

# MEL-O-DEE MONTESSORI CENTER

3659 MOTOR AVENUE

LOS ANGELES, CA 90034

(310) 837-3431 (310) 837-0988 Fax

## ADMISSION AGREEMENT

This Admission Agreement (Agreement) is entered into as of this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between MEL-O-DEE MONTESSORI CENTER (CENTER) and \_\_\_\_\_(Parent/Guardian).

### 1 BASIC SERVICES

- 1.1** Based on the educational philosophies of Dr. Maria Montessori, Center provides a program of activities, care and supervision designed to meet the developmental needs of average 18 month to 5 1/2 year old children. Center includes supervised active and quiet play, teacher directed and child directed activities, encouragement of acceptable behavior and discouragement of unacceptable behavior, assistance in daily hygiene and personal grooming and a set of rules for the protection of Child in participating in such programs. A snack will be served mid-morning and mid-afternoon. Full day children will be provided with time to eat their lunch (brought from home) and for a nap period. Please note that Center is only allowed to care for those children whose individual needs it is able to meet. There are no available optional services.
- 1.2 Assistance with Taking Medication** will be given, provided that Center has Parent's written approval and instructions, and the medication comes to school in the original prescription bottle with the Child's name, current date and all the information necessary for Center to give the medication properly. Over the counter medications will not be given without a note from the doctor on the doctor's stationary.

### 2 PAYMENT PROVISIONS

- 2.1 Tuition** is a yearly fee payable in 12 monthly installments. Parent shall pay to the Center \$\_\_\_\_\_ per month (Monthly Fee) for basic services provided to the Child \_\_\_\_\_ (Child) by the Center. Monthly fee shall cover Basic Services during the hours of \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. \_\_\_\_ days per week (M-Tu-W-Th-F). If there should be any change in these payment provisions Parent shall be given 30 calendar days prior written notice.
- 2.2 A Non-refundable Registration Fee** of \$\_\_\_\_\_ shall be paid by the Parent to the Center on enrollment and thereafter an annual Materials fee of \$\_\_\_\_\_ shall be paid on April 1 of each year for the Child's following school term.
- 2.3 A Security Deposit** equal to Two Weeks Fee shall be paid on enrollment. This deposit is non-refundable and will be applied toward the Child's last two weeks in the Center.
- 2.4 PAYMENT** in full of the Monthly Fee and any additional fees incurred in the previous month in the Center are due in advance on the first calendar day of each of 12 calendar months.
- 2.5 Suspension and Termination for Late Payments.** If Center's Director has not received payment from Parent for the Monthly Fee on or before the 8th day after payment of Monthly Fee is due, a late charge of \$\_\_\_\_\_ will be assessed and Center may refuse to admit Child to Center's program each day until Parent makes such overdue payment in full including late payment charge. If Center's Director has not received the overdue payment on or before the 15th day after payment is due, Center may immediately terminate Child's enrollment at Center.
- 2.6 Late Pick Up Fees** of \$\_\_\_\_\_ will be charged for each minute late and must be paid at the time of the late pick up directly to the teacher on duty.
- 2.7 Absence Policy.** The Monthly Fee is payable each and every month of the year including summer months (as fees are yearly and paid in 12 installments) regardless of whether Child is absent for any reason, including but not limited to illness, vacation or school holidays. If a child is not returning to school in September of the following year summer tuition (Monthly Fee) will not be required if the Child is not attending Center during summer months. This is the only exception to full payment being required each and every 12 months.

**2.8 Withdrawal by Parent.** Parent may withdraw Child from Center's Program at any time, provided, however, that Parent shall notify Center in writing two weeks in advance of withdrawing Child. Failure to give two weeks prior written notice of such withdrawal to Center shall result in a forfeiture of the deposit. If Parent withdraws Child in the middle of the month, provided that Parent provides Center two weeks prior written notice, Center will refund a portion of the monthly fee, prorated on a daily basis for the remainder of such month.

**3. HOLIDAYS**

Center is closed and tuition is charged on the following days:

Martin Luther King Day, Presidents Day, Spring Break (1 week), Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving (both Thursday and Friday), December Break (2 weeks).

**4. TERMINATION CONDITIONS**

Center reserves the right to immediately terminate Child's enrollment at any time for any reason whatsoever, or for any of the following reasons:

- (a) In the sole judgement of Center's Director, Child's behavior threatens the physical or mental health or well-Being of one or more of the other children at Center;
- (b) Any payment owed by Parent is not paid within fifteen days after such payment is due;
- (c) In the sole judgement of Center's Director, any Parent in any way prevents Center or staff member from carrying out its/his/her duties in a satisfactory manner;

If Center terminates Child's enrollment pursuant to paragraphs (a) or (c) above, Center will refund the Deposit, and if such termination occurs mid-month, a portion of the Monthly Fee paid by Parent in advance for such month will be prorated on a daily basis for the remainder of such month.

**5. TERM**

This agreement shall be in effect until Child is withdrawn from Center's Program by Parent, unless terminated sooner in accordance with the provisions of this Agreement.

**6. WAIVER OF COMPLIANCE**

No right under this Agreement shall be waived (Lost) merely by delaying or failing to exercise it.

**7. GOVERNING LAW**

This Agreement shall be governed by and interpreted in accordance with the laws of the state of California.

**8. MODIFICATIONS**

Any modifications of this Agreement due to changes in circumstances shall be in writing signed by both Parent and Center.

**9. STATE RIGHTS**

The Department of Social Services or any agency authorized by it shall have the right and authority to interview children attending Center or Center Staff and to audit Child's or Center's records without notice or prior consent, to observe the physical condition of children attending Center, and to have a licensed medical professional physically examine the Center children, as part of the Department's regulation of licensed day care centers. Parent acknowledges and understands such right.

**10.** My signature below as "Parent/Guardian" indicates that I have read, or had read and explained to me, the provisions of this Agreement and enter this Agreement voluntarily.

**11.** For Tax Purposes the Center's Federal Identification number is 95-4494773.

\_\_\_\_\_  
Parent/Guardian Date

\_\_\_\_\_  
MEL-O-DEE MONTESSORI CENTER Date

\_\_\_\_\_  
Parent/Guardian Date