

2021 - 2022

Application for Admission



LiMai
Montessori Academy



5309 Beach Blvd,
Buena Park, CA 90621
TEL: 714-690-0112

PLEASE COMPLETE

We are applying for admission
to the following program:

TODDLER OPTION
(18-30 months old)

- 4 Full Days
- 5 Full Days
- 5 Half Days

PRE-PRIMARY
(2 years- 3 years old)

- 3 Full Days
- 4 Full Days
- 5 Full Days
- 5 Half Days

PRIMARY

- 3 Full Days
- 4 Full Days
- 5 Full Days
- 5 Half Days

KINDERGARTEN/1st Grade

- 5 Full Days
- 5 Extension Care

We are interested in starting:

As soon as possible.

Today's date: _____

Desired campus and start date: _____

Child's name: _____

Birth date: _____ Boy or Girl: _____

Mother's Name: _____

Father's Name: _____

Address:

Primary Phone: _____

E-mail: _____

Other children in family (and ages):

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

Toddler Option (Ages 18 months through 30 months; available only at RSM & Buena Park Campus)

Full Day (7:30am–6:00 pm): 5 Days \$1320/mo. 4 Days \$1260/mo.

Half Day (7:30-am-12:30 pm): 5 Days \$1230/mo.

Pre-Primary (Ages 2-3 years)

Full Day (7:30 am -6:00 pm): 5 Days \$1175/mo. 4 Days \$1115/mo. 3 Day \$1085/mo.

Half Day (7:30 am -12:30 pm): 5 Days \$1085/mo.

Primary (Preschool, Ages 2.5 through 4.9)

Full Day (7:30 am -6:00 pm) 5 Days \$1115/mo. 4 Days \$1045/mo. 3 Day \$1025/mo.

Half Day (7:30 am -12:30 pm) 5 Days \$1025/mo.

Kindergarten/1st Grade (Ages 4.9 through 6)

Full Day (7:30 am -3:00 pm) 5 Days \$1120/mo. Extended Care (7:30 am-6:00 pm) 5 Days \$1215/mo.

Summer Program Full Day (7:30 am-6:00 pm) TBD

Virtual Program Pre-Primary & 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 places 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%
*Sibling discount will be applied to the older sibling or whoever pays less amount of tuition.
- 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 \$150 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 \$200 per child is due by 1st day of school if enrolled onsite or virtual.
- c. **Security Deposit/Withdrawal:** A \$400 security deposit is due at the time of enrolling. 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. Or a deposit check will be mailed to the parents' residential address within 60 days. 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. 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. **Request to Switch Programs.** Any requests to switch between Full Day Program and Part-Time Program must be submitted in writing via email to the School Director. If granted, such change will be effective from the next calendar month following the date of the written request. We will try our best to accommodate your request, however, a spot in the program you desire to switch your child(ren) to cannot not be guaranteed as the availability will depend on the program capacity and the actual enrollment at the time of your request. For your child(ren) to start in the new program from the next calendar month following the date of the written request, a parent or guardian must submit the request to switch at least five days prior to the first date of such calendar month so that the School will have sufficient time to process and coordinate between the programs. A request submitted outside the prescribed time frame will be considered on a case by case basis.

Example 1: if a student wishes to switch from Part-Time to Full Day and a written request was submitted on January 5th, if granted, such change will be effective on Feb 1, from January 5th through Jan 31th, the student will remain in the Part-Time program and pay the Part-Time tuition fee.

Example 2: if a student wishes to switch programs and start in the new program from November 1, a written request to switch must be submitted five days prior to November 1.

5. **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

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 hour or part of the hour, or \$100/day for Primary program, \$120/day for toddler program or any part thereof, due at the time of use.....Initial:[]

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, festivals, 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 • 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.

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 August 2021– July 2022 Registration/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 August 2021– July 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:** _____