



Welcome to Learn and Play Montessori Palo Alto. We are delighted that you have chosen our Montessori for your child's early education. Our dedicated team is committed to providing a nurturing, stimulating, and safe environment for children aged 18 months to 5 years. We offer both full-time and part-time programs to accommodate the needs of our families.

Our basic services include an age-appropriate Montessori curriculum, nutritious snacks, a safe and secure environment, indoor and outdoor learning areas, and caring and experienced staff. We provide preschool, TK, Kindergarten, and after school programs with flexible schedules. Full-day programs run from 8:00 AM to 6:00 PM, half-day programs from 8:30 AM to 11:30 AM, and extended-day programs from 8:30 AM to 2:30 PM. After school care is available from 11:30 AM to 6:00 PM or 2:30 PM to 6:00 PM.

School Policies

Toddler Program: A child who is between 18 months and 36 months of age may participate in the toddler program with written permission from the child's authorized representative. No child in the toddler program shall be placed in the preschool program before the age of 30 months without written permission from the child's authorized representative. By signing this Admissions Agreement, you approve of your child's enrollment into our Toddler Option program. _____ (Parent Signature)

Student File: The student's file and orientation must be completed before the child's first day of school, including the Physician's Report and Immunization Record. Without a Physician's Report and complete Immunization Record, a child will not be able to start, and tuition will not be prorated. A TB risk assessment must be completed. If a TB test is required, the parent must provide the child's TB clearance before the start date.

Termination: The school reserves the right to terminate the enrollment of any child who in its judgment is not benefiting from the program due to the child's behavior or if a parent, parents, or guardians violate any school policies and procedures. No tuition refund will be provided upon termination.

Annual Material Fee: An annual material fee per child is charged with each September's tuition.

Holidays and Staff Development Days: Please refer to the school calendar for a complete list of school closures and upcoming events. The school reserves the right to make changes to the days off. The tuition will not be prorated.

Medical, Dental, And Related Expenses: The school will not be responsible for any medical, dental, optometry, or related medical expenses, including ambulance expenses if the child gets injured at school. Parents or guardians will be responsible for all medical, dental, and all related medical expenses.

Incidental Medical Services: A Plan of Operation will be given to you clarifying school procedures in the administration of Epi-Pen and Nebulizer Medication.

State Licensing: The state licensing agency has the right to review child or facility records and files without prior consent. When necessary, the agency may interview a child or parent with or without permission from the school.

I have read, understood, and agree to all the terms and conditions outlined in this contract.

Parent/Guardian Signature and Date

Center Director Signature and Date