

# Montessori Children’s House of Lemon Grove

## 2024-2025 Enrollment Agreement and Registration Form

Student’s name				
Birthdate	Program (circle)	<b>T-Th</b>	<b>M-W-F</b>	<b>M-F</b>

Tuition (8:00 am-3:00 pm)		
<b>5 days</b>	<b>\$1,020</b> monthly	<b>\$10,200</b> yearly
<b>3 days</b> (M-W-F)*	<b>\$780</b> monthly	<b>\$7,800</b> yearly
<b>2 days</b> (T-Th)*	<b>\$624</b> monthly	<b>\$6,240</b> yearly
*For different day combinations, contact the school for pricing and availability.		

### Enrollment

- **New Families:** A nonrefundable registration and insurance fee of **\$250** is due with this registration form and accompanying paperwork. For a child to attend school, all paperwork, including the child’s Yellow Immunization Card, must be received on or before the child’s first day of school.
- **Returning Families:** An insurance fee of **\$120** is due to re-enroll for the upcoming School Year.
- Parents are notified of tuition price increases in the spring when re-enrolling for the upcoming School Year. Price increases are not made mid-year.
- New students have a two-week adjustment period. At the end of the two weeks, either party may give notice to terminate this agreement.
- One month of advanced notice is required should a family discontinue enrollment.
- This agreement will be terminated at any time should it be determined that the child or family is unable to adhere to the school’s schedule, payment responsibilities, policies, and procedures; is uncooperative with the staff; or exhibits unsafe behavior that endangers the children, families, or staff.

### School

- Montessori Children’s House of Lemon Grove (MCHLG) is open to all children of the appropriate age, regardless of race, nationality, religion, or gender.
- MCHLG holds a Large Family Child Care License under the California Department of Social Services, license #376614702. Under this license, attendance is limited to 12 students a day, a 1:6 ratio.
- MCHLG’s School Year is from the last week of August through the 4<sup>th</sup> week of June.
- MCHLG’s hours of operation are from 8:00 am-3:00 pm.
- MCHLG offers afterschool care until 4:00 pm at **\$12 an hour**. Advanced notice is needed.
- Parents are responsible for reading the guidelines in the Parent Handbook, available online at MCHLG.com.

### Tuition

- The School Year tuition is a yearly rate divided into ten monthly payments for convenience, which means the payment for each month is the same regardless of the days in that month.
- There are no cost reductions for days missed due to illness or personal vacations. Parents are responsible for the monthly tuition payment.
- Monthly payments are due by the 5<sup>th</sup> of each month. MCHLG will charge a late fee of **\$5 per day** after the 5<sup>th</sup>.
- If the bank returns checks for insufficient funds, a \$25 fee will be charged. A cash payment will be required if more than two checks are returned for insufficient funds.

- Checks should be made payable to **Mary Denise Duppée**. Information for other payment options will be made available.

**Calendar**

- MCHLG observes most legal holidays and is closed for two weeks for Winter Break and one week for Spring Break. It is also closed for one week at the end of the School Year and two weeks at the end of Summer Camp.
- Parents are responsible for referring to the School Calendar and noting the school holidays and breaks.
- Summer Camp is six weeks starting at the beginning of July.
- Summer Camp is **\$250** per week or **\$50** per individual day, space permitting.
- The Yearly Calendar is available on the website MCHLG.com.

**Health and Safety**

- MCHLG will immediately send any child with diarrhea, vomiting, or fever home. Children who are ill cannot return to school until they have recovered and been symptom-free, without medication, for at least 24 hours. Following the direction of the CDC, the State of California, and San Diego County Health regarding the COVID-19 virus, MCHLG will adjust these requirements as needed.
- California State Childcare Licensing and the San Diego City Fire Department make unannounced visits to inspect MCHLG.

Parent's Signature & Date

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