



ARBITots MONTESSORI

License #: 015700373

Enrollment Agreement AY 2022

"Aiding each child's development according to their individual needs."

Child's Name: _____ Date of Birth: _____

Start Date: _____ Sex: _____ Age: _____ Program: _____

Primary Guardian: _____ Secondary Guardian: _____

Mission and Vision

ARBITots Montessori provides high-quality and developmentally appropriate education for children ages 8 weeks to 36 months. We believe in the innate dignity and intelligence of every child and commit to create an environment that will nurture their total well-being. We celebrate each child's uniqueness and support them in their individual needs. We believe in creating and sustaining a community built on respect - for self, for others and for our surroundings.

Our role in the greater scheme of things is partnering with families in guiding the children to become the best citizens of the world and in the process continue to develop ourselves to become stewards of love and kindness to all.

Daily Schedule

Please note that some components of the schedule may vary under special circumstances.

7:00 - 9:00	Breakfast, Potty/Changing, Morning Free Play
9:00 - 9:15	Potty/Changing
9:15 - 10:15	Snacks, Work Period
10:15 - 10:30	Potty/Changing
10:30 - 10:45	Group Gathering
10:45 - 11:15	Outdoor Time
11:15 - 11:30	Potty/Changing
11:30 - 12:30	Lunch
12:30 - 2:30	Nap/Rest
2:30 - 2:45	Potty/Changing
2:45 - 3:00	Snacks, Dismissal
3:00 - 5:00	Potty/Changing, Outdoor Time/Afternoon Free Play, Dismissal

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* Infants under 12 months do not have a set schedule. They feed, change and nap when they need to.

Operation

The facility operates daily (Monday to Friday) from 7 am to 5 pm on a year-round basis excluding holidays and special closure days. Holidays and special closure days observed are as follows:

- Martin Luther King Jr. Day
- President's Day
- Spring Break (2 weeks in March/April, Dates TBA, NO FEES DUE)
- Memorial Day
- Juneteenth
- Independence Day
- Summer Break (2 weeks in July/August, Dates TBA, NO FEES DUE)
- Labor Day
- Veteran's Day
- Thanksgiving Day and Native American Heritage Day(2 days)
- Winter Break (2 weeks in December, Dates TBA, NO FEES DUE)
- Self Care Days (10 sick/personal days, notice given, NO FEES DUE)
- Forced Closure Days (e.g weather, dangerous circumstances, gov't mandate, NO FEES DUE)

*Parents are expected to have back up care available for closure days mentioned above.

Photo Release Consent

Your child may be photographed or video recorded and may appear on the facility's marketing materials and online pages. A guardian may decline the release of these photographs or videos by giving the provider written notice stating as such.

Visiting Day

In order to alleviate the stress to your child, we will schedule a 30-minute visiting day the week before their start date. This will be their first opportunity to be introduced to the facility **without** their guardians' presence. It may be understandably confusing to your child at first but this will help them get familiar with their

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new environment. If possible, we recommend speaking to your child in advance about this new change. Guardians must come to pick up their child after the said time period.

Fees and Schedule

Fees are due weekly **every Monday prior to the week of attendance**. Payments are considered **late after Wednesday prior to the week of attendance** and will continue to accrue late fees until settled. Two (2) weeks of non-payment may result in immediate termination of enrollment. Advanced and/or multiple payments are accepted. Mode of payment accepted are cash, check (payable to Arbitots Montessori LLC) or online payment (Paypal: arbitotsmontessori@gmail.com, with additional fees). Upon acceptance of enrollment, a **two-week deposit** must be made which covers for the FIRST and LAST week of the child's enrollment. Amount charged will be based on the service/s chosen below.

- Registration Fee (required, non-refundable) - \$25
- Materials Fee (required, annual) - \$100
- Infants (0 to 18 months)
 - a. Full Day (9 am to 3 pm) - **\$500/week**
 - b. Add-on Care: Morning (7 am to 9 am) - **\$50/week**
Afternoon (3 pm to 5 pm) - **\$75/week**
- Young Toddlers (18 to 24 months)
 - a. Full Day (9 am to 3 pm) - **\$450/week**
 - b. Add-on Care: Morning (7 am to 9 am) - **\$40/week**
Afternoon (3 pm to 5 pm) - **\$50/week**
- Pre-Primary (24 to 36 months)
 - a. Full Day (9 am to 3 pm) - **\$400/week**
 - b. Add-on Care: Morning (7 am to 9 am) - **\$30/week**
Afternoon (3 pm to 5 pm) - **\$40/week**
- Supplemental Services/Supplies (provided and charged automatically when parents are unable to)
 - a. Pull ups - **\$20/week**
 - b. Wipes - **\$10/week**
 - c. Overtime care (outside of enrolled program/operating hours, notice required and be agreed upon by Provider, fixed rate) - **\$50/hour due at pick up**

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- Penalties
 - a. Late payment charge - **\$10/business day**
 - b. Returned Checks - **\$30/check**
- Discounts
 - a. Prepayment Discount - **20%** for families who choose to pay in full for the calendar year
 - b. Sibling Discount - **10%** for each sibling

Absences and Vacation

No credit will be given for child's absences due to illnesses, trips, special gatherings or other personal reasons. Weekly fees are due regardless. However, an annual **one-week vacation credit (5 consecutive weekdays)** is given to each family outside of the holidays and special closure days mentioned above for use at any time during the calendar year. If the child fails to attend for **two(2)** consecutive weeks and parents fail to make payments during that time, the enrollment may be terminated without prior notice.

Cancellation and Withdrawals

A written correspondence is required to cancel, postpone or withdraw an enrollment. Cancellation and withdrawal requests by parents require a **30-day notice**. Termination of enrollment will only be effective 30 calendar days after the notice is received by the Provider and fees will still be due until then. Postponement of start date will only be honored up to 30 days after the original date. Spot will be forfeited and the child will go back to the waiting list if not used thereafter.

Illnesses and Diseases

It is inevitable for children to get sick especially when exposed to a new environment. That being said, their safety and well-being are our top priority. For this reason, children will not be allowed to come into the facility when they are sick. No child will be accepted with a fever (100° and above), diarrhea, vomiting, runny nose with colored discharge, rash, discharge from eyes or ears, lice, and/or a communicable diseases (i.e. chicken pox, measles, influenza, pink eye, etc). Should a child become ill during care, he/she will be isolated and the guardian will be asked to pick the child up ASAP. Children must be symptom free, without the aid of medication, for a period of 24 hours before they will be accepted back into care.

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Medications and Medical Emergencies

Nonprescription and prescription medications, ointments, and creams can be given to your child if needed. Parents are required to fill out the proper forms, provide doctor's note (if applicable) and to supply all medications in their original containers. Prescriptions must be labeled with the child's name.

Every effort is made to keep children safe through supervision and childproofing. Minor injuries receive appropriate first aid and if an emergency injury or illness occurs you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. Guardians are responsible for all costs involved in emergency medical treatment, including emergency transportation if required. Provider and/or her family will not be held liable for any sickness/accidental injury of either guardian or child while within the premises.

Drop off and Pick up

For most, if not all children, this will be their first experience being away from the safety and comfort of their familiar environment and adults. This is a very difficult time for them no matter what. However, we can help ease their difficulty by keeping drop offs and pick ups short and sweet. Having a short goodbye and hello routine with your child demonstrates to them that you are confident in entrusting them in our care and will help them feel safe with us. On average, it takes about two weeks for a child to become familiar and comfortable in a new environment and with new people. However, each child may be different. It is crucial that during this adjustment period, parents do not linger as it will be harder for the child to build trust. Comfort items such as toys or blankets may be allowed only during the child's first two weeks.

Guardians are required to sign the attendance sheet at drop off and pick up. If the child will be dropped off late or picked up early outside of the normal arrival and departure times, please send a message and DO NOT RING THE DOORBELL as a courtesy to other children (please note we may have infants who do not have a set nap schedule and may be resting during this time).

Authorized persons for pick up shall be provided by Guardians upon enrollment and additions to the list will require proof of identity.

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Clothing

Clothing plays an important role in encouraging independence in children. For toddlers (especially those who are potty training), children are expected to come in shoes and clothing that are not tight and do not have laces, buttons, ribbons and other closures that they are not able to tackle themselves. We highly recommend sending them in short or long sleeved shirts, strap-on or slip-on shoes, zip up jackets, and roomy pants with waist bands. Children's clothing should also be weather-appropriate to allow for outdoor time when weather permits. Children are also inevitably going to get dirty throughout the day so fancy clothing is strongly discouraged. For infants who are starting to learn how to be mobile, we suggest clothing that exposes their arms and legs to help them practice their movements more comfortably.

Supplies

Before your child's first day, please provide the following supplies:

- a plastic shoebox sized container with 5 extra pairs of each piece of clothing. The box should be labeled with your child's name and their extra clothing should be labeled with their initials.
- Diapers (for non-walking infants only) / pull ups (for walking infants and all toddlers) and wipes with your child's name
- Standard crib size sheet and blanket or sleeping bag (Nap items will be sent home every Friday for washing)
- Indoor shoes for walking children

Nutrition

As allergies are usually not yet fully identified at this age, children's lunch and milk shall be provided by the guardian. We recommend sending your child's food (to keep warm) and milk (in a cooler with an ice pack) in a vacuum flask to maintain the safe and proper temperature for them before consumption. For bottle-feeding infants, please send 3-5 bottles with your child's initials. Nuts are strictly prohibited and will be sent back home. Snacks such as cereals, crackers, fruits, cheese, veggies, dips, yogurt etc. will be available to the children at no extra cost to the guardians. For beverages, only water and 1% milk will be provided at the facility. Please DO NOT send cookies, candies, chocolate or any sugary treats for your child while in our care.

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Toilet Awareness and Learning

Learning how to use the toilet independently is one of the great milestones of toddlerhood. However, as with the achievement of any significant progress, this will take a lot of patience, repetition and accidents before the success. We support the child's journey by introducing the toilet as soon as the child is able to sit unassisted. As the child gains better mobility skills, their interaction with the potty will also increase gradually. It is very important that this introduction and process be consistent both at home and while in our care. Toilet awareness is crucial to having a smoother transition into potty training. This process begins with the introduction of the toilet and its purpose, then, allowing (not forcing) the child to experience how to use it but not expecting them to successfully use it, transitioning from the changing table to standing diaper change as soon as they are able to stand independently, and finally, encouraging to use the toilet once they learn how to walk confidently. As the child shows signs of interest and readiness, a more in-depth discussion will be scheduled with the parents on how to coordinate and support the potty training process.

Celebrations

Our facility strives to be an inclusive facility and respect celebrations of cultures by having a group gathering to read a book, discuss items of interest, sing and dance to songs etc. to highlight these festivities. If you would like to share a cultural celebration with us, please feel free to bring an item or any material symbolic of the celebration with a short explanation of why it is celebrated and where.

Birthdays are also celebrated in a very similar manner. We request that guardians bring a poster of the child's photos from birth to the current age with a short description. If you would like to send treats for other children, we may accept a fruit platter or a book donation.

Discipline

We honor the dignity of all children and therefore no corporal punishment shall be imposed on them under any circumstances. Children shall be treated with utmost respect and extended patience. As a Montessori practitioner, we firmly believe in helping the child attain self discipline by means of repeated demonstration of proper behavior, redirection, and compassion. Freedom within limits is an important aspect of the Montessori environment which is also an important value for children to develop in order to function well within the society. However, any behavior that is dangerous, damaging, disrespectful or disruptive will NOT be tolerated.

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Repeated hitting and/or biting will be addressed with the guardians immediately so we can work together to help the child resolve this behavior.

Commitment of Support

The facility upholds the Montessori principles as the educational model for instruction and part of this is the investment of trust, cooperation, time and energy in support of the child's development both at home and in school. We firmly believe in respect for self, respect for others and respect for the environment as key to creating a harmonious community along with justice, equity, diversity and inclusion. As partners in this endeavor, we commit to uphold the programs, policies and values by promoting and participating in activities that align with this statement. Both the provider and guardian agree to cooperate and work together to provide for the child the best support towards the child's optimal development.

Nondiscriminatory Policy

ARBITots Montessori does not discriminate in the administration of educational policies and admits students of any gender, race/ethnicity, nationality, culture, disability, religion, sexual orientation or economic status. In commitment to make our community inclusive, we ensure equitable access to resources, opportunities and materials for all students and families so everyone can feel safe, accepted and supported. All symbols and acts of hate are prohibited in our premises, events, activities and materials.

There may be instances when atypical traits or behaviors are observed with your child. We do our best to recognize these early and communicate them to the guardians in a timely manner. The guardian shall agree, as a condition for continuous enrollment, to cooperate in addressing these with other child specialists as soon as possible in order to identify any special accommodations that the child may have. In circumstances where specialized services are deemed necessary for the child's health and development based on observations, it is the guardian's responsibility to reach out to other experts and pay for the additional services.

Terms

The agreement terms provided in this contract are effective only until December 31, 2022 and shall be renewed each year. Failure to abide by these terms may result in immediate termination of enrollment and forfeiture of deposit per the Provider's discretion.

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Confidentiality

All information provided will be kept confidential. Absolutely no information will be released to persons other than the identified guardian/s in this agreement unless prior written permission has been received or if necessary for any legal investigation.

Addendum for Overtime Service

Under the section Fees and Schedule, overtime service is care provided outside of the child's enrolled program. Notice is required and schedule should be approved and agreed upon by the Provider. This service is charged at a fixed rate of **\$50/hour due at pick up**. All policies in the Enrollment Agreement shall apply.

The form below shall be used to request overtime service and submitted **at least 7 days before the requested date**.

Requested Date of Service	Requested Time of Service	Signature of Guardian	Approval by Provider

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