

# Preston Park Montessori Academy Annual Parental Agreement

Child's Name:	Date of Birth:	Age:	Date of Admission:

**Please read each statement and initial to indicate you have read, understand, and agree to comply with each statement. If you have any questions, please see the Administrator/Director. Parental Agreement, revised operational policies, enrollment requirements, etc... replace any and all previous information, arrangements, and agreements. Please sign, date, and return along with remaining paperwork.**

- \_\_\_ Preston Park Montessori Academy's (PPMA) operating hours are Monday thru Friday 6:30 am-6:30 pm. If my child is enrolled in 5 Full Days, I understand that I will be charged a late pick-up fee of \$1.00 per minute after 6:30 pm. Frequent late pick-up can result in dis-enrollment from PPMA.
  
- \_\_\_ If my child is 3 years or older, he/she is enrolled for a specific numbers of days and hours as indicated on our Admission Application. I understand that my child is only allowed to attend within our enrollment's allotment of hours on the specifically scheduled days. I will be charged a late fee of \$1.00 per minute before or after the hours of our scheduled enrollment.
  
- \_\_\_ I understand there is an annual, non-refundable registration fee charged each February. Should I choose not to pay the registration before the last day of January, my child's enrollment space will be forfeited to a candidate on the waiting list.
  
- \_\_\_ I understand there is a semi-annual supply/education fee charged each January and September and payable within two-weeks. I understand there may be additional fees for field trips and/or special activities for which I will be notified as they arise.
  
- \_\_\_ I have been provided a list of current tuition and fees and agree to pay according to the policies of PPMA.
  
- \_\_\_ I understand that all payments must be made by check or money order. Cash, credit cards, debit cards and/or all other forms of payment are not accepted.
  
- \_\_\_ Tuition and all other fees charged to my account are due each Friday for the up-coming week. A late payment fee of \$20.00 will be added to my balance, (including any unpaid fines or other charges), at the close of business each Tuesday. I understand that if my balance accrues to a maximum of two-week's tuition, our enrollment will be suspended pending payment in full. Frequent late payments, and/or outstanding balance may result in dis-enrollment from PPMA.
  
- \_\_\_ I understand that my tuition is based upon the days and hours of my child's enrollment. I will pay tuition and fees on the scheduled due date regardless of absences, school holidays, family vacations, inclement weather, or other school closings. I must give a 2-week written notice to request a change in enrollment schedule or notification to withdraw. If I do not give a 2-week written notice, I will be charged and expected to pay as agreed. Any unpaid tuition or fees will be turned over to a collection agency.
  
- \_\_\_ If I have a dishonored check returned to PPMA, I agree to pay the amount equal to that of the returned check **plus** a \$25.00 return check fee payable by money order only. I understand that returned checks are not re-deposited. After two returned checks, I must pay all future tuition and fees by money order only. Unpaid returned checks and fees will be turned over to the District Attorney for prosecution/collection.
  
- \_\_\_ After one (1) consecutive year of enrollment, I will be awarded an annual vacation credit equal to my child's enrolled one (1) week schedule to be used to hold my child's place in his/her classroom while he/she is absent for vacation. Vacation credit can only be used within the same week and can not be divided into different periods of time. Vacation credit can not be carried over to the next year, can only be used when my child is absent, and can not be exchanged for tuition credit or any other purpose. I understand that I must complete a written vacation credit request at least two-weeks prior to my child's absence.
  
- \_\_\_ I understand that I must sign-in and out every day. My child will only be released to persons age 18 and older, presenting a valid government; picture ID, matching those authorized by me on my child's enrollment forms.
  
- \_\_\_ PPMA will not prohibit the release of a child to his/her non-custodial parent without a copy of a current court order, signed by a judge, and notarized on file at the center.
  
- \_\_\_ If I choose any extra-curricular activities for my child, (e.g., dance, music, etc.), I understand that the service, costs, and payment are between myself and the vendor. Providers of these services are not screened, selected, or employed by PPMA.

**Please See Reverse**

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Reverse of Two-Sided Document

**-Continued from Front Page-**

- \_\_\_ I understand that PPMA is not responsible for personal belongings that are lost or stolen.
- \_\_\_ My child may use all play equipment and participate in all activities and events of PPMA.
- \_\_\_ I understand that my child may be dis-enrolled from PPMA if a) I fail to comply with PPMA's policies and procedures; b) if PPMA is unable to meet the social, emotional, mental, or physical needs of my child c) my child's needs and/or behaviors compromise the health, safety, environment, or experience for him/herself and/or other children in the center; d) late or delinquent payment.
- \_\_\_ I agree to provide PPMA with all required information and documentation regarding my child's enrollment file and to update information as changes occur and/or as required by PPMA and/or *Texas Department of Family and Protective Services Child Care Licensing*.
- \_\_\_ I have received a copy of PPMA's Parent Handbook/Operational Policies. I understand that continued enrollment is contingent upon adherence by my alternate contact persons, my child, my child's other guardian, and myself to the policies and procedures of PPMA as outlined in this agreement, operational policies/handbook.
- \_\_\_ I understand that my signature also affirms my understanding and review of each statement located on the reverse side of this document.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date