



Montessori Daycare Preschool Contract

Registration Checklist

Children may be enrolled from one month through twelve years of age, regardless of race, creed, or religious beliefs. The following forms are required to be read, completed and/or signed prior to enrollment:

1. Parent Handbook (read)
2. Parent-Provider Contract/Enrollment Application (complete/sign/date)
3. Child Admission Agreement & Health Assessment (complete/sign/date)
4. Immunizations Card must be up to Date at Time of Enrollment (supply)

Definitions

Full time childcare: Monday through Friday anytime between the hours of 7:00am and 5:00pm

Part time childcare: A maximum of 24 hrs/week in care Mon – Fri anytime between 7:00am and 7:00pm

Infant/Young Toddler: younger than 24 months

Older Toddler/Preschooler: 25 months to Kindergarten

School Aged: Kindergarten to 12 years old

Preschool time : Monday to Friday (Morning Schedule : 8:45am - 12:00pm)(Afternoon Schedule: 12:45pm -4:00pm) Preschool Age 2-5 years old

Note: Children can stay no more than 9 hours in the facilities

Enrollment Termination

Montessori Home Daycare retains the right to terminate a child's enrollment without notice for the following reasons:

1. A child's behavior is destructive, uncontrollable, violent, or threatening to the other children or providers at the care facility. This determination is made at the sole discretion of the provider.
2. A Failure to complete required forms.
3. Continuous inappropriate behavior to other children or caregivers at the care facility.
4. Childcare and Preschool fees are 10 days or more delinquent.

Prices

Daycare	Monthly	Weekly
Infant/Young Toddler (0 to 24 months)	\$850 Full Time or Part Time	N/A
***Older Toddler/Preschooler (2 years old)	\$800(Full T) \$475(Part T)	\$210(FT) \$180(PT)
***Older Toddler/Preschooler (3 years old)	\$750(Full T) \$460(Part T)	\$190(FT) \$175(PT)
***Older Toddler/Preschooler (4-5 years old)	\$700(Full T) \$420(Part T)	\$180(FT) \$170(PT)
***Older Toddler/Preschooler (6 years old)	\$660(Full T) \$415(Part T)	\$175(FT) \$165(PT)
School Age (Kindergarten - 6th Grade)		
Before and After School (7 to 12 years old)	650(Full T) \$400(Part T)	\$170(FT) \$155(PT)
Preschool	Monthly	Weekly
*** (2 to 5 years old)	\$400 per monthly	\$120 per weekly





Note: Between 8 hours is appropriate time in a single day for a child in daycare
Between 4 hours is appropriate time day for a child in Preschool

Registration Daycare Fee \$100 per Children

Registration Preschool Fee \$50 per Children

We use this fee to buy the material that your children use in daily activities.

Daycare Rules

There are certain rules that all children will be taught and expected to follow. This is for the safety and well-being of everyone. In addition we realize that we must expect a certain amount of wear and tear to certain areas of our home, however, we do not want to have our home "demolished".

There will be no running permitted in the home. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children/infants/adults will NOT be allowed. No standing or climbing on chairs or tables. There will be no use of obscene, derogatory or disrespectful language.

Children may not walk around the daycare with food, cups or water bottles. Respectful treatment of other people and all property, toys, and furniture is expected. Willful destruction of property will be charged to the parent at the cost to replace the item. Please support us in the enforcement of these rules, in order to create a better environment for all.

Payment Policy/Attendance

Option One: Payment is due on Monday of each week or on the first day of the week attending daycare. If payment is received after Tuesday of each week, a \$20 late fee will be charged.

Option Two: Payment is due on the first five (5) business day of each month or on the first day of the month attending daycare. If received after the five business day of the month a \$40 late fee will be charged.

Option Three: Payment is due on a bimonthly basis. The dates of those payments can be determined at a later date. If payment is received two days after the predetermined due date, a \$20 late fee will be charged.

Childcare and Preschool services will NOT be rendered until payment is made in full including all late fees. I
dint return any payment for any concept

Attendance will be tracked daily. Parents are required to sign their child in and out of my care upon arrival and departure. It must be understood that to hold your child's space, payment must be paid whether your child attends or not. Payment is based on contract, not attendance. This includes absences for illness or vacations.

Non Sufficient Checks

Due to the inconvenience of NSF checks, a \$50 fee will be charged for NSF checks.

Pickup Policy

To ensure the safety of the children attending the child care facility, ABC Educational Home Care have established the following procedures for the pickup of a child from his/her facility:

The parents or individuals designated by the parents may only pick up a child.





The parent must inform Mrs. Mila in advance if someone other than the parent will pick up the child. If the parent has not provided Mrs. Mila with such information, the child will not be released to the individual(s), and the parent will be notified.

You will be expected to either pick your child up on time or to arrange for an alternate person to pick them up in case of weather, traffic, work related, or other emergency. If your child is picked up after the pick-up time there will be a late charge assessed of \$15.00 and \$1.00 for every one minute after that, payable upon arrival. Please be courteous and arrive on time.

RETURN/REFUND POLICY

Termination Policy

If you decide to take your child out of the program for whatever reason, a 30 day written notice is required. You are responsible to pay your regular rate as specified in your contract whether or not you continue to bring your child in for the remaining 30 days.

Release for Daycare print publications

Yes ___ No___ The Daycare may publish in print format my child’s projects, photo/video, comments, and name.

Release for Daycare web/ social Media

Yes ___ No___ The Daycare and Preschool may publish in electronic format my child’s projects, Photo / Video, comments, and Name. I understand that this information will be available on the Internet.

Parent – Provider Contract / Enrollment Application

Parent / Guardian Information			
Mother/Guardian:		Cell Phone #:	
Address:		Work Phone #:	
Employer:		Occupation:	
Employer Address:		Work Hours:	
Email:			
Father/Guardian:		Cell Phone #:	
Address:		Work Phone #:	
Employer:		Occupation:	
Employer Address:		Work Hours:	





Email:						
Child's Information						
Child's Name:				Date of Birth:		
Child's Name:				Date of Birth:		
Child's Name:				Date of Birth:		
Services To Be Provided						
Days and Hours:	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday Start Time: _____ End Time: _____					
Enrollment Status:	<input type="checkbox"/> 0 -2 years <input type="checkbox"/> Preschooler <input type="checkbox"/> Before & After <input type="checkbox"/> Before Only <input type="checkbox"/> After Only <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time					
Rate:		Trail Start Date:		Trial End Date:		
Payment Option:	<input type="checkbox"/> Weekly on _____ <input type="checkbox"/> Monthly on _____ <input type="checkbox"/> Bimonthly on _____ & _____					
First Payment Amount:						

Note: By signing the Parent-Provider Contract/Enrollment Application, it is understood that all terms of the contract are understood and agreed upon.

Signature of Parent or Guardian

Date

Signature of Parent or Guardian

Date

Provider Signature

Date

