

## Lighthouse Montessori School Enrollment Procedure

1. Schedule an appointment for a tour by texting 408-396-1654. Best tour time: 10:00 – 11:00 am. Receive and read the tour confirmation email.
2. Bring your child to tour school: Consult with the Director to discuss a desired start date.
3. Complete the Registration Form on our website: [www.Lighthouse-Childcare.com](http://www.Lighthouse-Childcare.com) Pay the registration fee online. (Registration fee is not refundable.)
4. Receive the Enrollment Packet and parent Handbook and deposit invoice through email.
5. Schedule 1-2 "Child Visit" to help the child get familiar with the school environment. The child visit is usually scheduled 1-2 weeks before the start date. Best child visit time: 9:45-11:30 a.m. Pay deposit (See Note 1). Complete and return the Enrollment Packet and immunization Records on the child visit day.
6. After 1-2 Child Visits, the Agreed Start Date will be determined. (See Note 2).
7. On the first day of school, the parent will receive an invoice email
  - Material Fee / Cot Sheet Fee
  - First month tuition = Days attending on the first month x Daily Rate (a fixed rate based on schedule) + Holiday Reserve Fee ( 7% of the current month's tuition)The initial invoice is due on receipt. The monthly invoice is issued on the first working day of the month and due on the 5th working day of the month.
8. A new child older than 2 years and 9 months must be potty trained to start school. A potty training contract may be established on a case-by-case base,
9. Payment method: Zelle to [LighthouseEducationInc@Gmail.com](mailto:LighthouseEducationInc@Gmail.com)

Note 1. The deposit is refundable if Lighthouse Montessori School cannot provide a spot on the agreed start date. The deposit will be applied to the last two weeks' tuition or refunded on the last day of school within 5-7 business days. The deposit is not refundable if the family chooses not to join Lighthouse Montessori School when a spot is available on the Agreed Start Date.

Note 2. Delaying Agreed Start Date: To delay a child's start date, advance notice in writing or email is required. • 30-day Notice: If a family gives written notice 30 days before the original start day, a new start date can be established with no charge to the family. • 2-Week Notice: If a family gives written notice 2 weeks before the original start day, a Re-registration fee will be charged. The fee may be deducted from the deposit. A new start date will be established. • No Advance Notice: If a family decides to delay the start date and fails to give written notice 2 weeks before the original start date, a deposit will be applied to pay tuition effective on the original start date. No more than two weeks of tuition will be owned, and a new start date can be set.

**No child will be admitted without a current immunization record.**