

**THE MODEL SCHOOL**  
Comprehensive Humanistic Learning Center  
**ADMISSION AGREEMENT/CONTRACT**

Effective July 1, 2022

**SERVICES OFFERED**

The Model School accepts and provides services for children between the ages of three months through five years. Children may be enrolled in the Infant Center program which accommodates children from three months to two years; the toddler 2 program designed for children between the ages of two and three; or in the multiage pre-kindergarten program designed for children, ages three through five.

**PHILOSOPHY**

The Model School is based on philosophical principles which are summarized in the Parents' manual and which are discussed with each parent before or during the enrollment process. It is important that parents understand and accept The Model School philosophy.

**FEES/TUITION**

Monthly fees are computed on an annual basis, depending upon the number of hours for which a parent contracts and divided into 12 monthly installments for convenience and budgeting purposes. The child's attendance is expected to be within the hours stated in the contract. Persons who consistently use more hours than specified in the contract are advised to change the contract to reflect the number of hours actually needed.

A complete fee schedule is included in the parents' manual and listed on our webpage. The registration fees, the insurance fee, parents' group dues and the tuition deposit, (applicable to the last month's tuition), are due at the time of enrollment. The current monthly fee is also due at that time and on or before the first day of each subsequent month unless the parent chooses to pay annually, semi annually or makes special arrangements. Annual parents' group fees (\$175) and insurance fees (\$250) will be collected every July at the start of the annual tuition increase (see FEE INCREASE POLICY BELOW)

**Parents Hours:**

Each Model School family must contribute 12 hours of work at the school in a calendar year. If those hours have not been worked, they must be paid at the rate of \$25/hour. If a family knows that they are unable to commit this time, they can pay for this hour outright. It should be understood that these fees are separate from the annual parents' group fee.

## DISCOUNTS

A **5% discount** is allowed when a sibling is enrolled. **However, parents paying semi annually or annually cannot also take advantage of the 5-7% discount on the second child.** A fifteen (15%) discount will be allowed on the insurance fee for each sibling enrolled after the first child.

## LATE FEES

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Late fees **of \$5.00 per minute** are assessed for persons who fail, for any reason, however valid, to assure that their child is picked up by 5:30 p.m. (current operation hours are 8am-5:30pm due to COVID-19, until further notice). The fee is due and payable at the time of pick up.

## REFUND POLICY

The \$100.00 registration fee is non refundable. However, other fees may be prorated and refunded under certain circumstances. All children are accepted on a three or four week trial basis. If a parent chooses to withdraw during this period, the \$650.00 tuition deposit and any unused tuition will be refunded. Likewise, should the school determine that the placement is unsuitable for the child, the tuition deposit and any unused tuition will be refunded. Other fees will be refunded on a prorated basis. In the event that parents choose to withdraw at any other time, a **sixty day (60) notice** will be required before a refund can be requested and/or considered.

## SUBSIDIZED PROGRAM FEES

The Model School does not receive any governmental or other special funding and therefore cannot offer scholarships or subsidized care at this time. However parents who qualify for subsidized programs may contact Bananas, the local resource and referral agency or some other appropriate organization. The Model School may accept their contract. Parents whose children are accepted must abide by the regulations of the program and the Model School, including the necessity to complete paper work in a timely manner without undue effort on the part of The Model School staff. Some programs may not pay registration fees and thus they become the responsibility of the parent.

## FEE INCREASE POLICY

It is the policy of The Model School to implement fee changes only at the beginning of its fiscal year on July1. Individual parents may, however, revise their contracts to suit their needs at any

time. Parents should be prepared for an annual tuition increase in July of 2.5% to 3.5% to support increased staffing costs associated with compensation, medical expenses and program overhead expenses. Parents will be reminded of this increase at least 30 day prior of its implementation.

***NO FEE ADJUSTMENTS CAN BE MADE BECAUSE OF ABSENCES FOR ANY REASON!***  
**Tuition will be collected in your absence in order to maintain your child’s spot in the school. Tuition will also be collected in full if as a precaution due to COVID-19 if a child needs to quarantine or if the school closes due to a state or local mandate.**

### **THE MODEL SCHOOL CALENDAR**

The Model School offers a 12 months program, Monday through Friday, inclusive of national holidays and include a 3-day Thanksgiving Break (Wednesday-Friday), a 2-week winter recess between late December and early January and 4 quarterly half-day closures for staff professional development. The school will release an annual calendar in advance of the coming year. HOLIDAYS AND NON-SERVICE DAYS ARE NOT INCLUDED IN THE FEE SCHEDULE, and the monthly tuition is due at the regular time.

### **REGISTRATION REQUIREMENTS**

Parents who believe that The Model School provides a suitable environment for their child are invited to complete the registration forms and to submit them to the office manager.. In addition to The Model School forms, the following state forms are required:

- (1) Lic 701 “Physician’s Report”
- (2) Lic. 702 “Child’s Pre-Admission Health History – Parent’s Report”
- (3) Lic. 700 “Identification and Emergency Information”
- (4) Lic. 627 “Consent for Medical Treatment”
- (5) Lic.995 “Notification of Parents’ Rights”
- (6) Lic. 613A “Personal Rights”

### **RIGHTS OF THE LICENSING AGENCY**

Parents are advised that The Model School is a licensed facility and as such is subject to ***Title XXII regulations***. These regulations provide, among other things, that any duly authorized agent of the Department of Social Services, Community Care Licensing, may, upon presentation of proper identification, enter and inspect the facility and audit child or facility records, with or ***without*** advance notice, either to assure compliance with or to prevent violation of state regulations.

**The Department of Social Services, Community Care Licensing, has the authority to observe the physical condition of a child or children, including conditions which indicate abuse, neglect or inappropriate placement and to have a licensed medical professional physically examine the child or children without either the permission of the parent or the school staff.**

## **PARENT/STAFF COMMUNICATION**

The Model School views its relationship with parents as a partnership and values open lines of communication. Parents are encouraged to communicate with the teachers and the director and to visit the school at any time.

## **REASONS FOR TERMINATION OF THE CONTRACT**

### **The Child Does Not Adjust to the School Program**

The Model School is committed to doing everything possible to help each child make a healthy and happy adjustment. In the unlikely event that a child is unable to adjust to the school setting within a reasonable period of time, as determined by the parents and the staff, parents will be permitted to withdraw upon request, and the contract will be rescinded.

### **The Child exhibits Serious behavior problems**

Occasionally a child may exhibit behavioral problems which are beyond the scope of the school or a regular group setting, and he or she may be deemed to be inappropriately placed. Any child who consistently exhibits behaviors which are inimical to the welfare of the group or to any individual in the group and who does not respond to the normal intervention strategies may be referred for appropriate services and the contract will be terminated. Upon request, efforts will be made to help parents or guardians to find suitable placement

### **Failure to pay fees**

This contract may be rescinded for failure to pay fees when due or to make satisfactory arrangements and adhere to them.

### **Inappropriate follow through by persons on subsidized programs**

In order for the school to receive payment, parents must maintain eligibility and must complete time sheets and all required paper work accurately and on time.

### **Rude or disrespectful behavior toward staff members**

The Model School works hard to recruit, train and maintain a highly qualified, loving and responsive staff. We expect our staff to treat our clients with great respect and to receive the same kind of treatment in return. Our expectation is that any concern or complaint will be discussed with the appropriate party in a positive, problem solving manner. In the event the client is still dissatisfied, she or he is invited to discuss the issue with the director.

### **Material**

The Model School requires families to provide lunch, diapers, and wipes for their child's daily routine. Parents can supply diapers and wipes on a weekly basis.

### **Nut Free Campus**

The Model School is a nut-free campus. Please remember to not bring any nuts or nut-based foods to the program. Contact a teacher with any questions.

**THANK YOU FOR BEING A PART OF THE MODEL SCHOOL FAMILY!**

**RETURN THIS SIGNATURE PAGE ONLY**

**The Model School Contract Effective July 1<sup>st</sup> 2022**

Revised 7/1/2022

The Model School hereby accepts \_\_\_\_\_ for enrollment for the calendar year starting July 1 to June 30. This contract is ongoing and accounts for a regularly scheduled annual tuition increase of between 2.5%-3.5% every July. The applicant must check the website www.themodelschool.org for the handbook, calendar and TMS contract. and accepts the philosophy of the school and the terms and conditions of this contract. The appropriate program and selected payment option are detailed below.

**REGISTRATION FEES EFFECTIVE JULY 1<sup>st</sup>, 2022**

Admission Fee	\$ 100.00	Non refundable one time only fee
Tuition Deposit	\$ 650.00	One time fee, applicable to the last month's tuition
Insurance Fee	\$ 250.00	Annual fee due each July 1 <sup>st</sup> – See discounts, page 1, paragraph 5.
Parents' Group Dues	\$ 175.00	Payable to <b>The Model School Parents' Group</b>
<b>NOTE:</b>	<i>Annual increases will occur every July between 2.5%-3.5%</i>	

**ENROLLMENT PLANS**

Class \_\_\_\_\_ Days of Attendance: **M T W Th F ALL**  
Please circle days

Hours: From \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Full-Time Schedule 8am-5:30pm

\_\_\_\_\_ Part-Time Schedule 9am-3pm

**Payment Plan:** (circle one) monthly, semi annually, annually, subsidized, other

**FEES PAID**

Admission Fee \_\_\_\_\_ Tuition Deposit \_\_\_\_\_  
Insurance Fee \_\_\_\_\_ Parents' Group Dues \_\_\_\_\_

**REGULAR MONTHLY TUITION INSTALLMENTS:** \_\_\_\_\_

\_\_\_\_\_(initial) I understand that this contract is continuous and can only be terminated with a 30-day notice, OR by TMS based on terms explained under "REASONS FOR TERMINATION OF THE CONTRACT"

\_\_\_\_\_(initial) I understand that TMS reserves the right to make amendments to this contract with a 75-day notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent(s) or Guardian Office Manager or Director

Dates of contract changes or adjustments: \_\_\_\_\_

Used only when significant changes are made