



218 5th Street
Lincoln, CA 95648

ENROLLMENT AGREEMENT

This is to confirm my intent to enroll _____ for
(please circle the intended schedule):

3 half 3 full or 3 extended days per week

4 half 4 full or 4 extended days per week

5 half 5 full or 5 extended days per week

Please list which days _____

For the 2020-2021 academic school year

June 2020		January 2021	
July 2020		February 2021	
August 2020		March 2021	
September 2020		April 2021	
October 2020		May 2021	
November 2020		June 2021	
December 2020		July 2021	

Programs at Morningstar Montessori School are subject to the following terms:

Based on the above schedule, I agree to the following tuition payment of
\$ _____ per month.

1. A yearly registration fee of \$100 for new students and \$50 for returning students is due with this agreement. In all cases, the registration fee is non-refundable.
2. A yearly materials fee of \$100 for all students is due with this agreement. In all cases the materials fee is non-refundable.
3. A nap fee of \$25.00 will be assessed if the student takes daily naps. This covers the cost of cleaning and maintenance for your child's nap materials, such as mats, covers and weekly laundering.
4. In accepting this agreement, the undersigned accepts responsibility for tuition for the full school year. In the case of a student being withdrawn by the parents, mid-year, **the school must receive 30 days written notice of withdrawal.** Tuition will be refunded, minus a \$300 early termination fee, from the date of

withdrawal. For parties who have prepaid tuition for the year and withdraw prior to the end of the term, accounts will be recalculated to reflect the non-discounted price of the months attended. Any balance left on the account, minus early termination fee and parent hours fees, will be refunded.

5. Tuition is paid monthly, **on the first day of each month**, and is based on the total number of attendance days in the academic year. Morningstar Montessori School does not credit tuition in cases of absences or for any reason including illness or school holidays. In all cases, tuition shall be paid through **Tuition Express** unless other arrangements have been made with the Director. You can set up Tuition Express to withdrawal from a checking account or a credit card. If using a credit card, accounts will assess a monthly 3% credit card fee. There will be a **\$50.00 late fee** assessed on the **3rd** of the month if payment is not received and a \$10 a day fee thereafter, not exceed \$50. In case of failure to pay, the parent or guardian responsible for payment agrees to pay, to the extent permitted by law, the School's expenses of enforcement and collection, including attorney's fees and costs.
6. In accepting this agreement, the undersigned agrees to fulfill the minimum parent volunteer hours, as set forth in the parent handbook. If said volunteer hours have not been fulfilled by contract's end (June 1st) than a monetary fine of \$20/hour shall be assessed.
7. In support of Morningstar's fundraising efforts to enhance the educational experiences of the children and afford teacher enrichment and scholarships, the undersigned agrees to the following:
 - a. Attendance and Purchase of two (2) tickets to school's annual fundraiser (approx \$50 each).
 - b. Each family is to attend and support fundraising events throughout the school year, such as Trike a Thon, Bowl a Thon, Morningstar's Annual Ice Cream Social, etc.
8. Morningstar Montessori School reserves the right to terminate this contract (1) if the student's behavior or lack of cooperation is deemed unacceptable (2) if staff are unable to meet the needs of the student (3) if tuition payments are overdue.

If the school exercises this right to terminate this agreement, tuition will be refunded (if applicable), prorated from 30 days after termination. A \$300.00 termination fee will be assessed to fill the vacancy left by the student.
9. The undersigned agrees to provide snack items to the school at least once a year. A list of needed items will be provided one week prior to items being due.
10. Morningstar Montessori School reserves the right to stagger a new student's start date at the School. Any tuition will be prorated accordingly.
11. In the event Morningstar Montessori School increases annual tuition, the School shall give 30 days' advance written notice to all existing clients.
12. The Department of Social Services has the authority to interview children or staff, and to inspect and audit child care center records, without prior consent pursuant to Title 22 Section 101200(b).

Morningstar Montessori School offers before and after school care at a rate of \$2.50 per 15 (fifteen) minutes. Before school care begins at 7:30am and ends at 8:30am. After school care begins at 3:30pm and ends at 5:30pm. Morningstar Montessori School will assess a late pick-up fee of \$5.00 per minute after 5:30pm. Arrangements must be made in advance to participate in the before and after school care program.

(This clause does not apply to students enrolled in the Full-Day Preschool with Childcare Program.)

13. At this time, Morningstar Montessori School does not offer supplemental services.

This contract is the entire contract between the parties concerning this Student(s) attending Morningstar Montessori School, and may be amended only in writing signed by the school and the parent.

Director, Morningstar Montessori School

_____, 2020

Parent

Street Address

Parent

City and State

Please return this completed contract and all applicable fees to the school. A copy of the signed contract will be returned to you.

<u>Received</u>	<u>Amount</u>	
_____	\$150. 00 Registration/Supply Fee (First time applicants only) \$100.00 Registration/ Supply fee (Returning Families)	_____
_____	\$25.00 Napping Fee (if applicable)	_____



Dear Families:

We are so excited to welcome you and your child to Morningstar Montessori School. We hope that your child has been eagerly anticipating his or her first day of school.

Starting preschool is generally a time of great excitement children. And the first day of school can be overwhelming for both child and parents! Here are a few tips to help you get through the first day:

- If your child is prone to separation anxiety, pre-establish a routine for goodbyes (i.e. one hug and one kiss) and stick to it. The teachers are there to help so if the goodbye is difficult we will hold and comfort your child while you leave.
- On the first day your child will need bring a lunch, family photo, family page for the family book, classroom plant, indoor shoes and a smile!
- Lunches packed in a lunch pail with containers that your child can open by themselves and reusable containers, utensils; if needed, and cloth napkins support our school's endeavor to minimize our trash and instill a lifelong commitment to ecology.
- The first day is not the day to bring the whole family and tour them through the school. There will be plenty of opportunity for that once your child has made the adjustment to their new environment.

Thank you for supporting Morningstar Montessori and we welcome you to our school.

Best Wishes

Brittany Perkins, Director

Check off for first day of school

- Lunch- a healthy lunch packed in reusable containers. We encourage little to no waste at the lunch table. Please remember we have a no sugar policy.
- Indoor shoes – shoes/slippers to be worn only inside the classroom
- A family photo- please have your child bring in a photo of their family in a frame to place in the classroom. This supports our philosophy that the family is a part of our school. The children love to visit their family photo throughout the day as well as show their family to their friends.
- Family page- please make sure your family page is complete with photo. We will be binding all these pages together to make a Morningstar Family Book.
- *A photo page is attached to this packet*
- Class plant- We are asking each child to bring in an indoor house plant, already potted this school year. This will help to beautify the classroom as well as encourage the children to care for living plants and living things in our environment

Email

Morningstar will be sending out daily reports. We feel this will support our school and family partnership as well as enhance communication between staff and families. Please set aside 5-10 minutes to fill out all the email and emergency information to set up your child's HIMAMA account.

Sharing Schedule

Sharing is an opportunity for your child to practice their public speaking skills in front of a large group. Sharing is not mandatory and should never be forced. We ask that if your child chooses to share, they bring an item **(PLEASE LIMIT IT TO 1 ITEM)** from home to talk about. Please do not send anything with weapons as we have a strict no weapons policy here at school. We would like to encourage photographs, postcards, educational materials and items personal to your families' life and culture. Thanks and let us know if you have any questions!

Please mark which day your child will share each week.

Monday	Tuesday	Wednesday	Thursday	Friday

Information on classroom photos

As part of your child's social development, the staff at Morningstar Montessori School strives to create another community for your children to belong. This is a theme we discuss at school and we learn songs to support the concept of our little community. We also want to be a place where the children's families are recognized and celebrated. One of the ways we are trying to concretely demonstrate this is with the family pictures prominently displayed in the classroom. To increase the sense of community and recognition of the individual child we are going to be completing a couple of activities between now and the end of the year. For one of these I need your help and for the other, I just want you to be aware so that you can acknowledge what your child talks about from school.

First, we are going to complete a book about the students at our school. Attached to this newsletter is a form for you to fill out and to attach a picture of your family. If you would like we can scan the family picture we already have at school, just complete the page with your child and return to me. This book will be bound and will be included in the library for the remainder of the year. It should also provide a lasting memento for MMS to help us remember the special children and families attending this year. Schools that have made these books state that they are the most popular in the library. Please return these as soon as possible so that I can get the book together.

The second activity will be completed at school. I have the text of a short autobiography that I will be completing with each child that will participate. I will interview them about their family and favorite things and capture their "vital stats" like height and hair and eye color. They will have a chance to personalize with pictures as well. We will then bind these and the child will have a book written by and about themselves. Again, my sources say that the children really enjoy being authors and sharing with others.

Hopefully we will get full participation and will be able to complete this before the holidays. Please support these activities so that your child will be well represented in the documentation of this year's MMS community.

Thank you for your support

My name is: _____.

Here is a picture of my family:

(paste picture of family of here)

There are _____ people in my family.

Their names are:

These are our pets:

This is where my family lives:

When we are together, my family likes to:

Our favorite place to eat is:

Our favorite vacation was:

