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**MONARCH MONTESSORI SCHOOL**

**CLIENT AGREEMENT**

**NAME OF STUDENT**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for choosing **Monarch Montessori School**. Please read this entire document before submitting it as a part of your admissions packet. Monarch Montessori School reserves the right to amend any or all of the Client Agreement.

**COVID-19 RESTRICTIONS**

Due to the COVID-19 Pandemic, we are expected to follow the guidelines set by CDC, and the local Department of Health to prevent the spread of the virus. Upon arrival and departure, temperature checks will be conducted at the station set up outside of the school’s main entrance. Students will wash their hands before going to their respective classrooms.

**A child who arrives at school with a fever of 100.4° or above will not be admitted.** All children will be checked for other symptoms of illness related to the virus. Any child displaying symptoms of illness will not be admitted. The school will provide notice of exposure to any contagious illness via email. If your child becomes ill while at school, parents will be notified and expected to pick up their child as soon as possible.

**ILLNESS POLICY**

In case of an accident or illness requiring immediate doctor 's care, parents will be contacted immediately. If parents cannot be reached, staff will call emergency contacts listed on the child’s emergency form. If staff determine the child needs immediate attention, 911 will be called.

If your child is absent for more than 3 days due to illness, a doctor’s note will be necessary to return to the school. **Monarch Montessori School must be notified if your child tests positive for COVID-19 or any other communicable disease.**

Prescription medication for ongoing medical condition shall be given to a child **ONLY** with written authorization from the parent and prescribing physician. Medication shall be in the original container with the prescription label affixed and package insert or pharmacy printout. The medication shall be labeled with the child' s name, dosage amount, and the times to be administered. **Please see the teacher for applicable forms to be filled out and kept on file.**

Medication will only be administered once a day It is strongly recommended that a child beginning a new medication, be given the first dose at home. This ensures that if the child has a negative reaction, the parent can call the pediatrician or 911.

**MEALS**

Monarch Montessori School. Due to current COVID-19 restrictions on family-style meals, parents will provide a bag lunch, snacks will be individually wrapped and served between 3:30 and 4pm. We will provide catered meals in the future.

**SCHOOL’S CALENDAR**

\*\*Monarch Montessori will follow the City’s Public School calendar.

**We are closed for the following holidays:**

* MLK’s Birthday
* President’s Day
* Memorial Day
* Independence Day
* Indigenous People’s Day/Columbus Day
* Veteran’s Day
* Thanksgiving Day (the school is closed on Wednesday, Thursday & Friday in observance of Thanksgiving)
* Christmas Day
* New Year’s Day

**SPRING & WINTER BREAK**

Winter Break takes place December 22rd-January 1st.

Spring Break (Dates to be announced)

**ENROLLMENT DEPOSIT**

An enrollment deposit is necessary to secure your child’s spot with us. **We hold enrollment for 15 business days unless other arrangements are made with the School’s Administrator**. Please plan your child’s start date accordingly.

Beginning October 2023, the enrollment deposit of $600.00 will be due at the time application is made. At Monarch Montessori School, the enrollment deposit is non-refundable and can be paid via PayPal at Monarchmontessoriva@gmail.com or by check made payable to: **Monarch Montessori School.**

**YEARLY RE-ENROLLMENT**

At Monarch Montessori you are required to re-enroll for the next school year**. Re-enrollment forms will be distributed to current families on December 5th and are due by December 10th.**

**The re-enrollment fee of $195 will be charged to your account when the re-enrollment form has been submitted. The re-enrollment fee is due at the time your re-enrollment request is made.**

**YEARLY PAYMENT TUITION DISCOUNT**

Monarch Montessori School offers **an 8% discount** off of your child’s tuition when you choose to pay for a year’s tuition in advance. You must sign an annual contract and remain enrolled with Monarch Montessori School for a period of 12 months to claim this offer.

**TUITION & FEES**

**NOTE: A non-refundable registration fee of $600.00 is required. Your child is not enrolled unless we receive the registration fee. This fee cannot be waived. Tuition is due on your child’s first day.**

**A supply/activity fee of $125.00 is charged to all K-3 and Summer Camp students to cover the cost of paper supplies and classroom activities as well as consumables. Payment of the supply/activity fee is due on admission.**

**A $120.00 insurance fee is charged to all accounts and is due on your child’s start date.**

**Extended Care Fees of $50.00/week are applicable to children ages 6-8 only!**

**\*\*\*\*\*\*Please see tuition grid below for pricing!**

**TUITION GRID**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Age** | **Full-Time** | **Part-Time w/1PM Dismissal** | **Activity Fee** | **Non-Refundable Registration**  |
| **Infants (6 weeks to 13 Months)** | **$1970.00/Month** | **No Part-time Option** | **None** | **$600.00** |
| **Toddlers (14 Months-2 Years)** | **$1970.00/Month** | **$1450.00/Month** | **None** | **$600.00** |
| **Pre-K (3-5 Years)** | **$1650.00/Month** | **$1190.00/Month** | **None** | **$600.00** |
| **K-3 (6-8 Years)** | **$1710.00/Month** | **$1310.00/Month** | **$125.00** | **$600.00** |
| **Extended Care (6-8 Years)** | **$50.00/Week** |  |  |  |
| **Summer Camp** | **$1200.00/Month** | **No Part-time Option** | **$125.00** | **$100.00** |

Tuition is due on the first of each month unless prior arrangements have been made with the school’s administrator and an alternative payment schedule has been approved. If you opt to pay your child’s tuition weekly, please indicate this at the time of enrollment. **A late fee of $70.00 will be charged if payment is received after the 4th of the month.** There will be a $36.00 charge on returned checks. **Monarch Montessori School reserves the right to terminate any client contract for non-payment!**

Tuition payments can be made via check or using your Brightwheel account. We will not accept cash payments.

Please make checks payable to: ***Monarch Montessori School***

**WITHDRAWAL POLICY**

Parents must give 30 days' notice upon withdrawal from Monarch Montessori School. **Your tuition account MUST be paid in full before leaving.**

**ABSENCES & STUDENT CONDUCT**

We ask that parents inform the school administrator and their child’s teacher/s of any planned absences including vacation during the school year that falls outside of the normal break/holiday schedule. Your child will be responsible for any material missed due to a planned or unplanned absence. Your child’s teacher will provide any materials needed to make up assignments. **There is no reduction in tuition for absences/illness, inclement weather or teacher training days.**

We expect that all students attending our school adhere to our code of conduct. (Please the code of conduct in our parent handbook). Parents are liable for acts of the student while in the care of the school.

Parents hold the school, Monarch Montessori School, teachers and administrator harmless for any injury to person or property not caused by the negligence of the school.

While every effort will be made to answer parental concerns, disrespectful, discourteous and uncooperative attitudes on the part of the parent shall be grounds for termination of this contract.

Parents are responsible for notifying the school’s administrator in writing of any changes to be made in the student's file, particularly, any changes in parent contact information or child's health history.

**PLEASE SIGN AGREEMENT ON THE NEXT PAGE!!**

I have read this document in its entirety and fully understand my obligations to adhere to the policies put forth. I understand that admission to the school is based on several factors including space and your child’s readiness for the program. I understand that my child will not be admitted to Monarch Montessori School if all of the necessary forms have not been submitted.

SIGNATURE OF PARENT/GURADIAN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF MANAGER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_