



LEARN AND PLAY MONTESSORI SAN CARLOS

Website: www.LAPMS.com Email: sancarlos@lapms.com

510 Laurel St. San Carlos, CA 94070

Phone: (650) 800-9464

Welcome to Learn And Play Montessori San Carlos. We are delighted that you have chosen our Montessori preschool program for your child's early education. Our dedicated team is committed to providing a nurturing, stimulating, and safe environment for children aged 2 years to First Grade Entry. We offer both full-time and part-time programs to accommodate the needs of our families.

Our basic services include an age-appropriate Montessori curriculum, nutritious snacks, a safe and secure environment, indoor and outdoor learning areas, and caring and experienced staff. We provide preschool, TK, kindergarten, and after school programs with flexible schedules. Full-day programs run from 8:00 AM to 6:00 PM, half-day programs from 8:30 AM to 11:30 AM, and extended-day programs from 8:30 AM to 2:30 PM. After school care is available from 11:30 AM to 6:00 PM or 2:30 PM to 6:00 PM.

Optional Services: Morning care is also available for full-day program participants from 7:00 AM to 8:00 AM. Tuition varies based on the program and number of days per week, with options for 5, 3, or 2 days a week. We are dedicated to delivering high-quality education and care, fostering a love of learning in every child.

☐ NEW ENROLLMENT ☐ RE-ENROLLMENT ☐ SCHEDULE CHANGE ☐ TRANSFER

Full Legal Name of Student: _____ Date of Birth: _____

Gender: Male ☐ Female ☐ Today's Date: _____ Start Date: _____

Is your child potty trained? ☐ Yes ☐ No. There is an additional \$150 fee per month for children who are not potty-trained.

Registration Fee: \$300 non-refundable registration and processing fee.

Annual Material Fee: \$350 non-refundable. Material Fees will not be prorated.

Total School Fees: _____

MORNING CARE (7:00 AM – 8:00 AM) - Only available for FULL-DAY PROGRAMS

☐ 5 days a week (\$175 monthly) (M-F)

☐ 2 days a week (\$100 monthly) (TTH)

☐ 3 days a week (\$125 monthly) (MWF)

Preschool, TK, Kindergarten, and After School Programs

Full-Day (8:00 AM – 6:00 PM)

☐ 5 days a week (\$2262 monthly) (M-F)

☐ 3 days a week (\$1846 monthly) (MWF)

☐ 2 days a week (\$1482 monthly) (TTH)

Extended-Day (8:30 AM – 2:30 PM)

☐ 5 days a week (\$1950 monthly) (M-F)

☐ 3 days a week (\$1586 monthly) (MWF)

☐ 2 days a week (\$1326 monthly) (TTH)

Half-Day (8:30 AM – 11:30 AM)

☐ 5 days a week (\$1742 monthly) (M-F)

☐ 3 days a week (\$1456 monthly) (MWF)

☐ 2 days a week (\$1222 monthly) (TTH)

After School (11:30 AM – 6:00 PM)

☐ 5 days a week (\$1326 monthly) (M-F)

After School (2:30 PM – 6:00 PM)

☐ 5 days a week (\$1040 monthly) (M-F)



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MOTHER OR GUARDIAN

Name

Home Address

City State Zip Code

Email Address

Cell Phone Number

Alternative Phone Number

FATHER OR GUARDIAN

Name

Home Address

City State Zip Code

Email Address

Cell Phone Number

Alternative Phone Number

Start Date: If the child does not start school with Learn And Play Montessori San Carlos (the "School") on the start date given by the parent, the child's enrollment will be automatically dropped. The parents may choose to proceed with the enrollment on a different date and if the space is available, the parent can re-register but will be required to pay the registration fee again.

Student File: The student's file and orientation must be completed before the child's first day of school including the Physician's Report and Immunization Record. Without a Physician's Report and complete Immunization Record, a child will not be able to start, and tuition will not be prorated. If a Physician requires a TB test, the parent must provide the child's TB clearance before the start date.

Terms of Payment and Returned Payment Fee: Tuition fees are due on the 1st of each month and are late after the 5th of the month. All families are required to sign up for automatic payments. All payments returned from the bank will be charged a \$25 NSF Fee, following 3 occurrences of bank returns it will be required that your auto pay method be switched to a credit card option.

Late Payment: A late fee of \$25 will be charged for any late payments after the fifth of the month. Tuition with a late payment of \$25 must be submitted and cleared by the 15th of the month. The child's enrollment will be terminated if payment is not submitted by the 15th of the month.

Termination: The School reserves the right to terminate the enrollment of any child who in its judgment is not benefiting from the program due to the child's behavior or if a parent, parents, or guardians violate any school policies and procedures. No tuition refund will be given.

Credits/Refunds: No credit, refund, or make-up days are given for emergencies, absences, illness, vacations, or holidays. The School will not reserve a space for a child for any reason unless payment is submitted for the days of absence, vacation, or illness. The child will be re-enrolled if space is available. If the School or a classroom is shut down or must close due to circumstances beyond the School's control or as a result of a COVID-19 pandemic or other outbreak, in the School's reasonable discretion, no credits or refunds will be issued.

Before and After Pickup Charges: The School operates from 7:00 AM to 6:00 PM Monday through Friday. Children must be dropped off and picked up per their schedule. A flat fee of \$15 an hour will be charged for early drop-off and/or late pick-up. For children picked up after 6:00 PM there will be a \$2 per minute late charge.

Annual Material Fee: An annual material fee of \$350 per child is applied with each September's tuition.

Holidays and Staff Development Days: The School is closed to all children on Labor Day, Veteran's Day, Thanksgiving (2 days), Christmas and Winter Break (See School Calendar), New Year's Day, Martin L. King Day, President's Day, Spring Day, Memorial Day, Juneteenth Day, Independence Day, Teacher's In-Service Day (See School Calendar), Parent Teacher Conferences (See School Calendar). The School reserves the right to make changes to the days off. The tuition will not be prorated.

Withdrawal: A 30-day written notice is required to withdraw a child from the School. In case no notice or less than 30-day notice is given in writing to the School, one month's tuition is due. A 30-day notice is required from graduating students.

Tuition Changes: A yearly tuition increase is expected. A 30-day notice will be given to families for any tuition changes or program modifications.

Medical, Dental, And Related Expenses: The School will not be responsible for any medical, dental, optometry, or related medical expenses, including Ambulance expenses if the child gets injured at school. Parents or Guardians will be responsible for all medical, dental, and all related medical expenses.



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Incidental Medical Services: You will be given a Plan of Operation clarifying school procedures in the administration of Epi-Pen and Nebulizer Medication.

State Licensing: The state licensing agency has the right to review child or facility records and files without prior consent. When necessary, the agency may interview a child or parent with or without permission from the School.

Pandemics/COVID-19: COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. The School has put in place preventative measures to reduce the spread of COVID-19 and other infectious diseases based on the guidance, orders and regulations of the CDC and State and local government agencies; however, even with such measures in place, we cannot guarantee that you or your child(ren) will not become infected.

BY SIGNING THIS AGREEMENT, I ACKNOWLEDGE THE CONTAGIOUS NATURE OF COVID-19 AND OTHER INFECTIOUS DISEASES AND THAT I OR THE STUDENT MAY BE EXPOSED TO OR INFECTED BY SUCH DISEASES BY PARTICIPATING IN THE SCHOOL PROGRAMS AND THAT SUCH EXPOSURE OR INFECTION MAY RESULT IN PERSONAL INJURY, ILLNESS, PERMANENT DISABILITY, OR DEATH. I UNDERSTAND THAT THE SCHOOL STAFF HAVE DIFFICULT JOBS TO PERFORM, AND WHILE THEY SEEK SAFETY, THEY ARE NOT INFALLIBLE. I UNDERSTAND THAT THE RISK OF BECOMING EXPOSED TO OR INFECTED BY SUCH DISEASES MAY RESULT FROM THE ACTS, OMISSIONS OR NEGLIGENCE OF THE SCHOOL STAFF OR OTHERS. I VOLUNTARILY ASSUME SUCH RISKS ON BEHALF OF MYSELF AND THE STUDENT AND HEREBY AGREE AND COVENANT TO RELEASE, INDEMNIFY, HOLD HARMLESS, DEFEND (AND NOT TO SUE) THE SCHOOL AND/OR ITS STAFF OR VOLUNTEERS FOR ANY CLAIMS, DAMAGES, LOSSES, EXPENSES OR LIABILITIES ARISING OUT OF OR RELATED TO ANY EVENT OR OCCURRENCE, INCLUDING NEGLIGENCE, RESULTING IN THE SPREAD OF THE COVID-19 VIRUS OR OTHER INFECTIOUS DISEASES TO ME OR THE STUDENT.

I have read, understand, and agree to all of the terms and conditions outlined in this contract.

Approved by Parent or Guardian

_____/_____/_____
Date

School Director's Signature

_____/_____/_____
Date