



Royal Palm Montessori Academy
12532 Cobblestone Way
Boca Raton, Florida 33428
Phone: (561) 483.3838
Fax: (561) 483.3839

FINANCIAL AGREEMENT

1. RPMA's school year runs from August to May. School tuition is from August to May and divided into 10 equal monthly payments. The monthly payments are based on the specific program selected and specified in the Tuition Rate Sheet.
2. Tuition will be due from the first to the fifth of the month. On the 6th of the month a \$50 late fee will be applied to outstanding balances. On the 10th of the month, late fee will increase to \$100. After the 15th of the month RPMA's administration reserves the right to dismiss the student for non-payment of tuition. No refunds of any previous payments will be made.
3. Monthly tuition is due regardless of absences, vacations, leave of absence, illness, hospitalization, etc. Monthly tuition has already been prorated into equal monthly payments. There are no credits for school holidays or closures due to natural disasters, State mandates, or acts of God.
4. If a parent chooses to withdraw from school for any reason, there will be no refunds of tuition paid. Parent will still be responsible for payment of current month but will not be charged for the following months of school.
5. Annual registration fee is non-refundable.
6. School supplies, pizza party fees, uniform costs, and other activity fees are all non-refundable.
7. Tuition fees can be paid by cash, check, or credit card.
 - a. Check payments: If a check is returned there will be a \$50 fee added to balance. There will be no reason for exceptions: "It has never happened before," my wallet was stolen," "the bank froze my account." No exceptions.
 - b. Credit Card Payments: No fee will be charged for credit card payment. However, if credit card is rejected there will be a 3% fee added for visa and mastercard and 5% fee added for American Express. Parents will receive monthly reminders of when tuition is due. It is the parent's responsibility to have an active credit card on file. There will be no exceptions made for stolen credit cards, lost credit cards, "it is the first time this has happen," or any other reason. Any credit card that is returned will have the appropriate fee added.
8. Late Pick ups
 - a. After 12pm or 3:30pm late pick up fee will be \$20. If picking up late more than 3 times in one month, you child will be placed in an extended program. For example, if you are supposed to pick up at 12pm but picked up late 3 times in a month, the following month, your child will be placed in the 3:30 program. If you are supposed to pick up at 3:30pm but you pick up late more than 3 times in a

month, your child will be placed in the extended day where you can pick up as late as 6pm.

- b. School closes promptly at 6pm as indicated by the clock in our front office. \$3 per minute late fee will be charged and payable to the teacher who stays after her work hours to take care of your child. We **STRONGLY** discourage pick up after 6pm. It is the parent's responsibility to have alternate individuals who can pick up in case of an emergency. We understand that emergencies can and do happen, but our teachers work extremely hard and long days, they have families and responsibilities of their own and their day ends at 6pm. No exceptions of late fee. Even if you are late by just one minute.

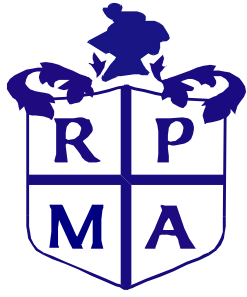
I understand and agree to follow regulations as stated in the above explained financial agreement.

Parent Name

Parent Signature

Name of Child

Date



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SCHOOL YEAR: _____

MILK WAIVER

I AM AWARE THAT ROYAL PALM MONTESSORI ACADEMY DOES NOT PROVIDE MILK TO MY CHILD. I WILL BE RESPONSIBLE FOR MEETING MY CHILD'S MILK REQUIREMENTS AND DIETARY NEEDS.

CHILD'S NAME

PARENT'S SIGNATURE

During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on *Influenza Virus, The Flu, A Guide to Parents*:

Name: _____

Child's Name: _____

Date Received: _____

Signature: _____

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.

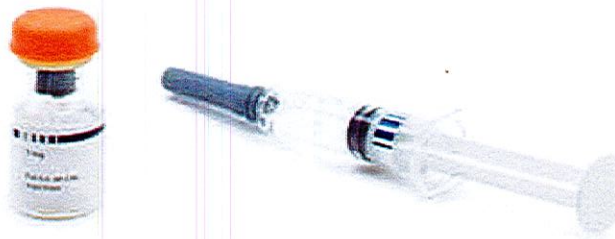


What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>

What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



How can I tell if my child has a cold, or the flu?

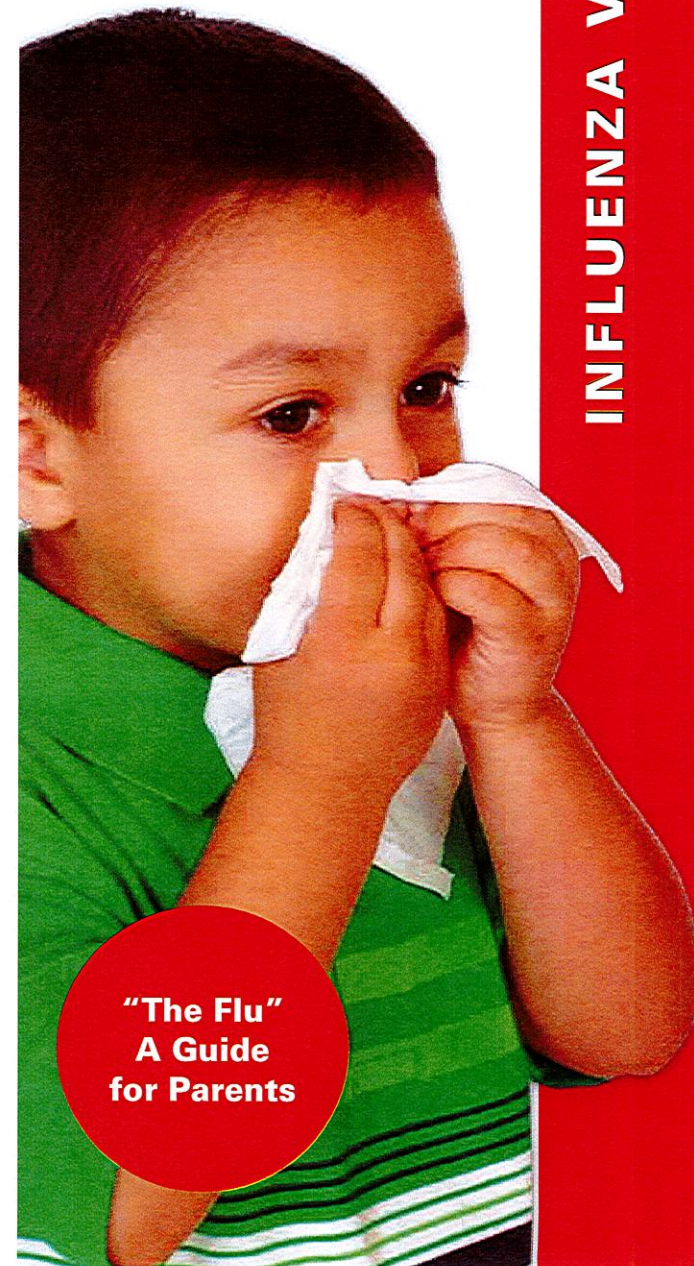
Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit www.myflorida.com/childcare or contact your local licensing office below:

CF/PI 175-70, June 2009

This brochure was created by the Department of Children and Families in consultation with the Department of Health.



INFLUENZA VIRUS

**"The Flu"
A Guide
for Parents**

Child's Name: _____

ATTENDANCE POLICY

1. All parents need to sign in upon arrival at the school and sign out when picking up their child.
2. It is the parent's responsibility to sign in and out daily.
3. Parents will be given a copy of the monthly sign in/out to sign.
4. Parents will also have to sign the ATTENDANCE SHORT FORM on a monthly basis.
5. Children sent home due to illness need to return with a doctor release form.
6. Children out more than three days need a written/signed form explaining reason for absence.
7. Children who will be out more than five consecutive days need to give the school written advance notice.
8. VPK children will be dropped from the program if they are out more than 5 consecutive days and the school was not notified.
9. From August through May children will be allowed a maximum of 10% absences.
10. Parents are always welcome to review their child's file.

PARENT SIGNATURE



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CONSENT TO POST

I give Royal Palm Montessori Academy staff and teachers permission to post my child's name along with their allergies in the classroom. In every classroom there is an ALLERGY sign where we post names of children, along with their allergy, to advise any staff in the classroom to be aware and careful when serving snacks or helping children with lunches.

CHILD'S NAME: _____

PARENT'S NAME: _____

PARENT'S SIGNATURE: _____

DATE: _____

In accordance with the Department of Children and Families Florida Administrative Code 65C-22.001, parents attending a licensed early childhood program must be provided **'Distracted Adult'** information. The flyer accompanying this form was developed by the Office of Family Community Services Prevention Unit. It provides guidance for preventing accidents or incidents related to distractions when getting in and getting out of a vehicle. Please sign below to acknowledge receipt of the flyer.



I acknowledge receipt of the 'Distracted Adult' flyer developed by the Office of Family and Community Services Prevention Unit

Name of Child: _____ Name of Parent: _____ Signature of

Parent: _____ Date: _____