

# Oakhaven Montessori School

## Fee Schedule and Contract Policies

### Payment Policy:

- ~ **Enrollment Fee:** A \$50 nonrefundable enrollment fee is due upon enrollment and payable each March 1.
- ~ **Registration Fee:** A \$50 nonrefundable registration fee is due and payable each September 1.
- ~ **Sibling Discount:** 10% on second siblings when enrolled at the same time.
- ~ **Tuition is due in advance, on the first of each month for year round camp and on the 15th for the school year program.**
- ~ A late payment fee of \$5.00 per day is charged for each calendar day **past the 5th or 20th** including weekends. If payment is mailed, it must be postmarked no later than the 5th or 15th of each month.
- ~ A late pick up fee of one dollar per minute will be assessed to your account when you arrive to pick up your child after his/her program has been dismissed, half day: 12:30 p.m., full day: 2:30 p.m., extended day: 5:30 p.m. Please allow enough time to read group notes and messages and be gone by dismissal time.
- ~ **Oakhaven Montessori School does not refund tuition for any reason.**
- ~ Non payment within 30 days will result in termination of enrollment and the account being turned over to collection.
- ~ A service fee of \$30.00 is charged for each returned check. After a second returned check payments must be paid by certified check, money order or cash.
- ~ Until a child is consistently using the toilet, a \$20 monthly diaper changing fee will apply.

### Monthly Tuition Installments:

You pay an annual tuition based on the number of days your child is contracted to attend. A prorated monthly installment is due each month.

There are two installment plans:

The School Plan has 10 installments paid from August 15, 2009 through May 15, 2010.

The school plan is for enrollment from 8/17/09 - 6/11/08.

The Kid's Camp has 12 installments paid from July 1, 2009 - June 1, 2010

The kid's camp is for enrollment from 6/30/08 - 6/12/09

Half Days are from 9:00 a.m. to 12:30 p.m. or 12:30 p.m. - 5:30 p.m.

Full Days are from 9:00 a.m. to 2:30 p.m.

Extended Days are from 8:00 a.m. to 5:30 p.m.

2 half days	\$290
2 full days	\$335
2 extended days	\$390
3 half days	\$335
3 full days	\$390
3 extended days	\$455
5 half days	\$455
5 full days	\$555
5 extended days	\$595

**Other Extended Care: \$ 8:00 per hour drop in. \$5.00 per hour contracted.**

Either party can terminate this contract by giving the other party at least 1 month's written notice, on the 1st of the month. A final installment payment is due with the notice to withdraw.

Payment obligation is based on reserving a space for your child at Oakhaven Montessori School not on actual days of attendance. Payment is due whether or not your child actually attends during your scheduled days, including school breaks, vacations and sick days.

Oakhaven Montessori School is closed on legal holidays, 1 week for the winter holidays, one week in spring, and 2 weeks in summer. There is an optional Weekly Summer Camp.

We take two overnight field trips per year. The school is closed on the days that we leave town (families are encouraged, not required to attend) and three floating To Be Announced days each year. School is also closed on Parent Conference days, which occur for one day every fall, winter and spring. Tuition is credited after three emergency closure days.

**I have read, understand and agree to the fee schedule and contract policies of Oakhaven Montessori School.**

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

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

Both Signatures Required.