

# SANTA MONICA MONTESSORI SCHOOL

1909 Colorado Ave.  
Santa Monica, CA 90404

infomontessori@gmail.com

Telephone: 310-829-3551  
Facsimile: 310-829-7272

## **Admissions Policy Contract 2018-2019 School Year**

**Child's Name:** \_\_\_\_\_

_____	_____
<b>Parent Name</b>	<b>Parent Name</b>
_____	_____
<b>Address</b>	<b>Address</b>
_____	_____
<b>City, State &amp; Zip</b>	<b>City, State &amp; Zip</b>
_____	_____
<b>Home Phone</b>	<b>Home Phone</b>
_____	_____
<b>Work Phone</b>	<b>Work Phone</b>
_____	_____
<b>Cell Phone</b>	<b>Cell Phone</b>
_____	_____
<b>Email Address</b>	<b>Email Address</b>

### **I. Enrollment**

- a. Prior to your child's enrollment, there will be an appointment for an interview with the Principal and/or Director. Arrangements may be made for any necessary pre-testing. Students are accepted on a tentative basis for a maximum period of one (1) month, pending a determination of suitability of the program for the child and the ability of the child to adjust to the classroom environment.
- b. Your child shall be placed for a full school year (September 4, 2018 through June 14, 2019.) per the exact dates as defined and published in the Annual School Calendar. There is a Five Hundred Dollar (**\$500.00**) non-refundable Registration Fee due at the time of enrollment.
- c. No child shall be admitted until all of the necessary enrollment forms have been completed, signed and returned to the school office for final approval by the Director. All children shall have an interview with the Director and/or Principal prior to final acceptance.

## **II. School Hours**

- a. Children must arrive or be picked up no later than fifteen minutes before or after his or her scheduled class. For example, if your child starts at 8:30 a.m., he/she cannot be dropped off before 8:15 a.m.; or if your child is scheduled to be picked up at 3:00 p.m., he/she cannot be picked up after 3:15 p.m. without incurring extra childcare fees. Any attendance outside this range will be considered extra childcare and will be billed on a basis of Twenty Dollars (**\$20.00**) per hour or any portion thereof.
- b. The School closes at 6:00 p.m. Any child left after this period of time is subject to a Late Pick-up Charge of One Dollar (**\$1.00**) per minute or any portion thereof. If tardiness becomes a problem, the child may be dismissed from school.

## **III. Withdrawal**

- a. In the event that a parent must withdraw their child prior to the completion of the school year or should the child not complete the school year for any reason, tuition will not be considered for refund and all unpaid tuition will become immediately due and payable.
- b. If the parent gives the school forty five (45) days prior written notice of intent to withdraw due to extenuating circumstances, or if the child withdraws prior to March 1<sup>st</sup> of the applicable school year: a bookkeeping fee of Four Hundred Dollars (**\$400.00**) will be charged along with forty five days tuition for any student leaving the school before the end of the school year.
- c. If a child is in attendance on or after March 1, 2019 the parent is obligated for the entire balance through June 2019.

## **IV. Holidays & School Closings**

- a. The School observes similar holidays as the public school system and is in session the required number of school days according to the California Education Code for Elementary Students.
- b. The School will not make up any time that the school is forced to close due to circumstances beyond its control.

## **V. Credits**

- a. No credits shall be given for vacations taken during the school year, sick days or miscellaneous absences from school. Long-term illnesses and other extenuating circumstances shall be handled on an individual basis through the Main Office.

## **VI. Special Needs**

- a. The School welcomes children from families of all races, creeds, religions and national origins. However, the school does not maintain a full-time psychologist on staff. Therefore, we cannot help those children requiring special therapy or those with severe learning disabilities.

## **VII. Termination**

- a. Santa Monica Montessori School retains the right to terminate the Enrollment Contract at any time if it determines that the school cannot meet the needs of the individual child, the School Board deems that there is a lack of cooperation among the contracting parties, or if the student does not meet the expectations of the School.

**VIII. Arbitration**

- a. In the event that any dispute cannot be resolved amicably between the school and the parents, such dispute shall be submitted for binding arbitration before the American Arbitration Association, sitting in Los Angeles, California. The arbitration shall be conducted by one arbitrator from the panel or arbitrators supplied by said association. The arbitration award shall include costs and a reasonable sum for the attorney's fees incurred by the prevailing party in such arbitration. Any court of competent jurisdiction may confirm any award made in such arbitration.

**IX. Renewal**

- a. Contracts are not automatically renewed each year, but must be re-activated by the parent/guardian receiving an invitation to re-enroll their child/student and submitting a current contract.

**XII. IN CONSIDERATION OF THE ACCEPTANCE OF MY CHILD AS A STUDENT AT SANTA MONICA MONTESSORI SCHOOL:**

- a. I/we, the undersigned, agree to hold harmless and indemnify the Board of Directors, Personnel, and Staff of Santa Monica Montessori School against any and all claims made by or on behalf of:

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Child's Full Legal Name

- b. I/we have read and fully understand the above Policies and Procedures.
- c. I/we understand all our obligations stated in this Contract.
- d. I/we understand and agree that in the event I/we default on any payments herein agreed to be paid, the entire balance owing shall become immediately due and payable. In the event it becomes necessary to engage an attorney, collection agency, or institute legal action to enforce the terms of this Contract, I/we shall be liable to pay all collection agency fees, attorney fees and costs incurred by the Santa Monica Montessori School.

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**Signature of Parent or Legal Guardian**

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**Date**

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**Signature of Parent or Legal Guardian**

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**Date**

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**Santa Monica Montessori School Appointed Representative**

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**Date**

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## **RELEASE AND DISCLAIMERS 2018-2019**

Child's Name: \_\_\_\_\_ Parent(s)' Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_  
Date: \_\_\_\_\_ Phone: \_\_\_\_\_

### 1. HOME PHONE NUMBER AND EMAIL RELEASE

I request that my home phone and / or address:

- Be given
- Not be given

To any parent whose child is enrolled in the Santa Monica Montessori School now and at any future time, until this form is revoked by me, in writing. I understand that the child may reveal his/her number, home address, or email address at his/her own discretion and that the school will not be liable for such release of information. (Home phone numbers and email addresses are generally needed for birthday parties and weekend visits.)

Addresses and phone numbers are NEVER given out to vendors.

Parent's Signature \_\_\_\_\_

### 2. PICTURE RELEASE

I hereby grant Santa Monica Montessori School permission to allow pictures to be taken of my child for birthday parties, field trips, music recitals, special holiday events, for web pages and educational purposes. The child's name will never be used. In the event that a major motion picture studio, television studio, or newspaper requests permission to take the child's picture, a special release form will be sent to the parent IN ADVANCE, and WITH THE PARENTS ADDITIONAL APPROVAL, before such a picture will be taken.

Parent's Signature \_\_\_\_\_

3. PARTICIPATION RELEASE FORM GYMNASITCS AND SOCCER

Recognizing the nature of a child is such that even the most careful, scrupulous, expert supervision cannot prevent, or guarantee against spontaneous, unpredictable mishaps or accidents, I hereby relieve the Santa Monica Montessori School and hold harmless its employees, officers or agents, et al, from any responsibility for such accidents resulting in an injury to any minor child in the schools custodial care. This is true whether such activity be on or off the school campus; whether involved in a school activity or while on a field trip; whether on the playground equipment or participating in games; during or after school hours. If an accident does occur and the question of liability should arise as to the circumstances of such mishaps, I hereby warrant that I agree to consult a professional arbitrator to obtain the legal and binding opinion for determining that a basis for further legal action does or does not exist. I certify that I have medical insurance for my child.

I hereby acknowledge and understand that courses in martial arts (Karate, Tae Kwon Do, etc.) and activities that involve the physical body totally (Gymnastics) must by their very nature result in body contact with other children or equipment. You warrant that you will provide reasonable, careful and judicious supervision at all times. We acknowledge, however, that the nature of a child is such that unpredictable actions may result in accidental mishaps that in no way could be guarded against. Therefore, I hereby release Gymnastics and the selected Martial Arts Center and /or teachers and the employees from any liability for such untoward accidents, or from any injuries resulting there-from. Where any question exists, I agree to accept and abide by, the legally binding opinion of a legal arbitrator as to whether any basis for further action, or suit exists.

Parent's Signature \_\_\_\_\_

4. **ELEMENTARY STUDENTS ONLY -- WALKING EXCURSIONS/ SANTA MONICA RECREATION AND PARKS DEPARTMENT PARTICIPATION RELEASE FORM**

If my child goes on walking excursions, I understand that he/she will always be under the constant, expert supervision and care of his/her teachers. However, children being children, I understand that even under the most reasonable and judicious supervision that you warrant you will provide, there may be unavoidable mishaps, or accidental occurrences that could not be foreseen, or guarded against. In such a case, we mutually agree that we will seek the opinion of a legal arbitrator, and abide by his/her decision as to whether any further legal action would be warranted.

I hereby absolve and agree to hold harmless the City of Santa Monica, its employees, officers and agents, et al, from any liability, which may result from the participation of any minor in my legal custody, in the Santa Monica Swim Program, and / or playground activities. I sign this disclaimer on behalf of my child (or child I have enrolled and am responsible for) and grant permission for his/her participation in these activities, and grant authority for any necessary or emergency medical treatment without recourse to legal action. I will not initiate such action, for any reason whatsoever, without first obtaining the legally binding judgment of a professional arbitrator, that in his/her opinion, a basis for such action exists.

Parent's Signature \_\_\_\_\_

5. **ELEMENTARY STUDENTS ONLY -- FIELD TRIPS VIA SCHOOL BUS**

I hereby grant permission for my child to go on field trips as scheduled for the class, under supervision of the teachers and drivers. Furthermore, I hereby understand that I will be notified in advance of all pending field trips and know the particulars concerning time, date, destination, mode of transportation, entrance fees, and other data. (If the parent does NOT want his/her child to go on a designated field trip, the parent may call the school office (310-829-3551) and/ or send a note to the school office indicating his/her wishes regarding that field trip). The child may remain in another classroom, in that event.

Parent's Signature \_\_\_\_\_