

**Morningstar Montessori of Lincoln**  
**218 5<sup>th</sup> St. Lincoln, CA 95648**  
**(916) 645-1324**  
**info@morningstarmontessori.net**

**Enrollment Agreement 2024-2025 Academic School Year**

**August -July 2025**

This agreement is to confirm enrollment for \_\_\_\_\_  
(students name).

Circle the intended schedule below:

HALF DAYS 12:30 PICK UP \$950	FULL DAYS 3:30 PICK UP \$1200	EXTENDED DAYS 5:30 PICK UP \$1350	
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Per the above schedule, I agree to the following tuition payment of \$\_\_\_\_\_ per month.

Upon signature of this document, I agree to pay:

- \$100 nonrefundable yearly enrollment fee
- \$150 nonrefundable yearly materials fee

Total due for enrollment \$250.00 + first month tuition payment to reserve roster placement

1. In accepting these terms, the undersigned accepts responsibility for tuition for the full school year of 12 consecutive months from August to July.
2. To withdraw a student, parent is to provide 30 day written notice. Prorated and unused annual prepaid tuitions will be refunded less a \$300 early termination fee.
3. Tuition is deducted monthly on the 1<sup>st</sup> of each calendar month via automated payments using the Brightwheel app. Credit card and other service fees associated with the chosen method of payment will be the responsibility of the parent.
4. A late fee of \$50 per day will be applied to any unpaid tuitions by the 3<sup>rd</sup> of each month and \$50 every day after up to 10 days. After 10 days, if tuition fees are unpaid Morningstar Montessori reserves the right to pursue other actions within legal boundaries to collect payment and/or remove student from program until payment is resolved or other arrangements have been made by both parties.
5. Morningstar Montessori reserves the right to terminate this contract (1) if the student's behavior or lack of cooperation is deemed unacceptable (2) if staff are unable to meet the needs of the student (3) if tuition payments are overdue. If the

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school exercises the right to terminate this agreement for any reason deemed necessary by the school staff, applicable tuitions will be refunded, prorated from 30 days after the termination. A \$300 termination will be applied to fill the vacancy.

6. Any changes to contracts or policies will be given with 30 days' notice.
7. The Department of Social Services have the authority to interview children or staff, inspect and audit childcare center records without prior consent pursuant to Title 22 Section 101200(b).

**Enrollment Process:**

- Select your desired schedule and start date.
- Submit the equivalent of the first month's tuition and enrollment fees to secure your child's spot on the roster for the chosen start date. Tuitions are not prorated at any time for any reason.

**Submission of Forms:**

- Return the completed enrollment packet forms.
- Medical forms must be submitted within the first 30 days of your child's attendance.
- Coordinate with Director or staff to drop off forms and first payment.

**Trial Period:**

- The initial 30 days of attendance serve as a trial period for both the family and the school to ensure mutual alignment with the program. Should either party determine it is not a good fit, no monies paid to the school for enrollment shall be refunded.

**Payment Receipts:**

- A receipt of payment will be created in Brightwheel, our communication and payment gateway app, reflecting the paid invoice for the first month's tuition or the discounted annual pre-payment in full.

**Payment Terms:**

- Tuition payments are on a month-to-month basis and are not prorated.
- The school year runs from August to July.

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This contract is the entire enrollment agreement contracts between the parties concerning this Students attendance at Morningstar Montessori School and may be amended only in writing signed by the school and parent(s).

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Director Signature  
Morningstar Montessori

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Date

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Parent Signature

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Date

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Parent Signature

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Date

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Street Address, City, State, Zip

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Phone, Email