



2021 - 2022
Application for Admission

8271 Gay Street
Cypress, CA-90630
Tel: 714-995-2054



LiMai
Montessori Academy



PLEASE COMPLETE

We are applying for admission
to the following program:

Today's date: _____

Desired campus and start date: _____

PRIMARY

Child's name: _____

5 days Full

Birth date: _____ Boy or Girl: _____

Mother's Name: _____

We are interested in starting:

Father's Name: _____

As soon as possible.

Address:

Primary Phone: _____

E-mail: _____

Other children in family (and ages):

2021 – 2022 ACADEMIC PROGRAMS (September 2021 through August 2022)

Primary (Preschool, Ages 2 through 6)

Full Day extended (7:30 am -6:00 pm) 5 Days \$1100/mo.

Full Day (9:00 am -3:00pm) 5 Days \$980/mo.

Extended day charges are in \$40 increments 7:30-9:00am, 3:00-4:30pm and 4:30-6:00pm

Virtual Program: Pre-Primary and Primary TBD Kindergarten TBD Mandarin Program TBD

Important School Policies:

1. Tuition Refund

- a. The tuition above is calculated based on a 12-month school year, and there will be no refund for tuition prepaid unless expressly provided in this Application for Admission or the Terms of Enrollment. In the event that there are any refunds, the refunds will be pro-rated based on a 12-month school year. The School reserves the right to adjust its tuition periodically.
- b. You understand and acknowledge that if the School has to close its campus because of events outside of its reasonable control, including without limitation, government orders, riots, strikes, natural disasters, the School will not refund any tuition prepaid for the month when the campus closure becomes effective, unless such closure takes place on the first day of the month. In addition, for the prepaid annual tuition, the refund will be calculated on a pro-rated basis, taking the number of months remaining for the school year (12 months), dividing that by 12 and then multiplying this number by the annual tuition prepaid.

2. Tuition Discount

- a. Multiple Child Discount. To ease the strain of meeting tuition payments for large families, the School has implemented the following financial aid policy. The tuition discounts indicated below only apply to tuition payments and do not affect other fees or charges.
2 enrolled children within the same household: first child – full tuition, second child – 10% off
3 or more enrolled children within the same household: first child – full tuition, second child – 10% off, third or any child thereafter – 15% off.
- b. Full Payment Discount. A 5% discount will be applied if the twelve – month tuition is paid upfront when the family signs up for enrollment.
- c. You may choose to use only one of the two above-mentioned discounts. Those two discounts cannot be combined.

3. Fees and Charges

- a. **Registration Fee.** A registration Fee of \$80(new student only) is due with each Application for Admission for each child. This fee covers the registration process and therefore is NON-REFUNDABLE.
- b. **Material and insurance Fee.** A non-Refundable annual material and insurance fee of \$350per child is due by September 5, 2021 if enrolled.
- c. **Security Deposit/Withdrawal:** A \$400 security deposit is due at the time of enrollment. This deposit will be applied toward the tuition for the last month of attendance as long as a thirty-day advance written notice of

withdrawal has been submitted to the School Director via email by a parent or a guardian. The security deposit will be forfeited if no written notice is given, or the written notice is given but less than the prescribed thirty - day in advance, or your child is dismissed from the School for any reasons stated in this Enrollment Form.

- d. **Withdrawal fee:** A withdrawal fee, equal to one month's tuition, will apply if a child's withdrawal from any program is less than 30 days before the beginning of his / her program and his / her spot cannot be filled from the waiting list. The withdrawal fee is addition to the loss of the security deposit.
- e. **Miscellaneous Fees and Charges**
- A \$30 Earthquake Kit Fee per child is due at the time your child begins school or such kit needs to be provided by the parent.
 - A \$30 Service Fee will apply if a check is returned by the bank.
 - A \$35 late fee will apply if the monthly tuition payment is received by the School after the fifth day of each calendar month.
 - A Late Pick-Up Fee (\$10 for first 10 minutes and \$5 every minute thereafter) will apply if the student is picked up after the end time for the program in which she or he is enrolled.
4. **Leave of Absence.** Every school year, each child enrolled in any program is eligible to take a one-time tuition deduction for leave of absence, after six months' enrollment. Regardless of the duration of the leave of absence, such deduction will be a maximum of two-week's tuition, if a two-week written notice prior to the first day of such leave of absence is given to the School Director via email. If the leave of absence is less than two weeks, the child will receive tuition deduction in accordance with the actual days of his/her leave, for up to two weeks. If said leave of absence is longer than one month and ends after the 5th day of the following month, the tuition for the following month should be paid by the 5th day of the following month, or a \$35 late fee will apply to that month.
5. **School Directors' Email Address:**
- Director: Anu Tasildar Email: anu.t@limaimontessori.com
Asst. Director: Laura Steele Email: laura.s@limaimontessori.com
6. **Acknowledgement by Parent or Guardian.** As the parent or guardian of the student, I acknowledge that I understand that tuition payments cannot be waived due to child(ren)'s illness. I understand that, subject to the provisions in this Application for Admission Form and the Terms of Enrollment, once I accept an enrollment, my security deposit (\$400) and registration fees (\$80), material and insurance fee (\$350) and earthquake kit fee (\$30) paid are non-refundable and non-transferable. I understand that a 30-day written notice is required should I choose to withdraw my child(ren). I understand that tuition is due on the 5th day of each calendar month or a late fee will apply for any tuition paid after the 5th of the month. Please refer to the Parent Handbook for additional information.
7. **If there is any conflict between this Application for Admission form and the Parent Handbook, the terms in this Application for Admission shall prevail.**

Please sign below return to us either in-person, by email (LMAcypress@gmail.com)

Understood, Acknowledged and Agreed:

(Date) (Signature of parent/guardian)

(Date) (Signature of Director/Principal)

Date of acceptance: _____ Enrollment fees paid: Registration \$80 _____ Materials & Insurance \$350 _____

Earthquake kit \$30 _____

Security Deposit: \$400 _____ Check # _____ Start Date: _____ Class Assigned: _____

Child's Name: _____ Birth Date: _____

Start Date: _____ Schedule: _____ Tuition: _____

TERMS OF ENROLLMENT

All Tuition payments are due and payable on the 1st day of each calendar month and are considered late if received by the School after the 5th day of each calendar month. A child will not be accepted until the first month's tuition has been paid.

A late charge of \$35 MUST be included with a late tuition payment.....Initial: [____]

There will be an automatic \$30 charge for any and all returned checks..... Initial: [____]

I understand that if my child(ren)'s tuition is unpaid for 10 or more school days, without specific arrangements approved by the School Director, my child(ren) MAY not be accepted for attendance, and that student's space MAY be considered open for new enrollment, subject to school's discretion.....Initial: [____]

When a student needs Extended Day Care, and is NOT enrolled in the Extended Day Care Program, the charge for such temporary Extended Day care is \$20.00 per 1 hour or \$100/day for Primary program or \$120/day for Kinder Program, due at the time of useInitial:[____]

Refunds or reductions in daily tuition rates CANNOT be made for any reasons except expressly set forth in this Enrollment Form.Initial: [____]

Withdrawal Procedure: WITHDRAWAL OF A STUDENT FROM ENROLLMENT AT SCHOOL MUST BE SUBMITTED IN WRITING AT LEAST THIRTY DAYS IN ADVANCEInitial: [____]

School Holidays: The school is closed on the following days: Labor Day, Veterans Day, Thanksgiving and the Friday after, Christmas Eve and Christmas Day, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, and Independence Day. For holidays that fall on a Saturday, the holiday will generally be observed on the Friday before. For holidays that fall on a Sunday, the holiday will generally be observed on the Monday after. No tuition refund for the days mentioned in this paragraph.Initial: [____]

The school offers childcare service during Winter breaks. School will charge \$50/day in addition to the tuition for regular school year. Other fees may apply, please check with your School Director for details. However, enrollment for the Winter break childcare service is not guaranteed, because there are requirements for minimum enrollment and availability of the staff.Initial: [____]

The parent/guardian is responsible for informing the school of changes in address, phone numbers, and of persons who are authorized to pick up the child from the school..... Initial: [____]

Our school reserves the right to refer to God as a universal God, not defining any specific religion. We also reserved the right to expose children to traditional religious holidays, including Christmas, Easter, Passover and Hanukkah ,in storytelling, plays, festival ,etc.....Initial: [____]

All parents/guardians are required by law to sign your full name in and out as well as the time in and out each day. NO PERSON UNDER THE AGE OF 18 WILL BE PERMITTED TO SIGN A CHILD IN OR OUT WITHOUT A SIGNED RELEASE FROM THE PARENT/GUARDIAN. If you are separated or divorced, we must have a court order to restrain the other parent from picking up the child.....Initial: [____]

There is a space in your child’s Health History form to list allergies. Please fill this out carefully, including sensitivities to food, smells, insect bites or stings.....Initial: [____]

Parents/Guardians must secure alternate care for sick children. This is in accordance with the California Health Department. A child cannot be accepted in school if he/she shows signs of illness upon their arrival in the morning. We ask that you keep sick Children at home if they have experienced any of the following symptoms within the past 24 hours:
A fever over 100 F (37.8 C) orally • Uncontrollable coughing • Diarrhea, vomiting, or an upset stomach 3 • Unusual or unexpected loss of appetite, fatigue, irritability, or headache • Any discharge or drainage from eyes, nose, ears, or open sores • Undiagnosed rashes
Children who become ill with any of these symptoms will be returned home. We appreciate your cooperation with this policy. Initial: []

PHOTOGRAPHS, VIDEOS AND AUDIO TAPES: I understand and agree that, in consideration for being allowed to photograph, videotape or audio record my child on school’s property; I shall only use such recording for lawful and private home use and will not publicly display or sell such recordings..... Initial: [____]

MEDICATION: I understand that it is not the school’s responsibility to administer any medication, regardless prescription or over-the-counter medication. If medication must be administered during the day, the school can only administer over-the-counter medication. All medication I intend the school to administer will be in the original container with a label from the pharmacy that clearly states the expiration date and exact dosage and times to be given. I agree to fill out the Non-Prescription Medical Treatment Instruction, Consent and Waiver form and give the medications and completed forms to the School Director. I understand that I must strictly follow all school’s policies related to the administration of medication in the school.
.....Initial: [____]

Termination Procedure: We reserve the right to refuse service to anyone. In the event that a child becomes dangerous or a threat to the physical safety of himself, or other students, he/she might be terminated from the program. In this case, prorated refunds will be given based on the child(ren)’s attendance..... Initial: [____]

EMERGENCY CONTACTS: I understand that I am required to provide and maintain at all times a minimum of two additional emergency contacts other than myself, including full names, home and work phone numbers, cellular phone numbers, addresses, driver’s license numbers or state identification numbers, and relationship to my child(ren). I understand that in the event of any emergency for which I cannot be reached and the emergency contacts cannot be reached, that the school may contact the police or other local authorities for assistance..... Initial: [____]

I understand that the Community Care Licensing Division has the authority to interview children or staff, to inspect and audit child or Child Care Center records, without my prior consent.....Initial: [____]

Licensing “Inspection Authority” per section #101210 (b) (c) Admission Agreements which references section #101195 (b) & (c) are quoted below:

The Department or licensing agency shall have the authority to interview children or staff; and to inspect and audit child or facility records without prior consent.

- (1). The licensee shall make provisions for private interviews with any child(ren), or the staff member and for the examination of all records relating to the operation of the facility.
 - A. The Department or licensing agency shall have the authority to observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child(ren).

PARENTS ARE FINANCIALLY RESPONSIBLE FOR DAMAGE TO THE SCHOOL FACILITY OR MATERIALS CAUSED BY THEIR CHILD(REN)..... Initial: []

SCHOOL IS NOT RESPONSIBLE FOR CHILDCARE TO A STUDENT DURING SCHOOL HOLIDAYS Initial: []

I have received, read, understood, and signed the LMA September 2021 – August 2022/Tuition Agreement (II) for my child..... Initial: []

I have read, understood, acknowledged, and signed the LMA Parent Handbook..... Initial: []

I have read, understood, acknowledged, and signed the Disclaimer of Liability----- Initial: []

I have received a copy of the LMA September 2021– August 2022 Holiday and Conference Schedule..... Initial: []

I agree with all the Terms of Enrollment..... Initial: []

Print Child's Name: _____ **Birthdate:** _____

Print Parent's or Guardian's Name: _____ **Phone:** _____ **Cell Phone:** _____

Parent's or Guardian's Signature: _____ **Date:** _____

Director Signature: _____ **Date:** _____

TUITION AGREEMENT (II)

Earthquake Kit: \$30.00 New Student (Non-Refundable)_____ Initial:

Annual Registration Fee: \$80.00 New Student (Non-Refundable)_____ Initial:

Insurance/Materials Fee: \$350.00 Annual (Non-Refundable)._____ Initial:

Tuition Deposit \$400.00 New Student (Non-Refundable)_____ Initial:
(applied to last month’s tuition)

First Month’s tuition
(Prorated/ Non-Refundable) _____ \$_____

Regular Monthly Tuition Payment 9:00 AM-3:00 PM- Class time \$980.00

Extended Day Care Fees: 7:30AM-9:00 AM..... \$40.00. \$_____

3:00 PM- 4:30PM.....\$40.00. \$_____

4:30 PM- 6:00PM.....\$40.00 \$_____

Toilet training for your child (negotiated) \$_____

Applicable Discount (2nd Child): \$_____

Total Monthly Payment: \$_____

VIRTUAL LEARNING TUITION PLANS (per month)

Primary Learning Program with 2 languages- (ages 2.5yrs- 5yrs) \$569.00

Primary Learning Program with 1 language – (ages 2.5yrs- 5yrs) \$369.00

Mandarin Learning Program – (ages 2.5yrs- 5yrs) \$280.00