



## SCHOOL POLICIES

My child's weekly schedule will be as follows

Child name: \_\_\_\_\_

Days of the week \_\_\_\_\_ Program Time: \_\_\_\_\_

Email: \_\_\_\_\_ Place of Employment: \_\_\_\_\_

**Drop-off Time:** All students need to arrive at school no later than 9:00 am, a late fee of \$15.00 will be automatically charged to your account after 9:00 am. Any Dr. appointments made in the morning we will not be able to take the child after 11:00 am and must have a Dr's note. I acknowledge the drop-off policy: \_\_\_\_\_(Initials) **Late pick up policy \$15.00** after the first 2 minutes, and \$1.00 each additional minute after. Charges will automatically be applied to my account. Please note this policy applies to all program times. I acknowledge LEARNING TREE Montessori's late policy: \_\_\_\_\_(Initials).

### POLICY INFORMATION:

**Enrollment Policy:** \$150 Registration Fee (per child/per year) will be paid at the time of enrollment. This fee is non-refundable and will be paid every year on August 1st. Supply fees are once per semester Aug and Jan and summer supply fee will be charged accordingly. **All paperwork must be completed prior to your child's enrollment.** \_\_\_\_\_(Initial)

**Tuition Policy:** Tuition Fee Agreement, all tuition will be charged each Friday for the following week. There will be a \$50 return fee for any ACH or credit card returns. If full payment is not made by Monday, we may ask that your child be withdrawn from the school. All families will receive a two-week vacation credit per year upon your enrollment date, we require two weeks' notice of when the vacation dates will be taken. There will be no credits or discounts for scheduled closures for holidays, inclement weather or illnesses. The school must have two weeks written notice for all withdrawals from our program. All billing questions or issues must be addressed with the administration within one week of the charge. \_\_\_\_\_ (Initial)

**Weather Policy:** In the event of inclement weather, LEARNING TREE Montessori will notify families via Child pilot, text, email or phone regarding closures/late starts/etc. LEARNING TREE Montessori will follow the McKinney ISD for all weather-related closures, delays or early releases. \_\_\_\_\_ (Initial)

### VIDEO/PHOTO Consent Form

I give permission for my child's photograph/video to be taken and used by Learning Tree Montessori, for the purpose of advertising or publicizing events.

Learning tree Montessori protects the privacy of the students, please mark any of the choices below.

\_\_\_\_\_ Yes, I give permission to photograph, videotape, schoolwork including class pictures.

\_\_\_\_\_ Please do not publish my child's photograph or schoolwork on the Learning Tree Montessori Website.

\_\_\_\_\_ Please only publish my child's photograph in group photos, no individual shots.

\_\_\_\_\_ I do not give permission for my child's photograph or schoolwork to be used for ANY school publication and school website.