

Mills Montessori School

1800 Hillside Blvd. South San Francisco, Ca 94080

Admissions & Financial Agreement 2025-2026

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, 2025, through May 1st, 2026.
- The deposit is only refundable if you terminate enrollment between September 1st, 2025, and March 1st, 2026. 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