

# Starlight Montessori Preschool

## Summary of Financial Policies

### Annual Tuition and Admission Agreement

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#### Terms

last revised December 2025

Starlight Montessori School ( SMS) runs from September to June. The annual registration fee of **\$200** for new families and **\$185** for returning families, a signed Tuition and Admission Agreement Contract is due upon enrollment along with the registration fee. 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 school year. A pre-enrollment form and registration fee are due by the last Friday in January of that year.

Annual tuition paid monthly is due no later than the first of each month from October through June. **( September tuition which shall be paid by Venmo or check is due no later than March 1st, after which your child's spot may not be guaranteed. This is non-refundable).** No changes permitted to your child's schedule after March 1st unless at the discretion of the Head of School. **The annual tuition is determined and is divided into 10 equal installments. 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 23rd 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.

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.**

## **Tuition and Withdrawal Policy Clause ( Revised)**

### **Tuition Commitment and Withdrawal Policy**

Enrollment at Starlight School is for the full school year ( or remainder thereof if enrolled mid year.) Tuition reserves your child's space in the program and is therefore not based on attendance. If a parent or guardian chooses to withdraw a child from the program before the end of the contracted term, the family remains financially responsible for the monthly tuition until the child's space is filled by another student with a comparable schedule. The School agrees to make reasonable efforts to fill the vacancy promptly. If the space is filled, the tuition obligation will end as of the date the new student begins. All withdrawals must be submitted in writing ( email is acceptable) to the school. The withdrawal date is the date the school receives the written notice.

This agreement is between Starlight School and the Parent/Guardian of

\_\_\_\_\_,  
as designated below.

Either parent or legal guardian of the enrolled child may enter into this agreement on behalf of the family. The undersigned parent or guardian represents and warrants that they have the authority to make educational and financial decisions for the child and to bind all legal guardians to the terms of this contract. Only one parent or guardian's signature is required to make this contract valid and enforceable. All parents or guardians of the enrolled child are jointly and severally responsible for the obligations herein, regardless of who signed, unless a court order provides otherwise.

#### **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

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I wish to (re)enroll my child \_\_\_\_\_, birth date \_\_\_\_\_ in Starlight Montessori Preschool

**Step 1:** Please indicate which weekly schedule you’d prefer:

**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 )**

3 mornings/afternoons : \$1119 per month  
4 mornings/afternoons: \$1150 per month  
5 mornings/afternoons: \$1185 per month

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

3 full days per week: \$1235 per month  
4 full days per week: \$1330 per month  
5 full days per week: \$1425 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. **These rates are the same no matter what kind or how much extended care is used.**

**Extended care tuition rates are as follows:**

3 days a week with extended care: \$1390 per month  
4 days a week with extended care: \$1495 per month  
5 days a week with extended care: \$1620 per month

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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.**

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

**Parent/Guardian #1 ( Required) :**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

**Parent/Guardian #2 ( optional)**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

\*This agreement and its terms have been clearly explained to and understood by the undersigned parent or guardian. The School encourages all parents and guardians to review the agreement before signing. By signing above, the undersigned acknowledges their understanding and acceptance of all terms.