

Admission & Financial Agreement 2018-2019

- **School tuition is based on a 180-day school year.**
- **Tuition is not subject to adjustments due to illness, vacation, or absence.**

Tuition Payments:

- If the entire tuition for the following year is paid in advance, a 5% discount will be given by May 1st and a 3% discount thereafter.
- Tuition can be arranged in ten installments, deposit amount of one payment (10% of yearly tuition) is due at the time of the registration (May 1st) followed by 9 payments for Sept 1st, 2018 through May 1st, 2019.
- This deposit is only refundable if you terminate enrollment between September 1st, 2018 and March 1st, 2019. Otherwise it will be applied to your last payment. (June 1st, 2019)
- There is a 5% discount for siblings (second child).
- Tuition payments are due on or before the 25th of each month (Aug. 25th through April 25th). Payments received after the 2nd day of each month are subject to a 5% late fee.
- Mills Montessori reserves the right to terminate any enrollment if the tuition is not paid by the 15th of each month.
- There is a \$30 service charge for bounced checks. No bill will be sent home unless you are late with your payment.

Extra Expenses:

- Books, workbooks and testing fee: Pre-school II: \$250; Kindergarten & Elementary: \$400.
- Annual application processing fee: \$100.00 per child
- Any changes or modification to your child's daily schedule will result in a \$100.00 processing fee.
- If your child chooses to participate in any theatrical events there will be some additional fees for costumes, which will not exceed \$100.00 per costume.
- Hot lunches are available and optional.

Termination of Enrollment:

- A prior notice of one month (18 working days) is required to terminate your child's enrollment.
- Mills Montessori reserves the right to decline enrollment of a child, or terminate any child's enrollment at any time with one-month prior notice, if such an action is deemed to be in the best interest of the child or the school environment.
- Disenrollment will follow with a full refund of the remainder of the child's tuition. The application fee is non-refundable.

Late Pick-up:

- Unless prior arrangements have been made with the school, a charge of \$10.00 per hour will be applied, starting fifteen minutes after your child's pick up time. A late pick up fee of \$1.00 per minute be charged after 6:00pm.

Holidays:

- The school is closed for all National holidays, including winter and spring breaks. However, daycare will be available for an additional charge (for specific dates please refer to the school calendar).

**Mills Montessori reserves the right to make any changes to this document without any prior notice.*

Parent/Guardian

Director

Date

Mills Montessori School Calendar 2018-2019

Phone: (650) 616-9000

Email: info@millsmontessori.com

www.millsmontessori.com

| September 2018 | | | | | | | October 2018 | | | | | | | November 2018 | | | | | | | December 2018 | | | | | | |
|---|----|----|----|----|----|----|------------------|----|----|----|----|----|----|---------------------|----|----|----|----|----|----|------------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| 2 | C | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | E | 11 | 12 | 13 | 11 | C | 13 | 14 | 15 | 16 | 17 | 9 | 10 | 11 | 12 | 13 | E | 15 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | E | 20 | 18 | 19 | E | C | C | C | 24 | 16 | D | D | D | D | D | 22 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 25 | 26 | 27 | 28 | 29 | 30 | 23 | C | C | C | D | D | 29 | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | E | | | | | | | | | 30 | C | | | | | | | |
| 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (19 school days) | | | | | | | (23 school days) | | | | | | | (18 days of school) | | | | | | | (10 school days) | | | | | | |
| January 2019 | | | | | | | February 2019 | | | | | | | March 2019 | | | | | | | April 2019 | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | C | 16 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | E | C | 20 |
| 20 | C | 22 | 23 | 24 | 25 | 26 | 17 | C | 19 | 20 | 21 | 22 | 23 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | D | D | D | D | D | 27 |
| 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | | | |
| | | | | | | | | | | | | | | 31 | | | | | | | | | | | | | |
| (21 school days) | | | | | | | (19 school days) | | | | | | | (22 school days) | | | | | | | (16 school days) | | | | | | |
| May 2019 | | | | | | | June 2019 | | | | | | | July 2019 | | | | | | | August 2019 | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | E | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 26 | C | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | 25 | C | C | C | C | C | 31 | | | |
| | | | | | | | 30 | | | | | | | | | | | | | | | | | | | | |
| (22 school days) | | | | | | | (10 school days) | | | | | | | (10 school days) | | | | | | | (16 school days) | | | | | | |
| School Year: 09/04/18- 06/14/19 (180 days) First Day of School: Tuesday September 4 th , 2018 D: Daycare C: School Closed E: School Events Last Day of School: Friday June 14 th , 2019 School Holidays: 09/03/18- Labor Day 11/12/18- Veterans Day 11/21/18-11/23/18- Thanksgiving 12/17/18- 01/01/19- Winter Recess 01/21/19- MLK Day 02/15/19 -02/18/19 President's Day 04/22/19-04/26/19 Spring Break 05/27/19- Memorial Day | | | | | | | | | | | | | | | | | | | | | | | | | | | |

School Events:

- 10/10/18- Picture Day
- 10/19/18- Pumpkin Patch Field Trip
- 10/31/18- Halloween Party
- 11/20/18- Thanksgiving Feast
- 12/14/18- Christmas Party
- 04/18/19-Easter Egg Hunt
- 06/14/19-End of the Year Show

Summer Session I: June 17th – June 27th (9 days)

Summer Session II: June 28th – July 30th (18 days)

Summer Session III: July 31st - August 23rd (18 days)

August 26th – September 3rd School Closed

Mills Montessori School 2018-2019 School Year

Program, Time, and Tuition

Monthly payments are based on 10% of the entire school year tuition.

| Program | Morning program: 9:00am -12:00 pm | Full day program: 9:00am- 2:30 pm | Extended full day program: 7:30am- 6:00pm |
|-------------------------------|--------------------------------------|--------------------------------------|--|
| Pre-School*: | | | |
| 5 days per-week | \$990 | \$1200 | \$1550 |
| 4 days per-week | \$950 | \$1125 | \$1400 |
| 3 days per-week | \$900 | \$1100 | \$1300 |
| Pre-School II & Kindergarten: | \$990 | \$1200 | \$1550 |
| Elementary: | Not offered | <u>8:45am-2:30 pm</u> \$1200 | \$1550 |

* An additional 10% of tuition will be added for non-potty trained children.

Extra Expenses

Day Care Costs:

- School holidays:
Extended full day (7:30am- 6:00 pm): \$ 80.00 Siblings: \$140.00
Hourly charges: \$10.00
- Daily:
Extra morning hours (8:00am- 9:00 am): \$120.00
Extra afternoon hours (2:30pm – 3:30 pm): \$120.00
Additional hours (by arrangement only): \$10.00 per-hour (minimum of one hour)

Registration Fee:

- Initial enrollment fee (new students only): \$200

Books & Material fees:

- Pre-Schools : \$250.00
- Kindergarten & Elementary: \$400.00

Extra Curricular Activities:

- Ballet, Piano, Soccer, Foreign Language, Ceramics, Computers and Art activities are all offered with an additional fee.
- Additional fees will also be applied for any costumes or theatrical props needed for your child, if he or she chooses to participate in the end of the year show.

Hot Lunch:

- Hot lunches are offered daily for an additional charge.



MILLS Montessori School

1400 Hillside Blvd. South San Francisco, Ca. 94080
Tel: (650) 616-9000 Web: www.millsmontessori.com

APPLICATION FOR ENROLLMENT

Child's Name: _____ D.O.B _____

Parent's/ Guardian's Names: _____

Home Address: _____

Home Phone Number: (____) _____

Work Phone Number: (Mother) (____) _____ (Father) (____) _____

Cell Phone Number: (Mother) (____) _____ (Father) (____) _____

e-mail address: _____ Date of application: _____

Please check/circle desired program and/or days:

| Program | Morning | Full day | Extended day |
|-----------------------------------|------------|------------------|--------------|
| | 9:00-12:00 | 9:00-2:30 | 7:30-6:00 |
| Pre-school I*: | | | |
| () 5 days per-week | () | () | () |
| () 4 days per-week | M,T,W,Th,F | M,T,W,Th,F | M,T,W,Th,F |
| () 3 days per-week | M,T,W,Th,F | M,T,W,Th,F | M,T,W,Th,F |
| Pre-School II: & Kindergarten: | () | () | () |
| Elementary: | N/A | <u>8:45-2:30</u> | () |
| | | () | () |

Parent/guardian signature: _____

School director signature: _____