

Mills Montessori School

1400 Hillside Blvd. South San Francisco, Ca 94080

Admission & Financial Agreement 2024-2025

Tuition Payments:

- Tuition is based on a 180-day school year, broken up into ten monthly equal installments.
- Tuition is not subject to adjustments due to illness, vacation, natural disasters, or absence.
- If the entire tuition for the school year is paid in advance by May 1st, a 5% discount will be given. After May 1st a 3% discount will be honored for full tuition payment.
- Tuition is arranged in ten equal installments. A deposit amount of one payment (10% of the yearly tuition) is due at the time registration. Then followed by 9 payments for Sept 1st, 2024, through May 1st, 2025.
- **The deposit is only refundable if you terminate enrollment between September 1st, 2024, and March 1st, 2025. Otherwise, no refunds will be issued for termination outside the above-mentioned date range.**
- There is a 5% discount for siblings (second child).
- Tuition payments are due on or before the 25th of each month.
- Payments received after the 2nd day of each month are subject to a 5% late fee.
- Enrollment can be terminated if the tuition is not paid by the 15th of each month.
- There is a \$30 service charge for any bounced checks.

Extra Expenses:

- Yearly books and materials fee: Pre-school II: \$300; Kindergarten & Elementary: \$450.
- Registration fee for new students: \$200
- Annual application processing fee for returning students: \$100.00 per child.
- If your child chooses to participate in any extracurricular activity there will be an additional fee.
- Hot lunch is available for an additional fee.

Termination of Enrollment:

- **Prior notice of 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, including the deposit. The registration/application and book/materials fee are non-refundable.
- In the event where the school is forced to close due to but not limited to a natural disaster, force majeure, act of God or Pandemic, no refunds or credits will be issued.

Late Pick-up:

- Unless prior arrangements have been made with the school, a charge of \$12.00 per hour will be applied, starting fifteen minutes after your child's scheduled pick-up time. A late pick up fee of \$1.00 per minute will be charged after 6:00pm.

Holidays:

- The school is closed for all Federal holidays, as well as winter and spring breaks. However, daycare will be available for an additional charge. We need a minimum of 10 students to operate daycare (for specific dates please refer to the school calendar).

Signing In/Out:

- All students must be signed in/out by an adult over the age of 18 at each drop off and pick up. Failure to do so is a legal violation and will result in termination of enrollment.

By signing below, you are acknowledging and agreeing to the above stated contract between you and Mills Montessori.

Parent/Guardian

Date