

Starlight Montessori Preschool

Summary of Financial Policies

Annual Tuition and Admission Agreement

Terms

last revised December 2022

Starlight Montessori School (SMS) runs from September to June. The annual registration fee of \$100 for new families and \$75 for returning families, a \$75 materials fee as well as the signed Tuition and Admission Agreement Contract is due upon enrollment. This annual registration fee is non-refundable and non-transferrable. 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 and materials fee are due by the last Friday in January of the following year.

Annual tuition paid monthly is due no later than the first of each month from October through May. **(September tuition which shall be paid by Venmo or check is due no later than June 1st, after which your child's spot may not be guaranteed. This is non-refundable).** No changes permitted to your child's schedule after June 1st unless at the discretion of the Head of School. **Tuition is divided into 9 equal payments. There will be a \$15 per day late fee for tuition received after the 1st of the month.** SMS uses Brightwheel, a platform that requires registration by each family, in order to sign up for messages and tuition invoices. You will receive an email invoice from Brightwheel around the 21st of each month for the next month's tuition payment. SMS does not accept credit card payments. A \$25 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.

If a child's 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 reasons, 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 suitable replacement, and will refund to you a proportionate amount of the contracted annual tuition.

If, during the academic year, your child's withdrawn from enrollment at the request of SMS (also in writing), 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 \$15 will be charged for late pick-ups and is payable to the teacher in charge at the time the late pick-up occurs. This payment can be made by cash or Venmo.**

All 3-6 year olds must be fully potty-trained. Fully potty-trained is defined by: completely diaper and pull-up 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 closed due to catastrophic circumstances.

Modification Clause:

This agreement may be modified whenever any of the circumstances covered by this agreement change permanently and not temporarily. 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

I wish to enroll my child _____, birth date _____ in Starlight Montessori Preschool

Step 1: Please indicate which weekly schedule you'd prefer: (see next page)

Options: Monday, Wednesday, Friday

Monday, Tuesday, Wednesday, Thursday

Tuesday, Wednesday, Thursday, Friday

Monday, Tuesday, Wednesday, Thursday, Friday

Step 2:

Please indicate your preferred schedule according to one of these part or full-time options:

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

Part-Time (8:30 am to 12:00 pm) or (12:45 to 3:45 pm)

3 mornings or afternoons per week (MWF) : \$780 per month

4 mornings or afternoons per week: \$810 per month

5 mornings or afternoons per week: \$885 per month

Full-Time (8:30 am to 3:45 pm)

3 full days per week: \$950 per month

4 full days per week: \$980 per month

5 full days per week: \$1056 per month

SMS offers morning extended care from 8:00 am to 8:30 am and afternoon extended care from 3:45 pm to 4:30 pm for \$10 per hour or any fraction thereof. Extended care tuition rates are as follows:

3 mornings or afternoons (MWF) with a.m. extended care only: \$935 per month

4 mornings or afternoons per week with a.m. extended care only: \$850 per month

5 mornings or afternoons per week with a.m. extended care only: \$935 per month

3 full days with a.m. **or** p.m. extended care only: \$980 per month

4 full days with a.m. **or** p.m. extended care only: \$1020 per month

5 full days with a.m **or** p.m. extended care only: \$1106 per month

3 full days with both a.m. **and** p.m. extended care: \$1010 per month

4 full days with both a.m. **and** p.m. extended care: \$1100 per month

5 full days with both a.m. **and** p.m. extended care: \$1206 per month

This section to be completed by the SMS director:

Calculated payment: \$ _____ per month

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, understood and I accept the terms of this agreement.

Parent/Guardian Signature _____ Date _____

Director Signature _____ Date _____