

LAKE FOREST MONTESSORI SCHOOL ENROLLMENT AGREEMENT

_____ - _____

This Enrollment Agreement is made and entered into on the date noted below, by and between the undersigned parents or guardians of herein named child (hereinafter referred to as "Parent") and LAKE FOREST MONTESSORI SCHOOL. (hereinafter referred to as the "School") with the designated business address of 25435 Trabuco Road, Suites 1-7, Lake Forest, California 92630.

STATE LAW: The contents of this agreement are required by California State law, California Health and Safety Code, Community Care Licensing, Title 22, Division 6, Section 80068, effective January 1, 1984.

WITNESSETH: In consideration of mutual promises and covenants herein contained, the parties hereto agree as follows:

ENROLLMENT: Parent enrolls _____ in the School subject to all the terms and conditions contained in the "Parent Handbook" which are incorporated herein by reference. In consideration of enrollment, which includes the services indicated below provided by the School, Parent acknowledges responsibility for and agrees to pay tuition and fees according to the terms and conditions contained herein.

BASIC SERVICES PROVIDED: Refer to "Parent Handbook" for complete description of the Montessori program, which includes a variety of daily activities designed to meet the educational, emotional and social needs of the child. The program includes, but is not limited to the Montessori educational environment, quiet and active play, rest and relaxation, eating, toileting, the availability of a nap for full day pre-primary children.

OPTIONAL SERVICES AVAILABLE: Special enrollment applications for optional services and programs become a part of this enrollment agreement when signed by parent. Each enrollment application includes a complete description of the service and relevant fees. A separate enrollment form for each of the optional services is required to participate in the following available at the school: (1) Morning and/or after school Extended Care Programs, (2) Music Program, (3) Dance Program, (4) Gymnastics Program, (5) other programs which from time to time become available. All optional service programs are subject to modification or cancellation at any time.

PERSONAL BELONGINGS: The School is **not** responsible for personal items brought to school such as: toys, coats, hats, jewelry, glasses (contacts), retainers etc. Parents are advised to write their child's name on his/her belongings (lunch box, jacket, etc.)

ABSENCE, WITHDRAWAL, DISMISSAL AND REFUNDS: There are no refunds or reduction of tuition for the absence of children from school due to illness or any other reason. **TEN (10) SCHOOL DAYS NOTICE IS REQUIRED TO WITHDRAW FROM SCHOOL.** When written notification is received, children may attend through the following ten school days. In the best interest of the child and the School, a child may be dismissed by the School, without prior notice and at the sole discretion of the School. If a child is dismissed from School, the prepaid tuition shall be refunded from the date of the dismissal.

LATE PAYMENTS: Overdue tuition and fees are subject to the school's LATE PAYMENT POLICY, which includes a LATE CHARGE. Tuition payments are due on or before the **25th of the preceding month**. If it is not received by the end of the same month, it is past due and a late fee will be charged.

CHANGES IN RATES: In order to maintain an educational standard of excellence the School reserves the right to raise tuition and fees upon thirty days notice.

MODIFICATION OF AGREEMENTS: This agreement may be modified whenever any of the circumstances covered in this agreement change. Such modification may only be made in writing and must be signed and dated by the Parent and the School in order to be binding and effective. Oral modifications are permitted under this agreement and shall be permitted and enforceable under certain conditions.

SIGN-IN/OUT REQUIRED: The person dropping off and picking up the child must sign his/her & child's **full name, exact** time of drop-off & pick-up, in the in/out register.. In the event civil penalties are assessed by the Department of Social Services for failure to comply with this requirement, it will have to be paid by the parent/s concerned. The School's responsibility for child shall cease once the child leaves the School premises

JURISDICTION CLAUSE: In the event of any litigation to enforce the terms of this agreement, the parties hereto agree that such litigation shall be in Orange County and that such county shall be deemed the proper venue for any such actions.

LIEN ON STUDENT RECORDS CLAUSE: Parents recognize, agree and consent to the fact that all student's records are property of the School and that no records shall be released until all sums due hereunder are paid in full.

SICKNESS POLICY: No Child will be accepted to school with symptoms of fever, diarrhea, vomiting, unusual rash on body and yellow/greenish mucus from nose, unless a letter of release from a doctor to return to school is submitted. Please refer the Medication Policy for further information.

KIDERGARTEN CERTIFICATE: Only upon completion of at least ten (10) continuous months in the Kindergarten a child could be issued a Certificate which will be at the sole discretion of the Director of the School.

GENDER: In this agreement, whenever the context so required, the masculine gender includes the feminine and/or the neuter and the singular number includes the plural.

Parent acknowledges that he/she has read this ENROLLMENT AGREEMENT and has received a true copy. Parent also acknowledges receiving a copy of the "Parent Handbook" which contains: the School's Admission Policies and Procedures: information concerning the school's activities, services, regular hours of operation; fees; procedures to be followed should child become sick or injured while in school; and the school's inspection for illness procedure.

ADMISSION AGREEMENT

I/we have read, understood and will comply with the policies set forth by the School.

Signature/s of both Parent(s) / Guardian(s) is required.

Father / Guardian

Mother / Guardian

[signature]

[signature]

[address]

[address]

[city]

[zip]

[city]

[zip]

[phone #]

[phone #]

ACCEPTED:
LAKE FOREST MONTESSORI SCHOOL

By: _____

Date: _____