



**Morningstar Learning Center
Policy Form 2021-2022**

Category	Description	Fee	Initial (Parent/ Guardian)
Enrollment	A one-time, non-refundable enrollment fee applies to newly enrolled students	\$100	
Materials	A materials fee is charged each quarter for classroom materials and cleaning supplies.	\$50	
Enrollment Requests	<p>We have two enrollment options:</p> <ol style="list-style-type: none"> 1. Quarterly enrollment: Schedule requests are due by the 1st of the month prior to the start of the quarter and will be confirmed by the 15th of the month prior to the start of the quarter. (August for Fall, November for Winter, February for Spring, and May for Summer) 2. Academic year enrollment: Enrollment requests are due by August 1st for Fall, Winter, and Spring and will be confirmed by the 15th. Summer enrollment requests are due May 1st and will be confirmed by the 15th. This option is only available for those choosing consistent scheduling days. <p>For the consistency and success of the children and to maximize our ability to serve the community, we strongly recommend</p> <ul style="list-style-type: none"> - selecting 2 days per week as a minimum enrollment, and - consistent scheduling for the quarter (for example, choosing the same 3 days - M, W, F - for the entire quarter's enrollment). 	-	
Schedule Changes	<p>Any requests to change a schedule after the due date must be submitted to the Center Director for approval, and a change fee will be applied.</p> <p>A schedule change means exchanging one day for another. Any additional days will be charged the drop-in rate.</p>	\$20/day schedule change	
Absence Policy	<p>Families that send MLC a written 30-day notice for absences will only be charged 50% of their tuition. Absences that occur without notice or with less than 30-day notice will be charged 100% of their tuition.</p> <p>If a family requests to exchange enrollment days instead of being absent, the schedule change fee will apply.</p>	Based on number of days missed and written notice timeline	
Billing	<p>Tuition is due on the 1st of each month for that month's enrollment. Invoices will be sent on the 20th of the month prior.</p> <p><i>Payments received after the 1st will accrue a late fee.</i></p>	After the 1 st - \$100 After the 15 th - \$200	
Late Pick Up & Early Drop Off	A child dropped off before 8:30am who is not signed up for Early Open and/or picked up after 5:30pm will be charged per minute.	\$1.00/minute	

Immunization Records	Per the Montana State Licensing Regulations, a copy of each child's updated immunization records must be submitted BEFORE a child can attend Morningstar Learning Center. For any religious or medical exemptions, inquire with the Center Director. See Parent Handbook for the state's Immunization chart.	-	
Illness Attendance Policy	By initialing, you are acknowledging that you have read and understand Morningstar Learning Center's Illness Policy (see Parent Handbook).	-	
Sick Day Credit Policy	MLC will credit half of the daily tuition rate for absences relating to illness for a maximum of two days per quarter.	-	
Nutrition Policy	Based on State of Montana Child Care Center licensing requirements, MLC adheres to the nutritional guidelines outlined in the Parent Handbook.	-	
Sunscreen Consent	Families supply Morningstar with sunscreen for their children (labeled and non-spray). In the summer months, families are expected to apply sunscreen to their children BEFORE coming to school. MLC will re-apply sunscreen throughout the day. If a child does not have sunscreen, we will apply center sunscreen of SPF 15 or higher to the child. By initialing, you are giving permission for MLC to apply sunscreen to your child.	-	
Photo/Video Consent	I consent for photos of my child to be taken by MLC staff and used for safety and marketing purposes, including but not limited to student account photos, social media, our website, classroom newsletters, fundraising, and outreach.	-	
Field Trip Consent	I give consent for my child to be taken on walkable field trips within one mile of MLC. Field trips that go beyond this extent will entail a separate permission slip.	-	
Tuition Assistance Acknowledgement	I understand that to be considered for financial aid, I must submit an application and that applications submitted within one month of my initial enrollment may not be processed in time to apply to my first bill. For more details, see the Parent Handbook.	-	
Rates, Handbooks, Calendar	By initialing this section, I acknowledge that I have read, understand, and will adhere to MLC's 2021-2022 Rates, Parent Handbook, and Annual Calendar.	-	

By signing this you are acknowledging that you have read, understand, and will adhere to Morningstar Learning Center's policies listed above.

Parent/Guardian 1's Signature

Date

Parent/Guardian 2's Signature (optional)

Date