

# Oakhaven Montessori School

## Fee Schedule and Contract Policies

### Payment Policy:

- ~ **Enrollment Fee:** A \$50 nonrefundable enrollment is due upon enrollment and payable each March.
- ~ **Registration Fee:** A \$50 nonrefundable registration fee is due and payable each September.
- ~ **Sibling Discount:** 10% on second sibling, or tuition of the lesser amount when enrolled at the same time.
- ~ Tuition is due in advance, **on the 1st or the 15th of each month** depending on your enrollment date.
- ~ 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: 12:00 p.m., full school day: 2:30 p.m., extended day: 5:15 p.m. Allow enough time to read group notes and messages and be gone by dismissal time.
- ~ 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.
- ~ **Oakhaven Montessori School does not refund tuition for any reason.**

### Monthly Tuition Installments:

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

There are two installment plans:

The School Plan has 10 installments paid from August 15, 2017 through May 15, 2018. The school plan is for enrollment from 8/28/17 - 6/8/18.

The Year Round Plan has 12 installments paid from June 15, 2017 - May 15, 2018. The year round plan is for enrollment from 6/19/17 - 6/8/18.

Half Days are from 9:00 a.m. to 12:00 p.m.

Enrichment Program: 12:45 p.m. - 3:30 p.m. For TK, K & 1st grade home schoolers. School year only. The fees are half day rates as listed below.

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

Extended Days are from 8:45 a.m. to 5:15 p.m.  
 We close at 2:30 p.m. on Fridays during the school year.

Number of days	Ages	Hours	Monthly Tuition Installments:
2 half days	2.5 & 3	9:00 - 12:00	\$325
2 full school days	3 - 6	9:00 - 2:30	\$380
2 extended days	3 - 6	9:00 - 5:30	\$440
3 half days	2.5 & 3	9:00 - 12:00	\$430 T/W/Th only N/A
3 full school days	3 - 6	9:00 - 2:30	\$505 T/W/Th only N/A
3 extended days	3 - 6	8:45 - 5:15	\$605 T/W/Th only N/A
4 full school days	3 - 6	9:00 - 2:30	\$640
4 extended days	3 - 6	8:45 - 5:15	\$775
5 full school days	3 - 6	9:00 - 2:30	\$760
4 extended 1 full	3 - 6	8:45-5:15 M-Th, F till 2:30	\$936
5 extended days	3 - 6	8:45 - 5:15	\$970
Extended Care:	2:30 - 5:15	\$7 per contracted hour	\$10 per drop in hour

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.

A 30 day notice on the first of the month is required to decrease days.

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 parent teacher conferences, school breaks, vacations, sick days, and legal holidays.

Oakhaven Montessori School is closed on legal holidays, 1 week each in fall and early summer and 2 weeks in spring, late summer and winter. School is closed on Parent Conference days, one day every fall, winter and spring, three TBA days and emergency closure days.

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

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

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