

SANTA MONICA MONTESSORI SCHOOL

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Admissions Policy Contract

Child's Name: _____

_____ Parent Name	_____ Parent Name
_____ Address	_____ Address
_____ City, State & ZIP	_____ City, State & ZIP
_____ Home Phone	_____ Home Phone
_____ Work Phone	_____ Work Phone
_____ Cell Phone	_____ Cell Phone
_____ Email Address	_____ Email Address

I. Enrollment

- a. Prior to your child's enrollment, there will be an appointment for an interview with the Principal and/or Director. Arrangements may be made for any necessary pre-testing. Students are accepted on a tentative basis for a maximum period of one (1) month, pending a determination of suitability of the program for the child and the ability of the child to adjust to the classroom environment.
- b. Your child shall be placed for a full school year per the exact dates as defined and published in the Annual School Calendar. There is a Five Hundred Dollar (\$500.00) non-refundable Registration Fee due at the time of enrollment.
- c. No child shall be admitted until all of the necessary enrollment forms have been completed, signed and returned to the school office for final approval by the Director. All children shall have an interview with the Director and/or Principal prior to final acceptance.

II. School Hours

- a. Children must arrive or be picked up no later than fifteen minutes before or after his/her scheduled class. For example, if your child starts at 8:30 a.m., he/she cannot be dropped off before 8:15 a.m.; or if your child is scheduled to be picked up at 3:00 p.m., he/she cannot be picked up after 3:15 p.m. without incurring extra childcare fees. Any attendance outside this range will be considered extra childcare and will be billed on a basis of Twenty Dollars (\$20.00) per hour or any portion thereof.
- b. The School closes at 5:00 p.m. Any child left after this period of time is subject to a Late Pick-up Charge of One Dollar (\$1.00) per minute or any portion thereof. If tardiness becomes a problem, the child may be dismissed from school.

III. Withdrawal

- a. In the event that a parent must withdraw their child prior to the completion of the school year or should the child not complete the school year for any reason, tuition will not be considered for refund and all unpaid tuition will become immediately due and payable.
- b. If the parent gives the school forty-five (45) days prior written notice of intent to withdraw due to extenuating circumstances, or if the child withdraws prior to March 1st of the applicable school year: a bookkeeping fee of Four Hundred Dollars (\$400.00) will be charged along with forty-five days tuition for any student leaving the school before the end of the school year.
- c. If a child is in attendance on or after March 1st, they are responsible for the entire tuition until the end of the applicable school year.

IV. Holidays & School Closings

- a. The School observes similar holidays as the public school system and is in session the required number of school days according to the California Education Code for Elementary Students.
- b. The School will not make up any time that the school is forced to close due to circumstances beyond its control.

V. Credits

- a. No credits shall be given for vacations taken during the school year, sick days or miscellaneous absences from school. Long-term illnesses and other extenuating circumstances shall be handled on an individual basis through the Main Office.

VI. Special Needs

- a. The School welcomes children from families of all races, creeds, religions and national origins. However, the school does not maintain a full-time psychologist on staff. Therefore, we cannot help those children requiring special therapy or those with severe learning disabilities.

VII. Termination

- a.** Santa Monica Montessori School retains the right to terminate the Enrollment Contract at any time if it determines that the school cannot meet the needs of the individual child, the School Board deems that there is a lack of cooperation among the contracting parties, or if the student does not meet the expectations of the School.

VIII. Arbitration

- a.** In the event that any dispute cannot be resolved amicably between the school and the parents, such dispute shall be submitted for binding arbitration before the American Arbitration Association, sitting in Los Angeles, California. The arbitration shall be conducted by one arbitrator from the panel or arbitrators supplied by said association. The arbitration award shall include costs and a reasonable sum for the attorney's fees incurred by the prevailing party in such arbitration. Any court of competent jurisdiction may confirm any award made in such arbitration.

IX. Renewal

- a.** Contracts are not automatically renewed each year, but must be re-activated by the parent/guardian receiving an invitation to re-enroll their child/student and submitting a current contract.

X. IN CONSIDERATION OF THE ACCEPTANCE OF MY CHILD AS A STUDENT AT SANTA MONICA MONTESSORI SCHOOL:

- a.** I/we, the undersigned, agree to hold harmless and indemnify the Board of Directors, Personnel, and Staff of Santa Monica Montessori School against any and all claims made by or on behalf of:

Child's Full Legal Name

- b.** I/we have read and fully understand the above Policies and Procedures.
- c.** I/we understand all our obligations stated in this Contract.
- d.** I/We understand and agree that in the event I/we default on any payments herein agreed to be paid, the entire balance owing shall become immediately due and payable. In the event it becomes necessary to engage an attorney, collection agency, or institute legal action to enforce the terms of this Contract, I/we shall be liable to pay all collection agency fees, attorney fees and costs incurred by the Santa Monica Montessori School.

Signature of Parent or Legal Guardian

Date

Signature of Parent or Legal Guardian

Date

Santa Monica Montessori School Appointed Representative

Date