

American Montessori Academy Financial Policies and Conditions

_____ has applied for enrollment as of this date _____, It is agreed payment of the tuition for this program will be the responsibility of _____ and made payable to AMERICAN MONTESSORI ACADEMY. Tuition payments are due on or before the first of each month or _____ as approved by the administrator. All fees are due and payable prior to the first day of attendance. Should it be necessary for AMA to raise the tuition or to change the tuition policies mid-year, the school agrees to provide the responsible party named above with a thirty (30) day written notification.

MID-TERM ENROLLMENT: Students accepted more than 21 days after the school year begins will receive a prorated tuition total based on the number of days of attendance remaining.

REFUND POLICIES: The New Student Registration Fee is refundable only if AMA is unable to make placement for the child. The Supply Fee(s) are non-refundable after August 15th or after the first day of attendance. The Napping fee is refundable if this service becomes unnecessary after no more than four weeks of attendance. AMA reserves the right to terminate this contract if in the opinion of the staff and administration, the child is not adequately benefiting from his/her attendance, or whose presence or conduct has a detrimental influence on the school. The decision to dismiss any child will be made with care and consideration. Under such circumstances, only advance tuition shall be considered for refund. If circumstances beyond the control of AMA should force the school to shut down or suspend class, financial compensation will not be made. _____ PLEASE INITIAL.

LATE PAYMENTS: \$10 service charge will be assessed for any payment made more than five (5) days late. A \$25 service charge will be assessed for checks returned unpaid by the bank. Should the account become more than one month delinquent, enrollment will automatically terminate. _____ PLEASE INITIAL.

HOLIDAYS AND NON-ACADEMIC DAYS: The tuition schedule is based on the number of days in the session from **September 1, 2009 to May 28, 2010**. The tuition installment does not reflect the number of school days within the month. Holidays and teacher in-service days are considered when tuition schedules are set. No credit, compensation or make up time can be extended for days unattended for whatever reason. _____ PLEASE INITIAL. AMA observes the same holiday schedule as the local unified school district. Charges for a child's attendance on a NON-ACADEMIC DAY will be billed as ACCUMULATED CHILDCARE, separate and in addition to the regular monthly tuition installment.

VACATION AND ILLNESS: Vacation credit is given during the SUMMERTIME program only. No vacation credits are given during the regular school year from September to June. Credit for prolonged illness (no less than 10 and no more than 15 consecutive days) will be considered. Consideration will be given as of the first day of notification. A doctor's verification of health status may be requested.

EXTENDED DAY/CHILD CARE: Childcare hours are from 6:30 a.m. until 9:00 a.m. and after school from 3:30 p.m. to 6:30 p.m. The hourly rate for accumulated childcare is \$4.50 per hour, per child. Parents will be charged \$20 for every quarter hour or fraction thereof if a child is called for after 6:30 p.m. regardless of the tuition arrangement. Tuition for the Extended Day programs includes unlimited child care hours on the regular school days. (See Holidays and Non-Academic Days).

PROGRAM CHANGES: To alter a child's schedule of attendance requires a description be submitted to the administration in writing. Forms are available in the office. **WITHDRAWAL:** It is expressly understood that parents intend for the child to complete the school year. If it is necessary to withdraw the child for any reason, the parent must give the school written notice of intent to withdraw TWENTY ONE (21) DAYS PRIOR TO THE WITHDRAWAL DATE. Failure to do so will result in tuition liability for the month. For students leaving AMA prior to March 1 of the school year, a reconciliation of the account for early withdrawal could result in a tuition refund if proper notice is given. Parents of children withdrawn from the program after March 1 of the school year will be liable for the balance of tuition if in such case, the position cannot be offered to and occupied by another child on the waiting list. Supply fees are never considered refundable. **EXPULSION:** Parents are held responsible for subscribing to the policies of the school (see PARENT HANDBOOK). Lack of cooperation from a parent or guardian will hinder the school's ability to serve the child. In a case of adverse conditions between the school and a family, a one-week notice will be given the parents to remove the child from the program. Under these conditions, only prepaid tuition will be refunded. _____ PLEASE INITIAL

I have read and fully understand and agree to the above TUITION POLICIES AND CONDITIONS.

Signature: _____ Date: _____ Daytime phone No.: _____

American Montessori Academy

1050 Douglas Blvd., Roseville, California 95678

(916) 786-3636 Fax: (916) 786-7756

www.americanmontessoriacademy.com

Tuition / Schedule Information

September 1, 2009 through May 28, 2010

9:00 A.M. TO 12:30 P.M. (Tuition only)			
	# of days per week	Total Tuition	9 installments of....
	5	\$4772.00	\$530.00
	4	\$4394.00	\$488.00
9:00 A.M. TO 3:30 P.M. (Tuition Only)			
	5	\$5878.00	\$653.00
	4	\$5500.00	\$611.00
6:30 A.M. TO 6:30 P.M. EXTENDED DAY (Tuition and childcare per ACADEMIC DAY.)			
	5	\$7078.00	\$786.00
	4	\$6615.00	\$735.00

Prepayment of non-academic days' attendance is available upon request for extended day students.

School calendars are offered the first week of school. Tuition/Schedules for the school year from September to June considers only days in which class is in session. The tuition does not provide for attendance on days declared as non-academic, i.e. holidays, vacation, and teacher in-service days. Reservations are accepted for children to attend on non-academic days. Childcare services are billed separately from tuition.

ADDITIONAL FEES:

- \$100.00 New student registration fee (non-refundable)
- \$175.00 Supply fee (all students-one time per year)
- \$100.00 First grade supply fee (for first grade students only-one time per year)
- \$ 20.00 Napping fee (for napping students only-one time per year)
- \$ 4.50 Per hour per child accumulated childcare (service rendered as needed)

DISCOUNTS: Discounts are given for siblings of the first child enrolled in the amount of 10% of the total tuition only. Total tuition is discounted by 5% if paid in full by cash or check **before AUG. 14, 2009. (NO EXCEPTIONS)**

HOW TO ENROLL

Applicable to all students

- Complete the APPLICATION form. An appointment with the teacher or the administrator may be requested.
- Read the FINANCIAL POLICIES & CONDITIONS. Sign and initial the appropriate places on the AMA COPY and retain YOUR COPY for your files.
- Deliver or mail the APPLICATION FORM with \$175 applicable to the supply fee, to:
American Montessori Academy, 1050 Douglas Boulevard, Roseville, California 95678
Registration for enrollment cannot be considered without financial commitment.
- Families of new students will receive a STUDENT ENROLLMENT PACKET and PARENT HANDBOOK after enrollment has been confirmed.

All fees and the first tuition installment are due on or before August 28, 2009.

All fees and the first tuition installment are due before the first day of attendance. The supply fee and tuition will be prorated for attendance scheduled after October 1.

AMA office is staffed between the hours of 8:00 A.M. and 4:00 P.M. Monday through Friday.

AMA is open from 6:30 A.M. to 6:30 P.M. Monday through Friday.
A 24-hour Voice Mail will receive calls before or after hours and over the weekends.

AMA has a non-discriminatory policy relative to race, color, gender and national origin with respect to the admission of students and the employment of faculty.

American Montessori Academy Application

The teacher may request an interview with the student and parents prior to acceptance.

All necessary information must be submitted to the school prior to the first day of attendance.

American Montessori Academy has a non-discriminatory policy relative to race, color and national origin with respect to the admission of students and the employment of faculty.

American Montessori Academy considers the records and personal information of all individual students to be confidential.

Child's full name:	Nickname? _____ Male: _____ Female: _____
Birthdate:	Potty-trained? Yes _____ No _____
Home address:	Phone: _____
City, Zip:	Previous school? _____
Mother's name:	Father's name:
Address:	Address:
City, zip:	City, zip:
Occupation:	Occupation:
Business add:	Business add:
Business phone:	Business phone:
email: _____ Cell: _____	email: _____ Cell: _____
Siblings: (names & ages)	Grandparents: (names & phone #)
Health:	Pediatrician:
Allergies:	Name: _____
Restrictions:	Address: _____
Physical considerations:	Telephone: _____
Who else resides in the house with the child?	Is the child on regular prescription medication?
Are there any special family situations we should be aware of?	Is the child cared for by anyone other than parents?

To facilitate your registration, please furnish the information below:

I heard about AMA through _____
 Program preference: (circle day) M T W Th F ~ ~ Half day Full day Extended day
 Estimated time of arrival: _____ Departure: _____
 My child is a new applicant Yes No
 My child still naps Yes No
 My child is currently enrolled in (circle one) Blue Red Yellow Green Class
 I would be interested in knowing how I can help the teacher _____ the Parent Team _____
 Principal language spoken at home _____

Comments: _____

Signature: Parent/Guardian _____ Date: _____

Printed Name: _____

Driver's License No.: _____ Social Security No.: _____

Signature of Administrator: _____ Date: _____ Co-Signer: _____