**First Friends Montessori Admission Agreement**

This is an agreement between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and FFM to provide care for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_beginning\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Program Description**

First Friends Montessori is a private school serving children ages 2 to 6 years on a year-round schedule. We are closed on all holidays observed by the Federal Government and for winter, spring, and summer breaks. Yearly school schedules are provided.

**Basic Services:**

We are open Monday – Thursday 7:30 a.m. to 3:30 p.m. School Program: 8:30 – 2:30

Schedules available for care are:

Toddlers: 2 days (M/W or T/TH) 3 days (T- Th) and 4 days (M – Th)

Preschool: 2 days (M/W or T/TH) 3 days (T- Th) and 4 days (M – Th)

Kindergarten 4 days (M – Th).

**Our Philosophy**

At FFM we provide the highest quality care to the children and families in our program. All Children are entitled to health, education, and welfare. By having these needs met they will be able to develop into their fullest potential physically, emotionally, socially, creativity and cognitively. **Our Mission** is to provide a safe loving atmosphere with individualized care in a clean environment. **Our Goal** is to bond with your child and develop a sense of trust so that they feel safe and secure. We believe this trust will build the foundation work for later learning and help your child grow in all areas. Through the Montessori approach to education your child will be able to move, explore, express themselves and feel relaxed. Montessori Education supports sensitive periods for learning and developing. Our environment is set up for experimentation. The main objective of Montessori Education is to develop order, coordination, concentration, and independence. It provides a hands-on, child-led opportunity for learning. We take pride in providing a beautiful home-like atmosphere. We consider ourselves partners with you in helping to raise your child. Each child and family are treated with dignity in their personal relationship with our staff. As parents you are entitled to have your concerns listened to and addressed in a compassionate, respectful manner. We look forward to partnering with you in raising your child.

**Changes to this Contract**

A 30-day notice will be given to all enrolled clients as of any changes to this contract including but not limited to rate changes.

**It is agreed:**

**Tuition**

Monthly tuition will be paid regardless of absence due to illness, vacation, holiday, or any other reason. Once your schedule is set, we **DO NOT exchange** one day for another. If you need an extra day you may pay for a drop-in day if we have the space available. Drop-in fees are due the day they are used. Tuition is based on 4 weeks a month. Monthly payments are due on the first (1ST) of the month, prior to attendance; a late charge of $25.00 will be charged after the third (3RD). If the 1st falls on a school closure, you still are responsible for getting the check to school. You may leave a post-dated check before the break begins. You may also use Venmo or Zelle through your bank. Checks are welcome, however if it should be returned for any reason you will be responsible for all related charges and required to pay tuition in cash thereafter. The tuition rate is per child. A 10% discount will be given to siblings enrolled at the same time. Make checks payable to First Friends Montessori.

**Public Health Emergency/Natural Disasters:**

If FFM is forced to close for a public health emergency and/or a natural disaster all tuition/fees paid for the month **WILL NOT** be refunded. If the emergency or disaster allows us to stay open and you chose to not bring your child to preschool and would like to hold your child’s spot until you return you will be required to pay ½ the monthly tuition to hold your child’s spot.

**Registration Fees:**

A non-refundable registration fee of $150 is due upon enrollment for new students and $100.00 for returning students each year. There is also a Summer School registration fee of $50 due each Summer.

**Supply Fee:**

This fee is $200 and is due each August for new students and in May for returning students. This helps cover costs for supplies for the upcoming year. This fee is prorated when enrolling mid-year.

**Late Fees:**

If you are late to pick up your child a late charge of $2.00 a minute will be charged after 3:30.

**Change of Schedule/Termination of this contract:**

A minimum of two (2) weeks; ½ months’ notice (written or verbal) is required when your child is going to be leaving our care or their weekly schedule is going to change. If two (2) weeks’ notice is not given ½ of the monthly tuition is due.

**Refunds:** Monthly tuition will be prorated and returned if care in not needed after the two weeks’ notice has been given.

**Termination:**

Children who do not consistently get along with others, or the teachers and who continue to exhibit violent behavior of any kind, such as: biting, hitting, excessive damage to the school, its property or other children’s property, will not be allowed to remain; (Parents will also be financially liable for all damages). If a parent becomes verbally abusive, violent, or disruptive to FFM normal business they and or their children may be asked to leave for the day or terminated permanently. In the event that a child or parent is requested to leave FFM, any and all remaining tuition is non-refundable.

**Right of Community Care Licensing as specified in State Regulation 101200 (b) & (c)**

(b)The department has the authority to interview children or staff, and to inspect and audit children’s files and child care center records, without prior consent.

The licensee shall make provisions for private interviews with any child(ren) or staff member; and of the examination of all records relating to the operation of the child care center.

(c) The department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

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**I have read and understand all the guidelines stated in the First Friends Montessori Admission Agreement and Hand Book and agree to abide by the terms.**

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner / Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Permission to photograph your child**

**\_\_\_\_\_**  Yes FFM has my permission to use my child’s photograph for advertising purposes or website or social media uses.

\_\_\_\_\_ No FFM does not have my permission to use my child’s photograph for advertising purposes or website or social media uses.