

Hummingbird Montessori Preschool
942 Cornell Avenue Albany, California 94706
www.hummingbirdmontessori.com
(510) 524-8007
2022-2023 School Year

Admission Policies and Registration Agreement:

Students are admitted without regard to race, color, religion, nationality, or ethnic origin.

I.

The licensee shall provide the following basic care for _____

who is within the ages of 2 years 9 months and 5 years. Birthdate _____

Basic care:

- 1-Two nutritious snacks daily
- 2-Planned curriculum activity
- 3-Continuous care, observation, and supervision as required
- 4-Cleaning, diaper changing, and toileting needs
- 5-Administering of prescribed medications in accordance with physician’s instructions unless prohibited by law.

II.

The monthly rates are:

	Coverage Days	Coverage Hours	Tuition Rate
Schedule I	Monday - Friday	9:00 am - 4:30 pm	\$1575.00
Schedule II	Monday - Friday	9:00 am - 12:30 pm	\$1000.00
Schedule III	Monday - Thursday	9:00 am - 4:30 pm	\$1400.00
Schedule IV	Monday/Wednesday/Friday	9:00 am - 12:30 pm	\$880.00
Extended Hours Add On <i>(Before/After School Care)</i>	Up to Monday - Friday	8:30 am - 5:00 pm	\$200.00

These rates are for the 2022-2023 school year.

III.

Basic services are paid in advance.

The basic monthly rate does not include charges for the following additional services:

- Gymnastics: optional (registration through UC Village Recreation Center)
- Diaper Fee: \$50.00/month (if applicable)

IV.

A diaper fee applies for children that are not toilet trained. The fee is \$50.00/month.

Licensing:

The licensing agency may enter and inspect this facility at any time. The department of licensing agency shall have the authority to interview children or staff and to inspect and audit child facility records without prior consent. They shall also have the authority to observe the physical condition of the children, including conditions that could indicate abuse, neglect, or inappropriate placement.

Registration:

A non-refundable application fee of \$25.00 is due before enrollment begins. All forms must be returned before the child enters my care.

Guidelines and Agreements

Tuition Agreement:

A tuition agreement with Hummingbird Montessori Preschool is your commitment to enroll your child for the entire school year. Tuition fees are charged for all contracted days during the selected session whether they are used or not. Tuition will not be prorated for personal family vacations, illness, or missed days.

Holidays:

Included in the contract are the following school holidays/vacations.

Labor Day, Veterans' Day, Thanksgiving Holiday (3 days), Winter Break (2 weeks), Martin Luther King Jr. Day, President's Day, Spring Break (1 week), Memorial Day, July 4-5, Summer break, (2 weeks, TBA).

Options for Payment:

Tuition may be paid annually or monthly. If tuition is paid monthly, it is due on the first of each month. If you choose to pay the full annual balance there is a 5% discount for payments received by Oct. 1st.

Sibling Discounts:

There is a 10% discount for the second sibling enrolled at Hummingbird.

Deposit:

A deposit of one month's tuition is made with the enrollment and is applied to the last month of the school year upon completion of your enrollment agreement. Should your child leave school earlier than the time agreed upon, your tuition deposit will be forfeited and the funds will be applied towards filling the space reserved for your child.

Withdrawal from School:

If, after Oct. 1st, 2022, you withdraw from Hummingbird Montessori Preschool for any reason, you shall remain liable for the full tuition for the 2022-2023 school year. I will use my best efforts to fill the classroom space vacated by your child with a suitable replacement student and will refund to you a proportionate amount of the tuition, less the tuition deposit, in the event this occurs. If during the school year, a child is withdrawn from enrollment at my request, the tuition due will be calculated on a pro rata basis and any amounts so calculated will be immediately due.

Late Payment:

Tuition is due on the first day of every month. If your child is not at school on the first, please make sure your check reaches me by the first. You may postdate a check or mail a check to:

Jeanne Devin
942 Cornell Ave.
Albany, CA 94706

There will be a **late fee of \$50** for payments received after the fifth of the month and for checks that are returned or are not cleared by the fifth.

Late Fee:

A late fee of \$10.00 is due upon pick-up 5 minutes after your scheduled pick-up time. The fee increases by \$10.00 for every 10 minutes you are late.

Waiting List Procedures:

Upon receipt of the application and \$25.00 fee, you will be given a registration agreement. If you wish to be placed on the waiting list, you must give a \$200.00 deposit. To then secure a space for your child there will be a deposit equal to the first month's tuition minus the \$200.00 amount. At this point we can set a date for your child's first day.

Acceptance of Policies:

As part of the acceptance procedures, please sign below to acknowledge that you have read these admission policies and agree to comply with them.

Parent name _____ Requested start date _____

Signature(s) _____ Date _____

Director's Signature _____ Date _____