

# La Jolla Montessori SCHOOL

## LA JOLLA MONTESSORI SCHOOL ENROLLMENT AGREEMENT

*Both parents and/or guardians must initial and sign this agreement.*

La Jolla Montessori School agrees to reserve a space for your child to enroll at La Jolla Montessori School (LJMS) for the 2023-2024 school year. In consideration of the acceptance of this Registration Agreement by La Jolla Montessori School, the undersigned agrees to the conditions as specified below.

### 1. Pay the Annual Enrollment and Material's Fees (non-refundable) due at time of enrollment:

Annual Enrollment Fee: \$200

Annual enrollment fees are used to cover the administrative expenses of many of the software systems we use to manage enrollment (Childcare Forms), tuition and licensing requirements (ProCare). Remaining funds are used for capital improvements. For example in the 2022-2023 school year we used funds to install new sunshades on the patios, install the gazebo on the primary playground, and add additional drainage to the toddler playground.

Annual Materials Fees: \$200

Each year, a portion of the natural materials in the classroom must be repaired or replaced. Half of this fee goes directly to the classroom. The other half of the budget is used to support all-school events and crafts.

### 2. Pay Non-Refundable Last Month's Tuition (June 2024) due at time of enrollment:

We are moving to an enrollment model used at our sister school (Lifetime Montessori) and other 12-month early childcare centers in the area. In this tuition model, parents pay the last month's tuition for the 10-month contract when re-enrolling.

TODDLER (18-36 months old):

**5 Half Days** 8:30-12:30  
\$1,650 per month

**5 Full Days** 8:30-3:00  
\$1,830 per month

PRIMARY (3-6 years old):

**5 Half Days** 8:15-12:45  
\$1,550 per month

**5 Full Days** 8:15-2:45  
\$1,730 per month

### 3. Choose a Payment Plan Option for the 10-month contract: (refundable with 30-days notice)

**Plan A – Annual** – Single payment of complete school year, less 5%. This annual payment is payable any time before August 25<sup>th</sup>.

**Plan B – Monthly Installments** – The annual tuition listed above can be broken into 10 equal installments. Monthly Installments begin August 25<sup>th</sup> and are due on the 25<sup>th</sup> of every month through April 25<sup>th</sup>. These payments are the same amount each month regardless of the length of each month and are non-refundable. ***There will be no tuition payment on May 25, 2024 for June 2024.***

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## **Enrollment Policy**

La Jolla Montessori School (LJMS) promises to provide a Montessori education as defined by the Association Montessori Internationale (AMI) and as found appropriate for the child. The parents promise to abide by all school rules, including but not limited to, those set forth in the school's Parent Handbook and those set forth by the Director for each school year.

By signing this agreement parents/guardians understand that they are committing to attend La Jolla Montessori School for the full program stated above (Toddler and/or Primary) unless they give **a 30 day notice prior to leaving the school.** Last month's tuition (June 2024) and all tuition installments paid for services used are non-refundable. [redacted] [redacted] (both parents' initials)

In the event that LJMS requests the child evaluated by an outside healthcare or educational professional for supplemental services, parents/guardians agree to comply promptly and at their own expense. In the event that such testing shows an emotional, psychological or mental concern, LJMS may require a 1:1 shadow for the child, paid for at the parents' expense. LJMS has the right to terminate the enrollment agreement if it is in the best interest of the child, LJMS and/or other students.

## **Payment Policy**

Parents agree to a 10-month enrollment contract (September - Mid-June) with an option to add one or both of the 5-week summer sessions. Tuition for the 2023-2024 school year may be paid annually or may be broken down into 10 equal, monthly installments (August through May). Monthly tuition is due in advance. Starting on August 25<sup>th</sup>, all remaining scheduled installments are due on the 25<sup>th</sup> of each month, whether or not a bill has been received. If you choose to pay annual tuition you will receive a 5% discount. This payment is due any time before August 25<sup>th</sup>. [redacted] [redacted] (both parents' initials)

If the monthly installment is not received by the 1<sup>st</sup> of the month, a \$25.00 late charge fee will be assessed *weekly*. Tuition must be current before your child can be re-enrolled for the following school year. Your child may not be admitted into attendance if your account becomes delinquent beyond 15 days of the due date. Student records will not be released if the account is delinquent. A fee of \$25 will be charged for checks returned for any reason and you may be required to make future payments in cash or cashier's check. [redacted] [redacted] (both parents' initials)

Parents agree to drop off and pick up their child at the designated time. LJMS charges a late fee for late pick-ups. Our rate is \$15 for the first 5 minutes and \$1 per minute thereafter. Parents must be prepared to pay this fee upon picking up your child. [redacted] [redacted] (both parents' initials)

Please tell us who to send invoices to:

\_\_\_\_\_  
Name of Parent

And the correct Email Address to email them to:

\_\_\_\_\_  
Email Address

\* We have attached an anticipated payment schedule for the 2023-2024 school year at the end.

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## **Participation Policy**

As discussed during your tour, we strive to provide an educational program for children ages 18 mos through 6 years. Dr. Montessori believed the Primary environment was a better fit for the 5-year old child than the elementary school environment. For that reason, we ask that if you are enrolling your child into our Toddler or Primary Programs, you do it with the full intention to keep your child at LJMS for the whole program, including Kindergarten. Both parents agree to support their child and the school by assuring that the student will arrive on time and attend all scheduled school days unless prior arrangements have been made with LJMS as to the student's absence or the student is absent due to medical reasons.

The parents also understand the importance of their involvement in LJMS and hereby express their intention to attend all required School functions and Parent Nights. New parents agree to attend a MANDATORY Montessori 101 Workshop. New and existing families agree to attend the first Parent Information / Back to School Night (in September). These evenings are important as they explore Montessori Philosophy, discipline ideas and environmental changes you can make at home.

La Jolla Montessori School also requires at least one parent/guardian to attend at least two MANDATORY observation sessions. These observations may take place anytime throughout the school year, but we will also set aside times for you to observe your child just before your parent/teacher conference in November and March.                       (both parents' initials)

## **Release and Hold Harmless Authorization for Minor**

The undersigned agrees to release and hold harmless, LJMS, its agents and employees from all claims, damages, or other liabilities for injuries to their child, which are not the result of gross negligence by LJMS, its agents, or employees.

By signing this document, each party has read and considered the above terms and conditions, and legally promises and agrees to all stated here or attached hereto. Registration is incomplete without both parent/guardian signatures.

## **Photo Agreement:**

I agree  I do not agree  to allow photos of, and/or creative materials produced by my child to be used in La Jolla Montessori School promotional materials and website.

\_\_\_\_\_  
Name of Child

\_\_\_\_\_  
Parent 1/Legal Guardian Signature

\_\_\_\_\_  
Parent 2/Legal Guardian Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_



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## Frequently Asked Enrollment Questions

### **1: When are payments due?**

Tuition Installments are due on the 25<sup>th</sup> of each previous month. A \$25 late fee will be assessed weekly if La Jolla Montessori School does not receive payment by the 1<sup>st</sup> of the month. Late fee payments are due upon receipt of a statement. Application fees are due with an application. Registration fee, materials fee and June installment is due when enrolling your child.

### **2: What discounts does La Jolla Montessori School offer?**

LJMS offers a 5% discount for the younger sibling(s) of a child currently enrolled at the school. La Jolla Montessori School offers a 5% discount to Parents that pay the school year in advance. This discount is not offered beyond September 25<sup>th</sup>.

### **3: What if I need to withdraw my child from La Jolla Montessori School during the school year?**

In order to terminate the enrollment contract without penalty, parents / guardians must give LJMS a 30-day notice that you will be leaving the school. Parents are responsible for tuition 30-day from the notice to leave. Additionally, the June 2024 deposit is non-refundable.

### **4: What if I prepay the year of tuition and need to withdraw my child?**

In order to terminate the enrollment contract without penalty, parents / guardians must give LJMS a 30-day notice that you will be leaving the school. Parents who prepay will receive a prorated tuition refund. The refund will be calculated from 30 days of your withdrawal date to the end of the school year, less the June 2024 installment.

### **5: What if my child does not attend school for any period during the school year?**

La Jolla Montessori School's tuition is an annual tuition divided into 10 equal installments regardless of attendance. You are responsible for paying each tuition installment on the due date as per your agreement. We follow the San Diego Unified School calendar. We encourage families to coordinate travel and appointments around the days we are closed or during the optional summer sessions.

### **6: How does tuition for the Summer Sessions work?**

In March, we will open up registration for Summer Session 1 and Summer Session 2. Both sessions are five weeks long. Summer affords our staff an opportunity to take time off and travel. In order to staff these sessions, parents must reserve a placement for each session with a deposit that goes towards summer tuition. Summer tuition is offered at the same monthly rate as the annual school year. However, parents who enroll their child in a summer session agree to pay for the entire five week session - even if they are not attending for all five weeks.

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## 2023-2024 Tuition and Fee Schedule

Date	Tuition and Fees
February 24, 2023	\$400 Enrollment and Materials Fee for 2023-2024 School Year (non refundable) due with March Tuition. Reserves your place through April 25, 2023.
March 23, 2023	\$300 Summer Enrollment Deposit Due with April Tuition
April 25, 2023	June 2024 (non refundable) due with May Tuition. Reserves your enrollment in September 2023.
May 25, 2023	June 2023 Tuition Due
June 15, 2023	Summer Session 1 Tuition Due
July 21, 2023	Summer Session 2 Tuition Due
August 25, 2023	September Tuition Due; Annual Tuition Option Due
September 25, 2023	October Tuition Due
October 25, 2023	November Tuition Due
November 25, 2023	December Tuition Due
December 25, 2023	January Tuition Due
January 25, 2024	February Tuition Due
February 25, 2024	2024-2025 Enrollment and Materials Fee Due with March Tuition
March 25, 2024	Summer 20204 Enrollment Fee Due with April Tuition
April 25, 2024	May Tuition Due
May 25, 2024	June 2025 (non refundable) Tuition Deposit for 2024-2025 School Year. Reserves your enrollment in September 2024.
June 13, 2024	Summer Session 1 Tuition Due
July 19, 2024	Summer Session 2 Tuition Due
August 25, 2024	September 2024 Tuition Due ; Annual Tuition Option Due