

# Starlight Montessori Preschool Summary of Financial Policies Annual Tuition and Admission Agreement

---

## Terms

August 2018

Starlight Montessori School (SMS) runs from September to June. The annual registration fee of \$75 for new families and \$50 for returning families as well as the signed Tuition and Admission Agreement Contract is due upon enrollment. This annual registration fee is non-refundable and non-transferrable. A materials fee of \$75 is also due at the time of enrollment to cover all field trips, special projects and events for the year. SMS gives first priority to returning students and siblings. Families enrolling a sibling will receive a 10% discount applied to the younger child's annual tuition. To guarantee your child's place, you must pre-register for the following year. A pre-enrollment form, registration fee and materials fee are due by the last Friday in January of the following year.

Annual tuition amounts are listed below in Step 2. Annual tuition paid in full with one payment receives a 10% discount (the full annual tuition payment discount will be 5% after October 31) and is due before the first day of class. Annual tuition paid in two equal payments receives a 5% discount; the initial tuition payment due before the first day of class the second payment due the first of February. Annual tuition paid monthly is due the first calendar day of each month beginning before the first day of class. **There will be a \$10 per day late fee for tuition received after the 1st of the month.** A \$20 service charge will be assessed for any returned checks. After three returned checks, only tuition payments by Cashiers Check, Money Order or Cash will be accepted. Starlight School strongly encourages parents to use Venmo, Zelle or Bill Pay to make their tuition payments by the first of each month.

If the child's monthly tuition is unpaid for more than 60 days, the child may not be permitted to attend School. The child's return will be conditional on payment of past due amounts and the continued availability of a space in the classroom, which the school does not guarantee. Tuition credits for days SMS is officially closed or for days your child may be absent for any reason, including vacation are not provided.

If you choose to withdraw your child from SMS for any reason, you shall remain liable for the full annual tuition amount for the enrolled school year. \*

SMS shall use its best efforts to fill the classroom space vacated by your child with a new student, and will refund to you a proportionate amount of the contracted annual tuition.

If, during the academic year, your child is withdrawn from enrollment at the request of SMS, any remaining tuition due will be calculated on a pro rata basis and will be due immediately. \*\*

Parents agree to pick-up their child within 10 minutes of their students scheduled daily finish time. A late fee of \$10 will be charged for late pick-ups and **is payable to the teacher in charge at the time the late pick-up occurs.**

**All 3-6 year olds must be fully potty-trained. Fully potty-trained is defined by: completely diaper and pull-ups free at home and at school, infrequent accidents, ability to use the toilet with little or no help, able to wipe himself/herself after using the toilet.**

#### **Exceptions:**

- \* - Death or serious illness of your child.
- \*\* - Failure of parents or guardians to honor the obligations listed in this agreement, or in any rules, regulations outlined in the SMS parent manual.
  - SMS, in its sole and unlimited discretion, determines that it is unable to meet the needs of your child or the family/parents/guardians.
  - SMS closes due to catastrophic circumstances.

#### **Modification Clause:**

This agreement may be modified whenever any of the circumstances covered by this agreement change. Such modifications may only be made in writing, and must be signed and dated by the parties involved in order to be binding and effective. Oral modifications are not binding under this agreement and shall not be enforceable under any condition. SMS reserves the right to change tuition at any time. A written notice of any rate change will be available thirty calendar days prior to the effective date of the changes.

**Other:**

This agreement provides that:

“The Department of Social Services or Licensing Agency shall have the authority to interview children, or staff, and to inspect and audit a child or facility records without prior consent. The Licensee shall make provisions for private interview with any child or staff member and for the examination of all records relative to the operation of the child care facility. The Department has the authority to observe the physical condition of the child, including the conditions that could indicate abuse, neglect or inappropriate behavior.”

Licensing Agency Rights - Code 101200 B & C

SMS students are admitted without regard to color, nationality, race, religion, ethnic or family make-up.

=====

I wish to enroll my child \_\_\_\_\_, birth date \_\_\_\_\_ in Starlight Montessori Preschool.

**Step 1:**

Please circle the days your child will attend SMS based on a 3, 4 or 5 day enrollment.

Days: M T W TH F

**Step 2:**

Please circle the appropriate schedule for this child from one of these Part Time or Full Time schedules.

**Note:** the annual tuition for students enrolling after the start of the school year will be adjusted based on the start date.

**Part - Time ( 9:00am to 12pm)**

3 mornings per week ( 9am to 12pm): \$611.11 per month or \$5,500 per year

4 mornings per week ( 9am to 12pm): \$677.78 per month or \$6,100 per year

5 mornings per week ( 9am to 12pm): \$744.45 per month or \$6,700 per year

**Part - Time ( 12:30 pm - 3:30 pm )**

3 afternoons per week ( 12:30 to 3:30 pm): \$577.78 per month or \$5,200 per year

4 afternoons per week ( 12:30 to 3:30 pm): \$644.45 per month or \$5,800 per year

5 afternoons per week ( 12:30 to 3:30 pm): \$711.11 per month or \$6,400 per year

**Part - Time with extended care ( 12:30 pm to 5:00 pm)**

3 afternoons per week ( 12:30 to 5 pm): \$700.00 per month or \$6,300 per year

4 afternoons per week ( 12:30 to 5 pm): \$777.78 per month or \$7,000 per year

5 afternoons per week ( 12:30 to 5 pm): \$883.33 per month or \$7,950 per year

**Full - Time ( 9 am to 3:30 pm)**

3 full days ( 9 am to 3:30 pm): \$744.44 per month or \$6,700 per year

4 full days ( 9 am to 3:30 pm): \$827.78 per month or \$7,450 per year

5 full days ( 9 am to 3:30 pm): \$894.44 per month or \$8,050 per year

**SMS offers extended care mornings 8am to 9am and/or 3:30pm to 5pm at \$10 per hour per child.**

### Step 3:

Please indicate your payment preference.

I would like to pay the full annual tuition in a single payment.

I would like to pay the full tuition in two equal payments.

I would like to pay the annual tuition on a monthly basis.

Name of Parent/Guardian (printed) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Cell \_\_\_\_\_ Work \_\_\_\_\_ Home \_\_\_\_\_

=====

This section to be completed with by the SMS director.

**Annual tuition agreement and payment terms.**

Annual tuition basis: ..... \$ \_\_\_\_\_

\_\_\_ This child is a sibling of another student: 10% discount \$ (\_\_\_\_\_)

Payment discount: \_\_\_ 10% discount \_\_\_ 5% discount \$ (\_\_\_\_\_)

**Calculated payment: \_\_\_ Once \_\_\_ Twice \_\_\_ Monthly \$ \_\_\_\_\_**

With your child’s enrollment at SMS you accept responsibility for the full agreed annual tuition as calculated above in this agreement.

**I have read, understand and accept the terms of this agreement.**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Director Signature \_\_\_\_\_ Date \_\_\_\_\_