

APPLICATION FOR ADMISSION TO CLEARVIEW MONTESSORI, INC.

I AM ENROLLING MY CHILD FOR THE SCHOOL ONLY SESSION OF: (CHECK ONE)

- PRE-KINDERGARTEN 9:00-11:30 A.M. ---\$495.00 Monthly fee (MON.-FRI).
 PRESCHOOL 9:00-11:30 A.M. ---\$495.00 Monthly fee (MON.-FRI).

Additional hours before/after school billed at \$10.00 per hour.

I AM ENROLLING MY CHILD FOR THE SCHOOL & CHILCARE SESSION (Check one)

- School & Full Time Care PRE-KINDERGARTEN AND PRESCHOOL
\$1155.00 Monthly fee
 Toddler School/Care \$1325.00 Monthly fee

ELEMENTARY AGE CHILDREN:

- Before School \$270.00
 After school \$300.00
 Before and after care \$570.00 (includes early release Fridays and ½ days).

Non-school days \$70.00 per day.

Summer: Full Time--\$1155.00/month or Classes only (9:00 a.m. – 11:30 a.m.) \$495.00/month

NAME OF CHILD _____ PREFERRED NAME _____

BIRTH DATE _____ STARTING AGE _____ HOME PHONE#(____) _____

HOME ADDRESS _____ CITY _____ ZIP CODE _____

FATHER'S NAME _____

FATHER'S HOME ADDRESS _____ PHONE#(____) _____

CITY _____ ZIP CODE _____ EMAIL _____

FATHER'S EMPLOYER _____ PHONE#(____) _____

MOTHER'S NAME _____

MOTHER'S HOME ADDRESS _____ PHONE#(____) _____

CITY _____ ZIP CODE _____ EMAIL _____

MOTHER'S EMPLOYER _____ PHONE#(____) _____

WHO IS THE MAIN CONTACT PARENT IF CHILD IS ILL, ETC.? _____

THIS CHILD LIVES WITH

BOTH NATURAL PARENTS, MOTHER ONLY, FATHER ONLY, MOTHER & STEPFATHER, FATHER & STEPMOTHER, GRANDPARENTS, OTHER _____

If parents are divorced, who is the custodial parent? _____

IF PARENT'S CAN'T BE REACHED, IN CASE OF EMERGENCY, CALL:

NAME _____ RELATIONSHIP _____

PHONE# () _____ ADDRESS _____

NAME AND PHONE NUMBER (WITH AREA CODE), OF PERSONS AUTHORIZED TO TAKE YOUR CHILD FROM SCHOOL. (Including emergency contact.).

1. _____
2. _____
3. _____
4. _____

(Child will not be allowed to leave school with any other person(s) without written authorization from parent or guardian in advance).

Any particular individual with whom you would **not** want your child to leave school _____

Family Doctor _____ Address _____

Phone () _____ Date of last physical exam _____

Medical Insurance Program _____ Policy# _____

Family Dentist _____ Phone () _____

Address _____

Does your child have any known allergies? _____

- Please specify: 1. _____
2. _____
 3. _____

Are there any special situations pertaining to your child of which we should be aware? _____

Brothers and sisters - Please list all names and ages:

1. _____
2. _____
3. _____
4. _____

SIGNATURE

DATE

TUITION SCHEDULE **FOR CHILDREN UNDER 3 YEARS OF AGE**

TODDLER PROGRAMS: 1 - 3 YEARS

The tuition is \$1325.00 per month. Gloves and wipes for the child are included in this fee. **Diapers must be provided from home.** The full-time fee entitles children to be at school during any days and hours of operation **up to ten hours a day.** No monetary refunds or credit given for absences, late enrollment, early withdrawal or emergency closures due to acts of nature. The fee is always the same regardless of the number of hours or days that your child is in attendance. Breakfast and your child's daily snacks are included with your tuition.

TUITION OPTIONS **FOR CHILDREN 3 YEARS AND OLDER**

SCHOOL ONLY: 9:00 - 11:30 A.M.

The tuition for each of the above groups is \$495.00 per month on a ten-month schedule.

The 10 months start after Labor Day in September and continue through mid June for a total of 180 school days. Our school calendar is the same as the Snohomish School District. No monetary refunds or credit given for absences, late enrollment early withdrawal or emergency closures due to acts of nature. The monthly School tuition is always the same regardless of the number of hours or days that your child is in attendance.

SCHOOL WITH PART-TIME CARE:

The tuition for this program is \$495.00 per month (on a 10 month schedule, September - June) for school plus \$10.00 per hour for care before and/or after school hours. No monetary refunds or credit given for absences, late enrollment, early withdrawal or emergency closures due to acts of nature.

SCHOOL AND FULL-TIME CARE:

The tuition for this program is \$1155.00 per month for Preschool, Pre-Kindergarten, & Kindergarten. The full-time fee entitles children to be at school during any days and hours of operation **up to ten hours a day.** No monetary refunds or credit given for absences, late enrollment, early withdrawal or emergency closures due to acts of nature.

The full-time payment plan is generally the least expensive if your child is with us for more than 6 hours per day. The fee is always the same regardless of the number of hours or days that your child is in attendance. Breakfast and your child's daily snacks are included in this fee.

SIGNATURE

DATE

**TUITION SCHEDULE FOR
CATHCART AND LITTLE CEDARS ELEMENTARY**

Before school \$270.00

After school \$300.00

Before and after \$570.00 includes early release Fridays and ½ days)

Non-school days \$70.00 per day

The school requires a schedule for each child for days that after school care is needed. If a child will not be at the school on a scheduled day, the school **must** be notified prior to 2:30 P.M. Failure to do so is very serious and could possibly affect the safety of your child. If we have not been informed of a schedule change, and your child does not return to the school as scheduled, we have no way of knowing your child's where-about. We must assume, for the safety of everyone, that the child is lost. In the above situation the following procedure will be followed:

WE WILL CALL: The school, the bus garage, home/cell numbers, employment of Parents/Guardians and the main emergency phone number.

If we cannot locate your child, we will then call the Snohomish Police Dept. and report your child as missing.

SIGNATURE _____

DATE _____

Policy Information

Registration/Materials Fee (School year only)

Tuition fees do not cover the purchase and replacement of larger classroom activities, outdoor equipment, school improvements, construction costs, etc. We have many necessary “upkeeps” that need to be addressed on a regular basis. Clearview Montessori charges a Registration/Materials Fee. The fee schedule is as follows:

New students Registration-\$100. Material fee-\$50

Returning students Registration-\$50 Material fee-\$50

Siblings Registration-\$50 Material fee-\$30

Note: Any student withdrawn for 30 days or more will need to re-register.

Summer School (Only)

Students have the option of attending school on a full time or limited basis. “School Only” or “School and Hourly” tuition is \$495.00/month. Before and after school care is billed at \$10.00.

Summer only Registration fees:

New student Registration-\$50 Material fee-\$50

Returning student Material fee-\$50

Meal Service:

Full time students receive breakfast and your child’s daily snacks as part of their fee.

Nap Mat:

A nap mat is required for every full-time child under kindergarten age as well as those children who stay during naptime on an occasional basis. The fee for a new mat is \$17.00. This fee must be included with the first month’s tuition. Children who are in kindergarten or above do not need a mat if they will not be participating in naptime. If parents request an older child to have a rest period, that child must also have a mat.

Check-in/Check-out

Individual student attendance is documented by means of classroom roll charts and Brightwheel Software system for recording arrivals and departures. The system is necessary in order to verify DCYF student occupancy ratios and also to verify hours of attendance for billing purposes. Parents are responsible for checking child in and out and for signing their **FULL LEGAL SIGNATURE** next to child’s name on the tablet.

If a child on an hourly pay schedule is in attendance during a particular day and the child has not been checked either in and/or out on the Brightwheel software system, we must bill for the maximum hourly charge for that day. In addition, we do not accept legal responsibility for children until they are clocked in by the time clock.

NSF Checks:

1. **\$35.00 CHARGE** for any check that is returned to us by the bank, **regardless of reason.** (If a check is returned to us for NSF, upon parent request, we will resubmit the same check to the bank. In this case the \$35.00 NSF fee will still apply as well as the late fee if applicable).
2. If the check is returned to us after the 10th of the month, your tuition payment will be considered late and a late fee equal to 20% of the tuition balance will be charged. If we receive two NSF checks from the same parents during the course of a year, all further transactions will be in cash.

ALL TUITION PAYMENTS ARE DUE IN ADVANCE ON THE FIRST DAY OF THE MONTH. IF TUITION IS NOT RECEIVED BY THE 10th DAY OF THE MONTH, A LATE FEE EQUAL TO 20% OF THE TUITION PAYMENT WILL BE CHARGED.

(Note: If the 10th falls on a weekend, tuition is due the Friday before.)

POLICY INFORMATION (CONT.)

UNDER NO CIRCUMSTANCES WILL MONETARY REFUNDS BE GIVEN FOR ANY ABSENCE DUE TO ILLNESS, EARLY WITHDRAWAL, OR ANY EMERGENCY CLOSURE DUE TO FIRE, FLOOD, LACK OF POWER, OR ACTS OF NATURE. We reserve space, teaching time, and materials especially for your child each day. Since his/her absence does not diminish our expenses, we cannot under any situation offer any adjustments for time missed.

After Hours Late Fee: Our closing time is 6:00 P.M., and there is a \$5.00 charge for each 5-minute segment, or any part thereof, that a child remains in care after 6:00 P.M. Because our closing staffs have families, homes, and a demanding life away from school, the late fee is paid directly to the closing staff to compensate them for the disruption of their plans and schedules. **If you arrive late to pick up your child, please have the late fee ready for payment at that time.** The late fee applies regardless of the reason for the delay, whether it is traffic, snow, car problems, bridge openings, etc. **To avoid the late fee you may want to consider having a backup person who can pick up your child for you in the event of an emergency.**

Additional Full-time/School (does not apply to hourly students)

In families where multiple children attend our school, the youngest child's tuition fee will be the posted fee for his/her age group. The older child or children will receive a 10% discount on tuition for their age group

School Age Student must have a Clearview Montessori T-shirt and/or sweatshirt, for use on field trips and excursions away from the campus. The fee for the T-shirt is \$11.00 sweatshirt cost is \$16.00.

SIGNATURE

DATE

I AGREE TO PROVIDE TO THE DIRECTOR OF CLEARVIEW MONTESSORI, INC. A WRITTEN NOTICE INDICATING WITHDRAWAL INTENTIONS OR CHANGE OF HOURS DURING THE FIRST 10 DAYS OF THE MONTH PRECEDING THE MONTH IN WHICH THE PROPOSED CHANGE WILL TAKE PLACE. IF NOTICE IS NOT GIVEN DURING THE FIRST 10 DAYS OF THE MONTH PRECEDING THE PROPOSED CHANGE, I AGREE TO PAY MY USUAL TUITION PAYMENT FOR THE FOLLOWING MONTH. I ALSO AGREE TO PAY ALL COURT COSTS, COLLECTION COSTS, OR ATTORNEY FEES THAT MAY BE GENERATED DUE TO ENFORCEMENT OF THIS AGREEMENT.

PLEASE NOTE: A VERBAL NOTICE WILL NOT UNDER ANY CIRCUMSTANCES SUBSTITUTE NOR BE ACCEPTED IN LIEU OF THE TIMELY WRITTEN NOTICE.

EXAMPLE: Any changes in hours, or notice to withdraw in the Month of February, must be received in the office in writing by the 10th of January.

Parents or Guardians,

Please understand our need for this policy. We plan our budget spending a month in advance depending on available money coming in as indicated by student tuition commitments on file. When a parent withdraws or changes hours without ample notice, it creates a budget deficit for us which makes it very difficult to meet our financial obligations for the upcoming month. Also, children on our waiting list must give ample notice to whatever child care situation in which they are presently involved before leaving and changing to our school. Therefore, when a parent withdraws after the deadline, we generally cannot fill the vacancy created, therefore we do, without exception, adhere to the withdrawal notice above.

SIGNATURE

DATE

*If you wish a copy of this contract, please ask for one in the office.