

# Dandy Lion Montessori School

Where Children Learn how to Learn

## Tuition Agreement

### Child

First Name	Last Name	Date of Birth
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### Enrollment Profile

From	Through	# of days per week	Full 0	School Year 0	(7:30 – 8:30 AM) 0	(3:30 – 4:30 PM) 0	(4:30 – 5:30 PM) 0
			Half 0	Summer 0			

I understand that the Academic Year is Sept. 1 through June 30, and the summer program runs from Jul. 1 through Aug. 31. I declare my intent to leave the above child in the program for the whole period (academic year and/or summer program), and agree to give 30 days written notice before withdrawing from the program for any reason.

### Tuition

Tuition	Prompt-pay Discount	Discounted Payment
Annual Tuition (Sept. thru June) \$		
Monthly (1/10 <sup>th</sup> of annual tuition) \$	\$	\$

### Extended-Day Fees

(7:30 – 8:30 AM)	\$
(3:30 – 4:30 PM)	\$
(4:30 – 5:30 PM)	\$
<b>Total:</b>	\$

I agree to pay tuition promptly and earn the prompt-pay discount as follows:

On the: 0	15 <sup>th</sup> 0	Discounted Tuition Payment	+	Total Extended-Day fees	=	Total payment:
1 <sup>st</sup>		\$		\$		\$

If even one day beyond the grace period, I agree to pay the full amount as follows:

After the: 0	20 <sup>th</sup> 0	Full Tuition Payment	+	Total Extended-Day fees	=	Total payment:
5 <sup>th</sup>		\$		\$		\$

If my check is returned unpaid by my bank, I agree to immediately pay with cash as follows:

Returned Check Fee	+	Full Tuition Payment	+	Total Extended-Day fees	=	Total payment:
\$ 20		\$		\$		\$

Further, I have read, understand, and agree to abide by the Scheduling and Credit policies on the back of this form:

### Sponsor 1

First name	Last Name
Signature	Date

### Sponsor 2

First name	Last Name
Signature	Date

# SCHEDULING AND CREDIT POLICIES

To maintain the quality of our program, yet keep it affordable for the average family in our community, it is essential that we maintain full enrollment and collect tuition for every space each month. This requires careful planning and a **firm** collection policy. Our Administrative Office **alone** makes all scheduling and credit decisions, freeing others to focus on the education of children. We ask that our teaching staff not be bothered with administrative inquiries. The Administrator is resolute in adhering to these policies, so to avoid future misunderstandings, please read carefully the following:

- Applicants are declaring their intent to remain enrolled for the full academic year, and agree to give at least 30 days written notice before withdrawing from the program. Likewise, we agree to give at least 30 days written notice before any tuition increase takes effect.
- This is a tuition-based educational institution, **not** an attendance-based daycare facility. Tuition is collected in **advance** to reserve a **space** in our program, without regard to whether a child actually attends on any given day, or the reason for any absence (planned for or not).
- Think **tuition** — not childcare. Trying to compare the cost per hour, day, or week of our program, with traditional childcare, is a two-fold mistake. The educational value is simply incomparable. With long and short months, Winter and Spring breaks, and holidays, the actual number of school days each month fluctuates anywhere from 15 to 23 (the avg. is 20), confounding attempts to calculate a unit cost.
- Again, you are paying for a **space**, and no refunds will be made, or credit given, for absences during the academic year, for any reason.

## SCHEDULING

- We cannot always guarantee part-time applicants specific days of the week, but once established schedules are generally fixed for the year.
- Rearranging a part-time child's schedule is difficult at best, usually requiring the cooperation of another party willing to switch days.
- Incidental swapping or adding days is only possible when there is a predictable absence so we appreciate being informed as soon as possible when a child will be absent. We cannot offer free "make-up" days for absences or holidays, so please don't even ask.

## TUITION PAYMENTS

- Monthly payments are simply 1/10<sup>th</sup> of the annual tuition fee for the 10-month academic year.
- The summer program is available at these same monthly rates in July and August.
- You may elect to have tuition fall due on either the 1<sup>st</sup> or the 15<sup>th</sup> of the month. A five-day grace period allows for months when these dates fall on a weekend, holiday, or other non-attendance day.

## PROMPT-PAY DISCOUNT

- As an incentive to minimize accounting chores, we offer a generous prompt-pay discount for simply paying tuition on time. To earn it, an account must be current, and payments received no later than the 5<sup>th</sup> for those due on the 1<sup>st</sup>, or by the 20<sup>th</sup> if due on the 15<sup>th</sup>.
- To ensure this incentive remains effective, there will be no exceptions for payments made even one day beyond the grace period.
- Anyone anticipating difficulty making a payment on time should discuss it with the Administrative Office before it is due.
- Any check returned unpaid by your bank must be redeemed with **cash** plus a \$20 accounting fee. Since the grace period has usually passed by the time a check is returned, any prompt-pay discount taken was unearned and the full amount must be paid, making for a very expensive banking error. After a second occurrence, personal checks may no longer be accepted for payment.

## PAST DUE ACCOUNTS

- Accounts missing the prompt-pay discount are already 5 days past due. Once 10 days past due, we may not allow the child to attend school until the account is brought current. For your child's sake, please help us avoid this unpleasant decision.
- After 15 days past due, we may deem you to have withdrawn from the program by default, and the space forfeited to someone on the waiting list. We will be very sad for the child, but must keep our program economically viable for all the other children.
- Once withdrawn for **any** reason, full payment of all past due amounts, plus a new Registration Fee, is required before a child is again eligible for the waiting list, where we may give preference to a previously enrolled child.

## SUMMER VACATIONS

- We define "vacation" as a planned absence of one or more full weeks for which we receive written notice at least three weeks in advance.
- We allow ¼ month credit for each full week of "vacation" taken during the **summer** months (July and August) only.
- Year-round students **not** taking "vacation" during the summer months, after maintaining their account current for a full year, may receive up to ½ month credit in the month of August for vacations taken during the previous academic year.
- Students taking the summer off may reserve their space for the next year by prepaying September's tuition **before** departing.

## BOOK FUND CONTRIBUTIONS

- Unlike many schools, we do not have annual book or materials fees. Instead, we have a **Children's Book Fund** that is funded by incidental charges for transgressions of a few inviolate rules we find it necessary to enforce. We ask that you cheerfully make these contributions when assessed. Try not to get angry with us for collecting them, and we will avoid expressing our displeasure at having to assess them.
- We are required by law to ensure that an authorized adult signs each child in and out with a **full** signature every day. To enforce this rule, we assess a \$5 Book Fund charge for **each** occurrence of missing or illegible signatures on the sign-in/out logs. Please advise your surrogates of this necessity when asking someone else to drop-off or pick-up your child, for the responsibility remains yours.
- To safeguard the children's concentration, we must deter tardiness and/or early pick-ups. The first and last half hour of each class session is recess time, so one can be up to 30 minutes late arriving or early departing without disrupting the formal class period. Therefore, tardiness or early pick-ups between the hours of 9:00 AM and Noon, or 1:00 and 3:00 PM for any reason will incur a \$5 Book Fund charge. You can understand that, to be consistent, this must include understandable (but no less disruptive) situations like Doctor appointments, etc

## LATE PICK-UP CHARGES

- Arriving even one minute late to pick-up a child, past the time you have contracted for, automatically incurs an incidental childcare charge. This is not a punitive charge, it is just the standard \$5 per hour (or any part thereof) charge for incidental childcare, but when only a few minutes late it can seem like one. Try to be on time to avoid the aggravation, but **don't** risk an accident or ticket just to save \$5.
- Arriving after we close at 5:30 PM, however, can cause your child stress and is a very real imposition on our staff. As a deterrent, we charge a late pick-up fee of \$10 per ¼ hour or any part thereof. This means that those from one to fifteen minutes late at closing time are charged \$10. Those sixteen to thirty minutes late are charged \$20, etc. Repeated violations here are unacceptable — we don't want your money, we want to go home! **PLEASE** be responsible, and have a relative or friend you can call in an emergency to pick-up your child by closing time.