

SNOWFLAKES MONTESSORI

Enrollment/ Admission Agreement

Snowflakes Montessori is a licensed preschool and daycare center. We serve children ages 18 months -5 years and strive to provide quality childcare.

Each enrollment packet will include:

1. Children's Personal Rights (LIC613A)
2. Notification of Parents Rights form (LIC995)
3. Child's Preadmission Health History-Parents Report (LIC702)
5. Identification and Emergency Information (Lic 700)
6. Consent for Emergency Information (LIC 627)
7. Physicians reports-childcare centers (LIC701)
8. Copy of Immunization Record
9. Admission Agreement

- All forms must be completely filled out and signed for each child, along with a non-refundable \$200 registration fee.
- Monthly tuition is due by the 5th of the month in order to avoid a \$40 late fee. There is no tuition discount or adjustments for any absences due to holidays, illness, vacation or school closure. This includes government mandated shutdowns like COVID-19.
- Vacation tuition must be paid in advance or a \$40 late fee per week will be charged. -A returned check is subject to a \$35 fee. After two (2) returned checks all future payments must be paid by cash or money order.
- Service will be suspended if payment is not received by the 15th of the month (including any late and returned check fees). If service is suspended you may be subject to renewal fees.

- Each child accepted into the program is on a probationary period for the first ten (10) days of their attendance. During this time your child may be dismissed without prior notice if we identified the child as not benefiting from the program. Any unused prepaid fees will be refundable immediately.
- We will be closed on all federal holidays and a week for Christmas. Emergency or unforeseen foreclosures may happen and be updated as needed.
- A one month written notice is required before withdrawing your child from school. Without proper notice you will be charged for the following month.
- All medications must be given to the director with a doctor's note prescribing dosage, time, route (topical, oral, etc), and any other pertinent information. Under no circumstances are medications allowed to be stored in lunch boxes, backpacks, and apparel.
- When a child is ill, parents will be notified and are expected to pick up their child immediately. In the event the parent informs them they are unavailable for an emergency pick up, a designated adult may pick up the child. If this person is not on the emergency pick up list for the child, the parent must let the school know the name of the person who is allowed to pick up their child. As always, photo identification is required for individuals picking up children.
- The Department of Social Services has the right to enter the facility at any time to conduct interviews with the staff and children. snowflakes shall make the necessary provisions to conduct any private interview requested by Social Services. The Department of Social Services also has the right to observe the physical condition of any child.
- Parents may visit the facility at any time and may stay as long as needed without disrupting the class. We will provide you with a thirty (30) day written notice of any rate change. There are NO refunds.
- Parents must sign their child in and out each day. This is a state licensing requirement.
- All children must be picked up by 6:00 pm. Late child pick up fees \$1 per minute. We will make every effort to reach the parent and emergency contact people. If the child remains after 7:00 pm we will call 911 emergency services.
- Wipe children who are potty trained.

- Food: Parents provide food and snacks for children. Breakfast is served before 9:00am. Lunch is served at 12noon, and snack at 3:30pm. Please bring food or drinks from home.
- Supplies: It is the responsibility of Parent/Guardian to provide the following items: disposable diapers, wipes, bottles, toys, or blankets, if any, and changes of clothing.
- Injury or Illness Policy: Center will not accept any child who, by reason of illness or injury, cannot participate in day care activities, or who presents a danger to other children in the Center. This restriction includes children with fevers, severe colds, or other symptoms of illness. The center reserves the right to judge whether a child can participate in day care activities or presents a danger to other children. If Parent/Guardian has any question as to the health of Child, it is Parent/Guardian's responsibility to telephone the Center before bringing Child to Center to discuss Child's condition. Please see the Parent Handbook for further details.
- Notice to Parent/Guardian of Injury or Illness Occurring at Center: In the event that Child becomes ill or is injured after arriving at Center, Center will attempt to notify Parent/Guardian by telephone.
- We are a discrimination free school! All children are welcome here regardless of race, religion, gender.
- Staff cannot be hired for personal babysitting/inhome services

Registration & Tuition Fees: Parent/Guardian will pay Center the following fees:

Please sign next to your schedule

Please circle/ highlight normal schedule

~Full time(monday-friday) MORE THAN 4 HOURS_____

~Parttime(monday/wednesday/friday)MORETHAN 4 HOURS_____

~parttime(tuesday,thursday)MORETHAN4 HOURS_____

~Monthly Tuition_____

~Estimated Start Date_____

I,_____ have read and agree to the above policies.

Parents/ Guardians -

Print complete Name_____

Date_____

Signature_____

Director signature_____

Director Name_____

Date_____

This agreement is between
snowflakes montessori and _____ (Parent/
Guardian) for the care of
_____ Child's Name)

Termination reason_____

Date of termination_____

THANK YOU AND WELCOME TO OUR FAMILY !

