

# 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. \_\_\_\_\_ PLEASE INITIAL

**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 the first day of attendance. The Napping fee is refundable if this service becomes unnecessary after 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, tuition and the supply fee(s) will be prorated and 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:** \$25 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 or credit denied. 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 7, 2010 to June 3, 2011. The tuition installment does not reflect the number of school days within the month. Holidays, School Vacation and Teacher In-Service days (NON ACADEMIC 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 CHILD CARE, separate and in addition to the regular monthly tuition installment.

**VACATION AND ILLNESS:** Vacation credit is given during the SUMMERFUN program only. Details for summer attendance are available with summer enrollment registration. No vacation credits are given during the school term 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:** Child care hours are from 6:30 a.m. to 9:00 a.m. and after school from 3:30 p.m. to 6:30 p.m. The hourly rate for accumulated child care is \$4.75 per hour, per child. The EXTENDED DAY option is designed for families requiring more than one and a half hours of child care per day. The EXTENDED DAY program covers child care charges (at a reduced rate) including tuition for each ACADEMIC DAY. \_\_\_\_\_ PLEASE INITIAL  
A \$20 charge will be assessed for every quarter hour or fraction thereof if a child is called for after 6:30 P.M.

**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/sponsors intend for the child to complete the school term. If it is necessary to withdraw the child for any reason, the parent/sponsor 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/sponsors 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. Under such circumstances, supply fees are not refundable. **EXPULSION:** Parents/sponsors are held responsible for subscribing to the policies of the school (see PARENT HANDBOOK). Lack of cooperation from a parent/sponsor 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/sponsor 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:** \_\_\_\_\_ **Social Security #:** \_\_\_\_\_

# American Montessori Academy

1050 Douglas Blvd., Roseville, California 95678

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

www.americanmontessoriacademy.com

Tuition / Schedule Information the September 7, 2010 through June 3, 2011 school term.

**9:00 A.M. TO 12:30 P.M. Tuition only**

<u># of days per week</u>	<u>Total Tuition</u>	<u>9 installments of....</u>
5	\$4915.00	\$547.00
4	\$4526.00	\$502.00

**9:00 A.M. TO 3:30 P.M. Tuition only**

<u># of days per week</u>		
5	\$6054.00	\$673.00
4	\$5665.00	\$630.00

**6:30 A.M. TO 6:30 P.M. EXTENDED DAY - Tuition with child care included - academic days only.**

Designed for families requiring more than 90 minutes of child care per day.

<u># of days per week</u>		
5	\$7290.00	\$810.00
4	\$6813.00	\$757.00

Prepayment of non-academic days' attendance is available upon request.

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, school vacation, and teacher in-service days. Reservations are required for children to attend on non-academic days. (See Financial Policies and Conditions/Holidays and non-academic days.)

ENROLLMENT FEES: \$100.00 NEW STUDENT REGISTRATION FEE ...for students new to AMA.

STUDENT SUPPLY FEE: \$175.00 STUDENT SUPPLY FEE ...for all students, payable one time per school term.  
\$100.00 FIRST GRADE SUPPLY FEE  
...for students considered to be first grade, payable one time per school term.

NAP FEE: \$ 20.00 LAUNDRY FEE ...for napping students only, payable one time per school term.

ACCUMULATED CHILD CARE: \$ 4.75 PER HOUR / PER CHILD ...for service rendered as needed and billed separately.

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 August 19, 2010. ...NO EXCEPTIONS.

## **HOW TO ENROLL**

Complete the APPLICATION form.

Read the FINANCIAL POLICIES & CONDITIONS on the reverse side of the application form. Sign and initial the appropriate spaces on the AMA COPY and retain YOUR COPY for your records.

Deliver or mail the APPLICATION FORM with appropriate fees attached.  
**American Montessori Academy, 1050 Douglas Boulevard, Roseville, California 95678**  
Registration for enrollment cannot be considered confirmed without financial commitment.

An appointment with the teacher or the administrator may be requested to discuss child's readiness and class assignment.

Families of new students will receive a PARENT HANDBOOK after enrollment has been confirmed.

**All fees and the first tuition installment are due prior to attendance.**

AMA office is staffed between the hours of 8:00 A.M. and 4:00 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.**

# a merican 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 considers the records and personal information of all individual students to be confidential.

<b>Child's full name:</b>	Nickname? _____ Age _____ Male: _____ Female: _____ Birth date _____
Home address:	Potty trained? Yes No Does child nap?
City, Zip code:	Language spoken @ home:
Phone:	Previous school?
<b>Mother's name:</b>	<b>Father's name:</b>
Address:	Address:
City, zip:	City, zip:
Occupation:	Occupation:
Business add:	Business add:
Business phone:	Business phone:
Cell phone:	Cell phone:
e-mail:	e-mail:
<b>Siblings:</b> (names & ages)	<b>Grandparents:</b> (names & phone #)
<b>Health:</b>	<b>Sponsor other than parent:</b>
Allergies:	Name:
Restrictions:	Contact number:
Physical considerations:	Relationship:
Who resides in the house with the child?	Is the child cared for by anyone other than parents?
Are there any special family situations we should be aware of?	How did you find AMA?
<b>To facilitate your registration, please furnish the information below. START DATE:</b>	
My child is a new applicant. Yes _____ No, My child is currently enrolled in _____ class.	
I am requesting my child be enrolled in (circle choice) Blue Class Green Class Red Class Yellow Class. Note::	
Application is being made to enroll my child 4 DAYS 5 DAYS per week	
M T W TH F	
HALF DAY _____ FULL DAY _____ EXTENDED DAY _____	
<b>Estimated time of: Arrival: _____ Departure: _____</b>	

**Please read complete and sign the tuition agreement on the reverse side of this form.**

**Signature Parent/Sponsor** \_\_\_\_\_ **Date:** \_\_\_\_\_

Printed Name: \_\_\_\_\_ Mark/Initials \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ Social Security # (Last four digits): XXXX XX

Signature of Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

(For AMA Use)

Received application: Date: \_\_\_\_\_ By: \_\_\_\_\_ Amt of deposit: \_\_\_\_\_ Ck# \_\_\_\_\_ CC \_\_\_\_\_ Cash \_\_\_\_\_

Recorded: Data base: \_\_\_\_\_ QkBs: \_\_\_\_\_ Crdt crd info applicable? \_\_\_\_\_ Class Assignment \_\_\_\_\_

Docs & Details: Parent handbook \_\_\_\_\_ Gate code \_\_\_\_\_ Tour date \_\_\_\_\_ P/T interview \_\_\_\_\_