

**Shining Star Montessori
Learning Center**
742 Roverton Court, San Ramon
CA 94582

Elementary (TK/Kindergarten) 11:30AM-6PM _____

After School Care Full Time TK-Kindergarten
TK and AM Kindergarten: \$950/month

Elementary (1-5th grade) PM: from _____ to _____

Tuition for Elementary 1-5th grade
Regular bell schedule including Wednesday :\$110/week
Spring break, Teacher's workday :\$55/day
Teacher's workdays: \$33/day in addition to the weekly fees.
Minimum days: \$15/day in addition to the weekly fees.

Name of Child: _____

Address: _____ City: _____ Zip: _____

Birthdate: _____ / _____ / _____ Sex: Male / Female

Mother's Name: _____

Address: _____ City _____ Zip _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Father's Name: _____

Address: _____ City _____ Zip _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

I/, _____, have decided to enroll my child,

_____, Into the Shining Star Montessori Learning Center

Afterschool program _____ days/week and agree to pay \$ _____ per month as tuition and the additional fees for the day's school is not in session.

_____ I have carefully read and agree to the following (Please initial here)

_____ One time registration Fee: A non-refundable fee of \$75 is due with the registration form for each student.

_____ Pick-Up: Parents need to pick up their child latest by 6:00 PM.

_____ A late fee of **\$1.00 per minute** will be paid to the center after the agreed upon pick up time.

_____ A deposit amount: Two week's tuition will be deposited before child starts the center. This deposit will be applied towards the last two weeks of tuition or refunded at the time of withdrawal from the center if all payments were made till the day of leaving.

_____ Tuition payment: Tuition fees are due by the 5th of each month. A late fee of \$5.00 will be charged per day after the 5th.

_____ Returned Checks: In the occurrence of returned checks, there will be a charge of \$25 fine per check.

_____ Change of Fees: Shining Star Montessori Program is obligated to give parents a 30-day notice for any increase in fees.

_____ Parents will pay the tuition for their vacation days if they want to hold the spot.

_____ Like any other working professional the provider will be taking two weeks paid vacation. The provider will give parents two weeks notice in advance. (Mostly during 4th of July/ Thanksgiving week or Winter Holidays)

_____ If the provider takes any additional days off for vacation due to illness, family emergency, trainings or workshops, etc., parents do not pay. Parents are responsible to have back-up care available in case of these closings.

_____ Termination of Agreement: Parents need to give a month notice in writing if they would like to withdraw their child from the program or change the enrolled program.

_____ Daycare provider has the right to terminate the daycare service for a child at any time with two weeks notice for the reasons the Daycare Provider feels necessary.

PAID HOLIDAYS VACATION POLICY

New Years Day, January 1st

Martin Luther King Day

President's Day

Memorial Day

Independence Day

Labor Day

Veterans Day, November 11

Thanksgiving Day

The day after Thanksgiving Day

Winter Break December 24th through January 1st

Yearly Paid Vacation

Like any other professional I will be taking 2 weeks paid, and one week of unpaid vacation. I will try my best to provide you with at least 15 days advance notice about my vacation weeks.

SYMPTOMS REQUIRING REMOVAL OF A CHILD FROM DAYCARE

1. We must exclude any child from our daycare center if he/she shows the following symptoms
 - Fever of 100 degree Fahrenheit
 - Pink eye- conjunctivitis or pus draining from the eye
 - Vomiting
 - Chicken pox
 - Diarrhea
 - Undiagnosed rash
 - A bacterial infection and has not treated for 24 hours with antibiotics
 - Unexplained lethargy, crying and is unable to participate in all the regular activities of the day
2. Parents, or persons named on emergency contact list, need to pick up their child promptly from the Daycare if any of the above symptoms are seen in the Daycare.
3. Parents need to provide release form from Doctor before the return of the child to Daycare if the child has a contagious illness.

Tuition for Elementary 1-5th grade

Regular bell schedule including Wednesday

\$110/week

Spring break, Teacher's workday

55/day

Teacher's workdays

\$33/day in addition to the weekly fees.

Minimum days

\$15/day in addition to the weekly fees.

Parent/Guardian Signature _____

Print Name _____ Date _____

Director, Shining Star Montessori _____

Print Name _____ Date _____