

# MONTESSORI OF CALABASAS

## TUITION AGREEMENT

1. Tuition is due by the 1<sup>st</sup> of every month. For all late payments, a late fee will apply, (please refer to the parent handbook).
2. A 10% sibling discount is given if more than one child from the same family is enrolled.
3. All payments should be written to Montessori of Calabasas.
4. There will be no reduction in fees or refunds given for absences for any reason (sickness, vacations, holidays etc.).
5. Part-time children may not switch days to replace a sick day, a day that we may be closed, or any missed days.
6. A one month written notice is required prior to withdrawing your child from the Center. Parents are responsible for payments of services to the date of cancellation.
7. An unpaid balance may result in termination of service.
8. A late pickup fee is charged if a child is picked up later than the scheduled time. We charge \$1 per minute per child. Please pay cash directly to the teacher in charge.
9. A bank fee of \$25.00 will be charged for any returned checks.
10. If your account goes to collections, a service charge of 1½ % per month will be added to overdue accounts. You will be liable for all legal and collections fees.
11. Late Parents/Emergency Contact Policy: The school administration will start calling all the phone numbers on file at 6:15P.M. If no parents/emergency contact is reached before 7P.M. social services will be called in to assist in the protection of your child.

Parents Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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