized child representative must be filled out and returned to the school office before the child enters the program.
- Full disclosure of a child's health history is required. Failure to disclose health history automatically terminates this agreement. If your child needs special accommodations, advise the site director in writing upon enrollment or at any time during enrollment.
- Any legal costs incurred by the school, including but not limited to lawyers fees and/or collection fees arising from failure to adhere to tuition responsibilities, shall become the responsibility of the undersigned parent(s)/guardian(s)/authorized child representative.

- By signing this Agreement, the parent or authorized child representative consents

that any issue or claim arising out of this contract or out of my child's enrollment, attendance, or care at Sacramento Montessori School shall be decided by neutral arbitration.

I have read the above **Admissions Agreement** as well as the policies, terms, and conditions stated in the **Parent Handbook** and understand and accept my responsibilities to The 12th Street Collaborative for Montessori Education, LLC. My signature constitutes my acknowledgment of, and agreement with, the above policies and practices.

Signed this _____ *day of* _____, 20_

By: _____
Parent/Guardian/Authorized Child Representative

Please print your name here: _____

By: _____
Parent/Guardian/Authorized Child Representative

Please print your name here: _____

By: _____
Site Director

Original: file; cc: Parent/Guardian

Sacramento Montessori School's EIN is **94-3334212**

Visit us on the web at www.MontessoriSacramento.com!
