



Policies and Regulations

1. Monthly Tuition includes all 182 days the school is open. Please see school calendar for dates we are closed.
2. Monthly theme, newsletter, and pre-k weekly lesson plans will be posted on our bulletin board. Please feel free to participate when available or interested.
3. The monthly tuition is due in full on the 15th of each month for that month's tuition.
4. A valid credit card is required upon enrollment. Your credit card will be charged on the 16th of the month when payment is not received by the 15th of the month.
5. A late fee of \$20 per day will be assessed on all late tuition payments.
6. 30 days written notice is required to cancel a child's enrollment. If 30 days is not given the parents are responsible for full payment of tuition.
7. Notice(2 weeks) must be given when a child is going to be away for vacation. Failure to provide notice will result in automatic unenrollment of the child in their absence. Childs slot will be held upon request and confirmation of return date.
8. Credit is not given for sick days beyond the control of MLC.
9. If your child is not coming to school for any reason or you will be late picking them up call the preschool and let the teachers know as soon as possible.
10. A 10% sibling discount will be applied to the monthly tuition rate when more than one sibling is enrolled. The 10% will be taken off the lowest monthly tuition due. This only applies to monthly rates and not drop in rates.
11. A one time \$50 non-refundable materials fee is due upon each child's enrollment.
12. A one time \$100 deposit is due upon each child's enrollment. The deposit will be refunded to you at the end of your child's enrollment. However, if policies and regulations are NOT followed throughout your child's enrollment with Morningstar Learning Center there will be no refund.
13. Morningstar Learning Center is opened to children 6 months-6 years of age.
14. The State of Montana requires that all children attending Morningstar Learning Center be fully immunized, unless medically contraindicated. Parents must provide a copy of the child's immunization records OR written and signed statement from a physician for a medical exemption from vaccination (please refer to ARM16.28.707 which may be obtained from the Department of Public Health and Human Services, Public Health and Safety Division, P.O. Box 202951, Helena, MT 59620-2951)

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