



**MONTESSORI KINGDOM OF LEARNING L.L.C.**  
13111 North 94<sup>th</sup> Drive Peoria, Arizona 85381-4882  
(623) 876-1463 FAX (623) 876-1465  
Email: montkingdom@gmail.com

### **Admission Agreement 2016-2017**

This agreement is between \_\_\_\_\_, parent or legal guardian of \_\_\_\_\_, and Montessori Kingdom of Learning, L.L.C. The school shall provide certain basic and optional services on behalf of the child. My child will be enrolled in the \_\_\_\_\_ Program beginning \_\_\_\_\_.

1. **BASIC SERVICES:** The school will provide an educational program based on the philosophy and teaching of Dr. Maria Montessori (1870-1952). The school is open year round Monday through Friday with the exception of the vacation/holidays listed on the school calendar. The children bring their own lunches and a snack if they will be in the extended day program. The teachers will work with the parents to coordinate a morning snack schedule.
2. **OPTIONAL SERVICES:** Occasional field trips, supervised walks in the neighborhood and trips to the park will be arranged. Optional enrichment electives such as gymnastics, dance, and art classes, may be offered in the extended hours. The additional fees set by the organization offering these courses, are payable to each group and can be dropped off in the office.
3. **PAYMENT PROVISIONS:** Tuition shall be paid in advance per the attached program schedule. There are no reductions in program fees for holidays, absences due to illness, family vacations, or any other reason. If a child enters mid-month the tuition payment for that month will be pro-rated. Parents may enroll their children in the regular program or the extended day program. The Extended Day Program includes break weeks. Extended Care can be added after the school year begins at a rate of \$150 per month. Charges for a break week will be \$160 per child if that child is not registered in extended daycare for the 2016-2017 school year. There will be an additional fee for all field trip.
4. **TUITION DUE DATES:** Tuition payments are due on the 15<sup>th</sup> of the month. Specific tuition payments are described in the attached Program and Fee Schedule for the 2016-2017 school year. If tuition is not received by the 25<sup>th</sup> of the month prior to attendance a late fee of \$40.00 will be assessed. On the first of each month if tuition is unpaid and arrangements have not been made the child may be dropped from the program.
5. **ENROLLMENT FEE:** There is a non-refundable Annual Enrollment fee charged each year per the attached Program Schedule. This fee includes but is not limited to the Department of Health Fee, Materials Fee, Yearbook and AML Fee. New students will pay a \$60.00 registration fee. If enrolling 2 or more children the registration fee is \$100.00 per family.
6. **TUITION DEPOSIT:** There is a **\$100.00 tuition deposit** required to ensure your child's place in the program. This is credited to the May, 2017 tuition payment only upon compliance with the terms stated in this agreement. If you re-enroll your child for the next school year, your previous deposit will roll over to this contract. If this contract is terminated at any time during the year the deposit is **non-refundable.** \_\_\_\_\_ **Initial**

7. **WITHDRAWAL:** Parents are required to give the school a 30 day written notice if it becomes necessary to withdraw the child from the program for any reason. The child's term of enrollment is for 30 days beyond the date of written notification, whether or not the child attends school. The end of the 30 days will be considered the child's termination date. Tuition fees are pro-rated in the event of a withdrawal before the end of the school year, with the exception of May or December. If the child's 30 day termination date from the program is in December or May, the full calendar month tuition payment is due.
8. **RETURNED CHECKS:** A \$40.00 service fee will be assessed for a returned check. If two returned checks are received by Montessori Kingdom of Learning, the student's account will be held on a cash only basis for the remainder of the year.
9. **STUDENT HANDBOOK:** Each enrolling student will receive a copy of our Student Handbook. Upon enrollment the parents agree to familiarize themselves with the information contained in the Handbook.
10. **EXTENDED CARE:** Students who are in the 8:30 a.m. to 12:00 p.m. program must be picked up promptly at 12:00 p.m. Students picked up more than fifteen minutes after any dismissal time (12:00 pm., 2:30 or 3:00 pm) will be subject to a charged \$25.00. Failure to pick up a child by the closing hour (6:00 p.m.) of the school will result in a \$2.00 per minute charge, and the fee will not be waived. This policy also pertains to dropping off more than 15 minutes before start time (8:00 am for elementary and junior high; 8:30 am for all others).
11. **RELEASE:** The child will only be released to a responsible party. Only persons listed on the child's file under "Names of persons authorized to pick up child," will be allowed to remove the child from the school. Parents agree to notify the school in writing if anyone other than the authorized person will come for the child. Children must be signed in and out by a parent or authorized adult each day.
12. **ILLNESS:** The parent will not send any child who has a fever or is vomiting. The school will not accept any child who has been exposed to an infectious disease. If the child becomes ill at school the parent will be contacted to arrange for the child's care. The child will be kept in the first-aid/isolation area until the parent arrives. Arrival of the parent within one hour is required, as the school does not have facilities to provide care for ill children. All medication must be sent with written instructions from the physician outlining dosage amount and schedule. Unless we are provided with a doctor's note, over-the-counter medications will only be given to the child if a parent completes a "Permission to Give Medication" form in the schools office and the dosage matches the instructions on the bottle or package. Children must have been fever free without medication, have not vomited or demonstrated symptoms of illness for 24 hours, before returning to school. Hospitalization or infectious disease requires a release from the doctor or hospital before the child may return to school. In the case of illness, accident or injury of a child, the parent will be notified, and instructions for the course of action to be followed will be requested. If the nature of the illness or accident requires immediate care and the parent cannot be reached, emergency care will be obtained. The parent hereby authorizes such emergency action by the school.

I agree to pay tuition per the terms of this admission agreement. I/We have read the above and fully agree to its contents. I understand that the attached School Calendar and Program Schedule are considered part of this admissions agreement.

_____	Parent/Guardian	Date _____
_____	Parent/Guardian	Date _____

\_\_\_\_\_ Montessori Kingdom of Learning, L.L.C. Revised 2/2/16