

## Admission Agreement for Lighthouse Montessori School (2022-2023)

1. This agreement is between Lighthouse Montessori School at 3695 Rose Terrace Circle San Jose, CA 95148 and

(parent or guardian) \_\_\_\_\_ for the care of \_\_\_\_\_.

2. Lighthouse Montessori provides a warm, nurturing environment that fosters a love of learning and builds self-esteem for each child. We teach to every aspect of the child’s growth; social, intellectual, emotional and physical. We guide the children to academic excellence using the Montessori approach to teaching math, language, practical life, grace and courtesy, sensorial and cultural lessons.

3. The parent or guardian agrees that s/he is contracting for the services, which are check marked below, and will pay the stipulated rate.

Weekly Payment 2 Years old	5 Days	4 Days	3 Days	2 Days
Full Day	\$355 ( )	\$330 ( )	\$282 ( )	\$230 ( )
Half Day	\$260 ( )	N/A		

Weekly Payment 3 Years old & above	5 Days	4 Days	3 Days	2 Days
Full Day	\$310 ( )	\$296 ( )	\$246 ( )	\$200 ( )
Half Day	215 ( )	N/A		

Montessori Kindergarten Full Day \$310 Per week ( ) / Half Day \$215 Per week ( )

- Registration Fee: \$120 NOT refundable.
- Deposit: \$600. Refund or credit when the child leaves school.
- A holiday reserve fee equals to 7% (18 closing days / 261 weekdays) current month tuition will be added to each month before other discounts. No tuition will be charged on the weekdays when school is closed for holidays and breaks. The tuition will be prorated for children starting or withdrawing during the month.  
Current Month tuition = days attending x daily rate (a fix rate base on schedule).
- Yearly Material Fee: Preschool \$120.00; Prorated March – August \$60.00; Kindergarten \$150  
Cot Sheet: \$10 each; Entrance fob deposit and replacement fee \$25. (The first two fobs are free).
- Late Pick-up Fee after 5:45 PM: \$1 per minute.
- Tuitions: Pay through Zelle - LighthouseEducationInc@Gmail.com
- Sibling Discount: 10% off on the lower rate child.
- Vacation and COVID Related Credit: 50% of regular tuition – See Handbook for details.
- All fees are due and payable on the 5th of every month.

4. Lighthouse Montessori School reserves the right to modify any of the conditions of this agreement upon 30 days written notice to the parent or guardian.

5. Lighthouse Montessori School reserves the right to discontinue enrollment of any child if we feel we are not able to meet the needs of that child, or if caring for a child is disruptive to the program.

6. The parent is aware that the State of California Community Care Licensing Agency has the following authority:

- a. To interview children, staff and to inspect and audit child or facility records without prior consent;
- b. To observe the physical condition of the child(ren), including condition which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child(ren).

7. The parent/guardian agrees that s/he has received and read a copy of the current PARENT HANDBOOK and agrees to all of the Lighthouse Montessori School operating policies and procedures as described therein.

8. Completion of potty training is required of all children ages 2 years, 9 months old (33 months) and older before starting school. Lighthouse Montessori teachers and parents will work together to establish potty training for their child enrolled in our program.

Lighthouse Montessori School

Parent Or Guardian

Print Name:

Print Name:

Title:

Relationship to the Child:

Signature:

Date:

Signature:

Date:

## VACATION POLICY

No vacations shorter than 5 consecutive business days ( school holidays are considered as business days)	School Year Vacation	Summer Vacation (6/19/23-8/31/23)	
	Vacations equal to or longer than 5 consecutive business days	Vacations between 5 and 20 consecutive business days	Vacations longer than 20 consecutive business days; From the 21 <sup>st</sup> business day on
Written notice is received two weeks prior to vacation	50% of the regular tuition will be waived	50% of the regular tuition will be waived.	85% of regular daily tuition will be waived
Written notice is received within two weeks prior to vacation	25% of the regular daily tuition will be waived	25% of the regular daily tuition will be waived	85% of regular daily tuition will be waived
Written notice is received after the first day of vacation	10% of the regular daily tuition will be waived	10% of the regular daily tuition will be waived	85% of regular daily tuition will be waived

## ILLNESS POLICY

- A. During COVID pandemic, special sick day policy will be provided, see COVID policy for details.
- B. If a child gets sick or injured while at school, staff will contact parents immediately. Parents will be required to pick up the child at that time. In the event that parents are not reachable, staff will contact persons listed on the child's emergency card. **For this reason, it is very important that emergency information be updated when any of the contact information changes.**
- C. Teachers conduct daily health checks of each child as they enter class in order to prevent the spread of contagious illnesses. Children with any of the following symptoms will be asked to return home:
  - 1. Temperature 99.4 degrees or above.
  - 2. Green or dark colored nasal fluid.
  - 3. Student is too ill or uncomfortable to function in school setting.
  - 4. Excessive or productive cough.

If a child has an elevated temperature, please keep him/her home for at least 24 hours after the temperature is back to normal. If a child is absent from school with a contagious disease and they return to school with visible symptoms of the disease, such as a rash, discolored nasal discharge, pink eyes, lice, etc., a doctor's written release may be required before the child is readmitted to class.