

Montessori Parent Child Center™ Policies

Welcome to Montessori Parent Child Center, LLC (“MPCC”). MPCC™ and/or its affiliates provide the MPCC™ website, learning materials and services pursuant to the terms of the Contract with MPCC™. By entering a contract with MPCC™, you agree to be bound by the following policies. Please read them carefully.

Tuition and Fees

\$499 tuition payment is due upon acceptance into the Program.

New families must submit a \$75 application fee per child at the time of the application. The application fee is non-refundable if a child is accepted to the Program. Families who are not accepted to the Program will receive a \$75 refund. If an accepted family is unable to attend the session or the class they were accepted to, then the non-refundable application fee will be forfeited, and the family will need to resubmit a \$75 application fee per child, should they choose to reapply to the Program at a later date.

Returning families must submit a \$75 non-refundable annual enrollment fee per child every September.

Families not attending the Program continuously throughout the school year must reapply and submit a \$75 application fee at the time of the reapplication. They are also responsible for the non-refundable annual enrollment fee every September.

We accept cash, money order, checks (payable to Montessori Parent Child Center) and online payments via Paypal. Any returned, unpaid, or bounced checks will incur an additional \$25 penalty charge per check. The application fee must be received in order for an application to be reviewed. Tuition payment must be received for a place to be reserved.

Refund

To withdraw please send your request in writing (with all necessary details) by email or regular mail. Please do not call in your request. *We will refund tuition (less \$75 application or annual enrollment fee) until 30 business days prior to the first scheduled Parent/Caregiver Orientation Meeting of the session.*

If you withdraw after that date, we will issue a school credit (less \$75 application or annual enrollment fee and \$50 cancellation fee) up until 21 business days prior to the first scheduled Parent/Caregiver Orientation Meeting of the session. We are sorry but no school credits will be issued after that date. Application fees and annual enrollment fees are non-refundable.

Class Change

Changing to another class will incur a \$35 change fee. If you wish to switch your class day and/or time, please send your request in writing by email or regular mail. We will do our best to help you find an option based on your schedule and which classes would be a good fit for your family and the other enrolled children. We cannot switch you into a different class once the session has started.

Strollers / Personal Property

Due to fire regulations, only small, lightweight and foldable UMBRELLA strollers are allowed inside the building.

Strollers must be parked in the designated area. All large, bulky and collapsible strollers must be parked and locked outside of the building. MPCC™ regrets that parents assume all liability for loss or damage to strollers or other personal items left in the atrium or elsewhere on the premises.

Hold Harmless

All registrants understand that Montessori Parent-Child Classes are adult-child participation classes and that all children are required to have one participating caregiver. All registrants, parents and/or caregivers also accept full responsibility for the safety of their children and agree to indemnify, defend and hold harmless the Montessori Parent Child Center, LLC. from any and all claims.

Parent/Caregiver Orientation Meeting

In order for children to fully benefit from the Montessori Parent-Child Program, we offer a Parent/Caregiver Orientation Meeting at the beginning of each session. *Enrollment is contingent upon attendance at the Orientation Meeting.*

The Parent/Caregiver Orientation Meeting is an adult-only meeting. All adults must attend the Parent/Caregiver Orientation Meeting in order to participate in the class. Returning adults must attend one of the Fall Parent/Caregiver Orientation Meetings. Adults who have not attended the Parent/Caregiver Orientation Meeting will not be allowed to participate in the class. *No tuition refund will be issued for non-attendance at the Orientation Meeting.*

Arrival Time

Lateness is extremely disruptive to the well-being of the children, and therefore, is not allowed. The success of the Program begins with everyone arriving on time. Arriving on time and attending class regularly are essential for the proper progress of the class as a whole. Doors close 5 minutes after class is scheduled to begin.

Please arrive 5 minutes before class begins so that you and your child have plenty of time to get ready for class. Each class starts with a 50 minute-work period. Late arrivals interrupt the work period for the entire class. The purpose of a long, uninterrupted block of work time is to allow children to select activities freely, and to eventually become absorbed in work that has a particular fascination for them at this point in their development. Offering children an uninterrupted work period is vital to the success of Montessori education. Interruptions disturb the development of the child's focus, concentration and intellectual exploration.

Class Attendee Limits

Caregivers:

Only one parent or caregiver may participate with the enrolled child. Two adults must attend if siblings are enrolled. If you wish to bring an occasional family guest to the class, please contact MPCC™ with your request at least 24 hours before your class time (or preceding Friday for Monday classes). All requests must be received during our normal business hours (9:00am-5:00pm). We will confirm with you whether we have room for a guest before your class.

Siblings:

Infants or siblings older than three months of age, who are not enrolled, may not attend classes with the enrolled child or children.

Make-ups

We are unable to offer make-ups for classes missed due to the student absences. No refunds will be given for classes missed due to the student absences. In the event that a class is cancelled due to inclement weather, teacher illness or any unforeseen event, a make up class will be scheduled. The make-up class may not necessarily be the same day of the week as the student's assigned class day. No refund will be given for any class cancellation initiated by MPCC™.

Inclement Weather

In the event of inclement weather, please check our website for updates. If classes are cancelled, we will post a weather closing announcement on the homepage of our website; and add make-up day(s) to the session. The make-up class may not necessarily be the same day of the week as the student's assigned class day. No refund will be given for any cancellation relating to inclement weather.

Sick Child Policy

MPCC™ is dedicated to the health and well-being of all its students. Consequently, please stay home and rest if either you or your child is sick.

- * No fever, vomiting or diarrhea for at least 24 hours
- * No colored and/or constant nasal discharge
- * Conjunctivitis (pink eye) must be treated with antibiotics for a minimum of 24 hours (preferably 48) prior to returning to MPCC™.

Children with constant nasal discharges and/or signs of illness will be asked to leave the class.

Allergies:

If your child suffers from seasonal allergies, please bring a medical clearance from your pediatrician to MPCC™, so that we can welcome you in the class. Children with constant nasal discharges and/or signs of illness will be asked to leave the class.

Toilet Learning

Children transitioning to underwear must wear padded training pants with a waterproof cover for hygienic reasons. Alternatively, children may wear a pull-up over their padded training pants. Please inform MPCC™ when you are planning to transition to training pants.

Classroom Etiquette

- Please turn off cell phones or use the vibrate option if you must have it on. Phone calls should not be accepted during class time.
- Adults must wear socks in the classroom.
- Please keep your voices low and adult conversation to a minimum.
- Except for the food items brought for our group snack time, all other food and beverages should be left at home.
- Please finish all beverages and food in the atrium BEFORE entering MPCC™ reception area.
- Please make sure that your child wipes his or her hands and face before entering class if they were eating something on their way to class, as some children may have food allergies.
- Please sanitize all mouthed objects with provided sanitizing wipes.
- Please refrain from taking photo or video during class time so as to be fully present with your child and to ensure the privacy and comfort of all class participants. We will take photos to record your child's activities and share them with you.

Use of Photos and Video

Unless specifically notified in writing by the parent(s) of an enrolled child or children, parents agree to the use of photos and video footage of themselves and their enrolled child or children in advertisements and/or teaching videos and materials, and waive all rights to compensation and other rights which may arise as a result.

Dismissal

MPCC™ reserves the right to dismiss, without refund, any family due to noncompliance with policies or any reason determined to be a serious impediment to a successful Montessori experience.

Last updated: December 16, 2016.