



# ADMISSION APPLICATION AGREEMENT

## Child Information

Legal First Name: \_\_\_\_\_ M.I. \_\_\_\_ Last Name: \_\_\_\_\_

Name child prefers to be called: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child's Address: \_\_\_\_\_

Gender:  Male  Female

List any existing medical conditions, medication and/or special attention your child may require?

\_\_\_\_\_  
\_\_\_\_\_

List all Allergies: \_\_\_\_\_

## Parent/Guardian Information

Desired Start Date: \_\_\_\_\_

**Mother/Guardian** First Name: \_\_\_\_\_ M.I. \_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_

Employed By: \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Work Address: \_\_\_\_\_ Office Phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Marital Status:  Married  Single  Divorced  Separated  Widowed  Other \_\_\_\_\_

Languages Spoken at Home: \_\_\_\_\_

**Father/Guardian** First Name : \_\_\_\_\_ M.I. \_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_

Employed By: \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Work Address: \_\_\_\_\_ Office Phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Marital Status:  Married  Single  Divorced  Separated  Widowed  Other \_\_\_\_\_

Languages Spoken at Home: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



## ADMISSION APPLICATION AGREEMENT

### Program Level/Monthly Tuition: (2023 -2024)

Full Time Program-5 Days	Hours	Tuition
<input type="checkbox"/> Toddler: 18 months - 3 years	8:30 a.m. – 4:30 p.m.	<input type="checkbox"/> \$2,195
<input type="checkbox"/> Chinese Immersion-Toddler	8:30 a.m. – 4:30 p.m.	<input type="checkbox"/> \$2,395
<input type="checkbox"/> Junior Preschool: 2.5 – 3.5 years *	8:30 a.m. – 4:30 p.m.	<input type="checkbox"/> \$2,195
<input type="checkbox"/> Chinese Immersion-Junior Preschool	8:30 a.m. – 4:30 p.m.	<input type="checkbox"/> \$2,395
<input type="checkbox"/> Preschool 3-4 years **	8:30 a.m. – 4:30 p.m.	<input type="checkbox"/> \$2,095
<input type="checkbox"/> Chinese Immersion-Preschool	8:30 a.m. – 4:30 p.m.	<input type="checkbox"/> \$2,295
<input type="checkbox"/> Prekindergarten: 4– 5.9 years	8:30 a.m. – 4:30 p.m.	<input type="checkbox"/> \$2,095
<input type="checkbox"/> Chinese Immersion-Prekindergarten	8:30 a.m. – 4:30 p.m.	<input type="checkbox"/> \$2,295
Part Time Program-3 Days (M/W/F)	Hours	Tuition
<input type="checkbox"/> Toddler: 18 months - 3 years	8:30 a.m. – 4:30 p.m.	<input type="checkbox"/> \$1,575
<input type="checkbox"/> Chinese Immersion-Toddler	8:30 a.m. – 4:30 p.m.	<input type="checkbox"/> \$1,750
<input type="checkbox"/> Junior Preschool: 2.5 – 3.5 years *	8:30 a.m. – 4:30 p.m.	<input type="checkbox"/> \$1,575
<input type="checkbox"/> Chinese Immersion-Junior Preschool	8:30 a.m. – 4:30 p.m.	<input type="checkbox"/> \$1,750
<input type="checkbox"/> Preschool 3-4 years **	8:30 a.m. – 4:30 p.m.	<input type="checkbox"/> \$1,525
<input type="checkbox"/> Chinese Immersion-Preschool	8:30 a.m. – 4:30 p.m.	<input type="checkbox"/> \$1,700
<input type="checkbox"/> Prekindergarten: 4– 5.9 years	8:30 a.m. – 4:30 p.m.	<input type="checkbox"/> \$1,525
<input type="checkbox"/> Chinese Immersion-Prekindergarten	8:30 a.m. – 4:30 p.m.	<input type="checkbox"/> \$1,700
Part Time Program-2 Days (T/TH)	Hours	Tuition
<input type="checkbox"/> Toddler: 18 months - 3 years	8:30 a.m. – 4:30 p.m.	<input type="checkbox"/> \$1,200
<input type="checkbox"/> Chinese Immersion - Toddler	8:30 a.m. – 4:30 p.m.	<input type="checkbox"/> \$1,300
<input type="checkbox"/> Junior Preschool: 2.5 – 3.5 years *	8:30 a.m. – 4:30 p.m.	<input type="checkbox"/> \$1,200
<input type="checkbox"/> Chinese Immersion-Junior Preschool	8:30 a.m. – 4:30 p.m.	<input type="checkbox"/> \$1,300
<input type="checkbox"/> Preschool 3-4 years **	8:30 a.m. – 4:30 p.m.	<input type="checkbox"/> \$1,150
<input type="checkbox"/> Chinese Immersion-Preschool	8:30 a.m. – 4:30 p.m.	<input type="checkbox"/> \$1,250
<input type="checkbox"/> Prekindergarten: 4– 5.9 years	8:30 a.m. – 4:30 p.m.	<input type="checkbox"/> \$1,150
<input type="checkbox"/> Chinese Immersion-Prekindergarten	8:30 a.m. – 4:30 p.m.	<input type="checkbox"/> \$1,250
Drop-in Care Daily Fee (Hours: 8:30am-4:30pm)		
Toddlers & Junior Preschool (18 - 36 mo.) <input type="checkbox"/> Chinese \$160 <input type="checkbox"/> English \$155 Preschool & PreK (3 - 5 years): <input type="checkbox"/> Chinese \$155 <input type="checkbox"/> English \$150 (Drop-in care is offered on a special approval basis and rates are subject to change depending on enrollment conditions)		

\* Junior Preschool : In process of toilet learning

\*\* Preschool: Must be fully toilet trained & 3 by August of the school year



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Program Add-Ons:

(Check all that apply)

Extended Care Monthly Fee: (subject to change depending on enrollment conditions)

Morning Care: 8:00-8:30 a.m.- [ ]\$120 Afternoon Care: 4:30-5:00 p.m.- [ ]\$120

Morning Care: 7:30-8:30 a.m.- [ ]\$150 Afternoon Care: 4:30-5:30 p.m.- [ ]\$150 Both: [ ]\$250

Occasion use available at \$20 an hour paid on or before the day of use.

Fees: (Due with application)

Application Fee (non-refundable): [ ] \$125

Annual Registration Fee: [ ] \$315 (Aug ~ May)

Summer Registration Fee: Covering June and July, varies annually based on summer program

Enrollment Security Deposit: [ ] \$1,500 5-Day Program [ ] \$1,000 2 or 3-Day Program (Paid upon enrollment; refundable only while in "Active" status with a 45-day notice)

Waitlist Fee (non-refundable): [ ] \$150 (goes toward first month tuition when enrolled)

Discounts:

Sibling Discount: [ ] \$130 off for the sibling if both/all students in full-time program [ ] \$65 off for the sibling if one or both/all in part-time program

Tuition / Payment Information:

Monthly Tuition Amount: \$ \_\_\_\_\_ [ ] Monthly [ ] Other \_\_\_\_\_

Monthly Program Add-Ons: \$ \_\_\_\_\_

Total Tuition per Monthly Payment (monthly tuition + monthly program add-ons)

\$ \_\_\_\_\_

Additional Comments & Information:

Is there any other information that would be helpful to our administration and teaching staff?

\_\_\_\_\_

\_\_\_\_\_

Parent Agreement and Acknowledgement of Policies:

I certify that all information given in the application forms is accurate and complete. I understand that failure to disclose information about the child in any form may affect the school's admission decision. The school reserves the right to reverse an enrollment decision, even after acceptance and enrollment, if information has been withheld from the school. In addition, I have acknowledged I have read and understand, and agree to abide by all terms, conditions, and policies of this Admission Application Agreement and the Parent Handbook, where policies are further detailed.

Signature:

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_



## ADMISSION APPLICATION AGREEMENT

### Enrollment Requirements and Policies:

*Non-Discrimination Policy:* Marco Polo Children's School (Marco Polo) does not discriminate on the basis of race, sex, national origin, disability, religion, or any other legally protected status. We make our best effort to accommodate the needs of every child who wishes to attend Marco Polo. To properly meet your child's needs, Marco Polo requires written documentation if your child has any disability (for instance: an allergy, a diagnosed or suspected psychological or developmental difference, learning difficulties, etc.). Disclosure of this information is a required condition of your child's enrollment in our program. If your child does have a disability or suspected disability, we will conduct a full, individualized assessment of your child to determine whether (a) Marco Polo possesses the necessary expertise and resources to provide for the best interests of your child, (b) the child may pose a health or safety threat to him/herself or others in our environment, or (c) admitting the child requires a fundamental alteration of our program.

Initial

### Photo, Video, Work Sample Release:

Marco Polo may use pictures of your child and/or samples of his/her classroom work for marketing and operational uses, including, but not limited to, online and offline newsletters, classroom displays and materials, advertising, brochures, websites, social media, yearbook, and newspaper or magazine articles. By enrolling your child at Marco Polo, you give consent for your child to be photographed and/or filmed and waive any right to approve the finished product or accompanying copy.

Initial

### Tuition, Waitlist and Withdrawal Policies:

*What is Included with Tuition:*

Our tuition covers many items other schools charge for separately—such as daily snacks and on-site “field trips.”. Marco Polo employs quality staff, purchases supplies and equipment, and plans its operational budget on the assumption children are enrolled for a complete program, so there is no reduction in fees for absences, vacations, or shorter academic months.

Initial

*Annual Registration Fee & Summer Program Fee:*

There is a non-refundable Annual Registration Fee of \$315. Fee is due at the time of the application or at the start of the new academic year. A separate non-refundable Summer Program Fee that covers summer activities and on-site field trips (the amount varies yearly based on the summer activities) will be billed on top of the Annual Registration Fee.

Initial

*Application Fee:*

There is a non-refundable application fee of \$125. Fee is due at application to enroll your child or place your child onto the waitlist.

Initial

*Late pick-up Fee:*

There are fees if children are picked up late. Late pick-up fee will be billed automatically to your account. If children are picked up after 4:30 p.m., families will be billed a drop-in extended care fee. Parents will be billed at the rate of \$5 every minute if the late pickup passes 5:30pm.

Initial

*Waitlist Fee:*

There is a non-refundable waitlist fee of \$150. Fee is due at the time of application and will be applied into their first month's tuition. All fees for the first month must be paid in full within three (3) calendar days to hold the spot. The spot will be released to another family if tuition and other fees are unpaid after three (3) calendar days. Read and sign the “Waitlist Policy” for further details.

Initial

*Withdrawal – Enrollment Security Deposit:*

When your child is ACTIVELY ENROLLED (in attendance) AND you withdraw your child with a 45-day notice, the Enrollment Security Deposit collected at registration becomes refundable. The refund will be sent via check, usually on or soon after the last day in attendance. If a student is not in attendance and proper notice is not given, you will be responsible for full payment and the Enrollment Security Deposit will be forfeited and not be refunded.

Initial

*Payment Options:*

Tuition is paid monthly, in 12 payments. Tuition may be paid automatically on the 1st of each month using our ACH (automatic payment) system. If the payment is received after the 1st, a \$35 late fee will apply. A fee of \$35 will be charged on all checks returned by the bank. See the Parent Handbook for payment policy details.

Initial

*Reasons for Termination:*

Marco Polo reserves the right, in its sole discretion, to discontinue the enrollment of any child, for any reason and at any time, including cases where parents fail to abide by the policies and procedures outlined in the Parent Handbook and on this Application for Admission, or who behave inappropriately or disrespectfully to any member of our staff. See the Parent Handbook for termination policy.

Initial

### Tuition and Program Fee Changes:

Tuition and program fees typically increase every year, to allow us to invest in program quality and give pay raises to our teachers. Enrolled families will receive written notice of tuition increases at least thirty days prior to such increases taking effect. Families receive current pricing when touring and adding their child to the waitlist. Enrollment offers will be made at the most current rate based on the child's start date.

Initial