

THE MODEL SCHOOL
Comprehensive Humanistic Learning Center
ADMISSION AGREEMENT/CONTRACT
July 1, 2018 to June 30, 2019

SERVICES OFFERED

The Model School accepts and provides services for children between the ages of three months through five years. Children may be enrolled in the Infant Center program which accommodates children between from three months to two years, the toddler 2 program designed for children between the ages of two and three or in the multiage pre-kindergarten designed for children, ages three through five.

PHILOSOPHY

The Model School is based on philosophical principles which are summarized in the Parents' manual and which are discussed with each parent before or during the enrollment process. It is important that parents understand and accept The Model School philosophy.

FEES/TUITION

Monthly fees are computed on an annual basis, depending upon the number of hours for which a parent contracts and divided into 12 monthly installments for convenience and budgeting purposes. The child's attendance is expected to be within the hours stated in the contract. Persons who consistently use more hours than specified in the contract are advised to change the contract to reflect the number of hours actually needed. ***However, we are very flexible about changing the contract to meet the needs of the parent.*** Moreover very temporary changes, such as a few extra hours during a limited period of time can simply be prorated.

A complete fee schedule is included in the parents' manual. The registration fees, the insurance fee and the tuition deposit, applicable to the month's tuition, are due at the time of enrollment. The current monthly fee or prorated portion thereof, is also due at that time and on or before the first day of each subsequent month unless the parent chooses to pay annually, semi annually or makes special arrangements.

DISCOUNTS

Discounts of ***5% and 3% respectively*** are allowed for annual and semi annual payments made in advance for persons enrolling for thirty five (35) hours or more per week. A ***7% discount, based on the higher fee,*** is allowed when a sibling is enrolled provided that both children are enrolled for thirty (30) hours or more per week. **However, parents paying semi annually or annually cannot also take advantage of the 7% discount on the second child.** **A fifteen (15%) discount will be allowed on the insurance fee for each sibling enrolled after the first child.**

LATE FEES

Late fees *of \$1.00 per minute* are assessed for persons who fail, for any reason, however valid, to assure that their child is picked up by 6:00 p.m. The fee is due and payable at the time of pick up. Persons who consistently inconvenience the staff by failing to make arrangements to have their child picked up by 6:00 p.m. are subject to having their contracts rescinded.

REFUND POLICY

The \$55.00 registration fee is non refundable. However, other fees may be prorated and refunded under certain circumstances. All children are accepted on a three or four week trial basis. If a parent chooses to withdraw during this period, the \$200.00 tuition deposit and any unused tuition will be refunded. Likewise, should the school determine that the placement is unsuitable for the child, the tuition deposit and any unused tuition will be refunded. Other fees will be refunded on a prorated basis. In the event that parents choose to withdraw at any other time, a *thirty day (30) notice* will be required before a refund should be claimed and/or considered.

SUBSIDIZED PROGRAM FEES

The Model School does not receive any governmental or other special funding and therefore cannot offer scholarships or subsidized care. However parents who qualify for subsidized programs may contact Bananas, the local resource and referral agency or some other appropriate organization, and the Model School may accept their contract. Parents whose children are accepted must abide by the regulations of the program and the Model School, including the necessity to complete paper work in a timely manner without undue effort on the part of The Model School staff. Some programs may not pay registration fees and thus they become the responsibility of the parent.

FEE INCREASE POLICY

It is the policy of The Model School to implement general fee changes only at the beginning of the fiscal year in July. Individual parents may, however, revise their contracts to suit their needs at any time. A notice of 30 days or more is given prior to the effective date of any fee increase.

Generally NO FEE ADJUSTMENTS CAN BE MADE BECAUSE OF ABSENCES FOR ANY REASON! However, for parents who wish to keep their child enrolled while on vacation for one month or more, a one week tuition discount will be allowed for the entire period they are gone.

THE MODEL SCHOOL CALENDAR

The Model School offers a 12 months program, *244 days per year*, Monday through Friday, exclusive of holidays and a brief winter recess which occurs between late December and early January. **HOLIDAYS AND NON SERVICE DAYS ARE NOT**

INCLUDED IN THE FEE SCHEDULE, and the monthly tuition is due at the regular time. *Parents are urged to help the school in December by making the January payment before the holiday recess begins. Checks may be postdated for January.*

REGISTRATION REQUIREMENTS

Parents who believe that The Model School provides a suitable environment for their child are invited to complete the registration forms and to submit them to the office manager.. In addition to The Model School forms, the following state forms are required:

- (1) Lic 701 “Physician’s Report”
- (2) Lic. 702 “Child’s Pre-Admission Health History – Parent’s Report”
- (3) Lic. 700 “Identification and Emergency Information”
- (4) Lic. 627 “Consent for Medical Treatment”
- (5) Lic.995 “Notification of Parents’ Rights”
- (6) Lic. 613A “Personal Rights”

RIGHTS OF THE LICENSING AGENCY

Parents are advised that The Model School is a licensed facility and as such is subject to ***Title XXII regulations***. These regulations provide, among other things, that any duly authorized agent of the Department of Social Services, Community Care Licensing, may, upon presentation of proper identification, enter and inspect the facility and audit child or facility records, with or ***without*** advance notice , either to assure compliance with or to prevent violation of state regulations.

The Department of Social Services, Community Care Licensing, has the authority to observe the physical condition of a child or children, including conditions which indicate abuse, neglect or inappropriate placement and to have a licensed medical professional physically examine the child or children without either the permission of the parent or the school staff.

PARENT/STAFF COMMUNICATION

The Model School views its relationship with parents as a partnership and values open lines of communication. Parents are encouraged to communicate with the teachers and the director and to visit the school at any time.

REASONS FOR TERMINATION OF THE CONTRACT

The Child Does Not Adjust to the School Program

The Model School is committed to doing everything possible to help each child make a healthy and happy adjustment. In the unlikely event that a child is unable to adjust to the school setting within a reasonable period of time, as determined by the parents and the staff, parents will be permitted to withdraw upon request, and the contract will be rescinded.

The Child exhibits Serious behavior problems

Occasionally a child may exhibit behavioral problems which are beyond the scope of the school or a regular group setting, and he or she may be deemed to be inappropriately placed. Any child who consistently exhibits behaviors which are inimical to the welfare of the group or to any individual in the group and who does not respond to the normal intervention strategies may be referred for appropriate services and the contract will be terminated. Upon request, efforts will be made to help parents or guardians to find suitable placement

Failure to pay fees

This contract may be rescinded for failure to pay fees when due or to make satisfactory arrangements and adhere to them.

Inappropriate follow through by persons on subsidized programs

In order for the school to receive payment, parents must maintain eligibility and must complete time sheets and all required paper work accurately and on time.

Rude or disrespectful behavior toward staff members

The Model School works hard to recruit, train and maintain a highly qualified, loving and responsive staff. We expect our staff to treat our clients with great respect and to receive the same kind of treatment in return. Our expectation is that any concern or complaint will be discussed with the appropriate party in a positive, problem solving manner. In the event the client is still dissatisfied, she or he is invited to discuss the issue with the director.

THANK YOU FOR BEING A PART OF THE MODEL SCHOOL FAMILY!

PLEASE RETURN THIS PAGE

The Model School Contract Signature Page

July 1, 2018 - June 30, 2019

The Model School hereby accepts _____ for enrollment for the 2016-2017 school year. The applicant whose signature appears at the bottom of this contract has received a copy of the Model School Parents' Manual, the school calendar and fee schedule and accepts the philosophy of the school and the terms and conditions of this contract. The appropriate program and selected payment option are checked below.

REGISTRATION FEES

Admission Fee	\$ 55.00	Non refundable one time only fee
Tuition Deposit	\$ 200.00	One time fee, applicable to the last month's tuition
Insurance Fee	\$ 150.00	Annual fee due each July 1 st – See discounts, page 1, paragraph 5.
Parents' Group Dues	\$ 100.00	Payable to The Model School Parents' Group each July 1 st .
NOTE:	<i>The first two items do not apply to children currently enrolled!</i>	

ENROLLMENT PLANS

Class _____ **Days of Attendance: M T W Th F**
Please circle days

Hours: From _____ **to** _____

Payment Plan: (circle one) monthly, bimonthly, semi annually, annually, subsidized, other

FEES PAID

Admission Fee _____

Tuition Deposit _____

Insurance Fee _____

Parents' Group Dues _____

First month's Tuition _____

REGULAR MONTHLY INSTALLMENTS DUE: _____

Today's Date: _____

Signatures: _____

Parent(s) or Guardian

Office Manager or Director

Dates of contract changes or adjustments: _____

Used only when significant changes are made

MODEL SCHOOL FEE SCHEDULE

July 1, 2018 - June 30, 2019

Admission Fee	\$ 55.00
Tuition deposit	200.00*
Insurance Fee	150.00**
Parents' Group Dues	100.00**

Total Registration Fees 505.00

*Applicable to the last month's tuition

**Annual fees due each July

All fees except the non-refundable admission fee will be prorated after July 1

Pre-kindergarten Fee Schedule

These rates apply to children from age 2.5 to 6

Weekly Hours to: Monthly Rate

20		1199
25		1290
30		1372
35		1448
40		1520
45		1586
50		1647
55		1668

Infant/Toddler Fee Schedule

These rates apply to children from 3 months to 30 months

20		1423
25		1525
30		1617
35		1703
40		1785
45		1861
50		1923
55		1944