



Blackhawk Montessori
Lifelong learning...

Admission Agreement

Blackhawk Montessori (BHM) will provide your child with safe, loving child care and offer Montessori experiences that will enrich your child's developmental process. We are licensed to care for children between the ages of 18 months to 6 years of age. The following is an agreement of responsibilities that need to be adhered to during your child's enrollment. Through working together and honoring this agreement and the Parent Handbook of BHM, we can both achieve our goal of providing your child with an enriching early childhood education experience.

Basic Services and Policies: BHM is a year-round 5 days a week child education and development center that provides a safe, healthy and learning environment for toddlers and children ages 18 months to 6 years. We accept children who are not yet potty trained and we work with the parents to potty train those children. Parents whose children are still in diapers are not charged extra. However parents are responsible for providing their child's diapers and wipes as needed. We are open Monday through Friday from 7:00 AM to 6:00 PM with the exception of the following holidays: New Years Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, 2-Days of Thanksgiving Day and Christmas Day. We will close early on Christmas Eve. In addition, further reminders of school closures as well as other changes will be posted on the parent portal in advance. Parents need to contact the school and notify their child's teacher or administrator about their child's absence.

Initial: _____

Waiting List: Waiting list is established on a first-come, first-service basis. Families concurrently enrolled in BHM needing additional time or space and siblings of children concurrently attending BHM will receive first consideration when seeking to change hours or days. Other enrollments will be processed in order of receipt and based upon availability.

Initial: _____

Payment Provisions:

Registration & Materials Fee: Parent shall pay to BHM a non-refundable registration fee of \$100.00 per child at the time of enrollment. This payment is due upon date of enrollment agreement, and includes annual material per child.

Basic Rates: Parents are responsible for paying the tuition on time. Tuition is due on the 1st of each month, with a grace period until the 3rd day of every month. Any tuition not paid by 3rd of each month will be considered late and there will be \$50 late fee assessed for each day. If your check is returned for any reason or if your account is delinquent by 30 days or more, the child will no longer be able to attend Blackhawk Montessori.

BHM has three tuition payment plans, referred to as the Monthly, Bi-Annual and Annual plans. (Please choose any one-payment plan)

The Annual and Bi-Annual plans offer discounted tuition for pre-payment.

- The Annual plan requires a single payment on or before September 1st 2015. For Lump-sum prepayment you will receive 10% discount.

- The Bi-Annual plan require two payments, the first on or before September 1st 2015, and the second on March 1st 2016. For two prepayments, you will receive 5% discount.
- The Monthly plan require ten payments, each on the first day of the month.

You will be responsible for fees when the child is sick or on vacation.

Payment Options: Monthly Bi-Annual Annual

Method of Payment: Unless otherwise expressly provided in this Agreement, any payment to be made by parent or guardian to BHM under this Agreement or otherwise may be made by Credit card, Cash or Check made payable to Blackhawk Montessori. If any payment by check is returned unpaid, Parent shall pay BHM a service charge of \$25.00. Should this occur more than one time future payments must be made only by a valid Credit card. All payments must be made via auto-payment from parental portal or directly to the Administrator at BHM.

Initial: _____

Part Time: Part time children are expected at the center only on their assigned days. Switching days and/or paying for extra days is not always possible. The Campus Director may approve requests depending on licensing regulations and only under extenuating circumstances.

Initial: _____

Change in status request: Families who wish to change their enrollment status (ex: full time to part time) must submit a change in status form. The change of status form must be submitted to the Director a minimum of 4 weeks. If the requested change is status is available in the classroom, the request will be granted. If this request is not available the request will be denied until the center can accommodate the request.

Initial: _____

Late Child Pick Up: If a parent picks up their child after 6:00 PM the following will occur:

For any reason if you are running late, your child will be cared in the childcare room. Please call the school and notify the staff and inform the estimate time to pick up your child.

(You will be billed for the childcare time that is used.)

Note: For any late pick up after 6:00pm following charge schedule will be applied.

After School Hour fee Schedule:

6:00pm to 6:05pm - No Charge
6:06pm to 6:15pm - \$15
6:16pm to 6:30pm - \$30

After 6:30pm additional \$50 per 15 minutes will be charged. If the parents are picking up their child late more than three times a year, the fee charged will be tripled.

All the above additional charges will be billed at the end of the month.

Initial: _____

Health Policy: Daily health inspection will take place where a staff member will observe a child for any illnesses or lice if there is suspicion it is present before they are allowed to sign in by parent. Children who are sick or show sign of illness will be sent home. Children who have a fever, loose bowl movements, heavy nasal discharge, and/or cough will be sent home, and if they are in school they will be isolated from the other children.

Initial: _____

Emergencies: BHM staff will administer first aid for minor injuries, cuts, bruises, and scrapes that occur during program times. In cases of more serious injuries, parents will be notified and the parent will decide what course of action they want BHM to take. In a case where parent cannot be reached the Director will decide on course of action.

Initial: _____

Medication Administration: Prescribed medication will only be administered to those children who have specific medical condition or who has severe food allergy. Staff will administer the prescribed medication to those children in case of an emergency situation. A written Physician instructions/dosage/time along with medication release signed form by the parent is required. Staff can also administer inhalers for children who have seasonal allergies. Medication release form with parent signed is required along with Physician written medication administration instructions. For all other children, Staff will not administer any other prescribed or non-prescribed medication. Parent needs to come in the campus to administer any prescribed/non prescribed medication such as Tylenol/Motrin/Advil/antibiotics. Doctor's note is required.

Initial: _____

Absence Policy : Parent shall pay in full to BHM the tuition rate fee for the child enrolled regardless of whether the child is absent for any reason, including but not limited to illness or vacation. In the case of a protracted illness of more than 1 month, fees will be excused after the first week with a note from the doctor stating that the child may not return for an extended period of time due to accident or illness. Parents shall notify BHM by 9 AM if child is absent. Parent shall provide BHM with a one week notice if a child is to be absent for vacation or other planned absence. Parents/guardians are still responsible for fees for the days the child is sick due to illness

Initial: _____

Rolling Enrollments and withdrawal: You may enroll a child at anytime during the year, and you may reduce or increase the days (depends on available space) at any time with 30 days notice. Parents wishing to withdraw the child from BHM, must provide a written 30-day notice. If the written notice is less than 30 days, parents are obligated to pay the full one-month tuition.

Initial: _____

Food Services: BHM is a sugar and nut free center. We provide healthy and nutritious snacks to help children build healthy eating habits.

Initial: _____

Hurtful Behavior policy: Our goal is to create safe environment in which a child's self esteem and skills for expression and conflict resolution are enhanced. Our school Philosophy is based on love and respect for each other and the environment. Any abuse of the child, verbal, psychological or physical is not only inappropriate, it is prohibited by law. In accordance with the California state childcare licensing Agency guidelines we have implemented four steps. Details of the four steps are available in the parent handbook.

Initial: _____

Health and Safety Code Section 1596.852: Any duly authorized officer, employee, or agent of the licensing department may, upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and services at any time, with or without advance notice, to secure compliance with, or to prevent a violation of, this act or the regulations adopted by the department pursuant to the act.

Initial: _____

Health and Safety Code Section 1596.853: The licensing department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements in Sections 101217(c) and 101221(d).

Initial: _____

Please review BHM Parent Handbook for additional responsibilities and obligations.

I, _____ - have read and understand the Blackhawk Montessori Admission Agreement on school policies/regulations and I agree to all terms and conditions stated on this Agreement. I also have received a copy of the BHM Parent Handbook which includes additional responsibilities and obligations.

Signature: _____ **Relation to Child:** _____ **Date:** _____

Director Signature: _____ **Date:** _____