

# THE CHILDREN'S HOUSE MONTESSORI SCHOOL

## FINANCIAL POLICIES

1. Tuition is due and payable on the first day of each month. A late charge of \$35.00 is added to all accounts not paid on the first day of the month. There are no exceptions. If your child is not in school on the first day of the month, or if you are on vacation etc. on the first of the month, your child's tuition is still due and payable on the first day of the month, and you should make the necessary arrangements to have the payment in the office on the first of the month if you wish to avoid the late charge. If your account is not paid on the first, you will receive a statement with the late charges shown as part of the payment due. A second late charge of \$35.00 will be added to all accounts not paid by the 15<sup>th</sup> of the month. Tuition is **non-refundable**. During the school year the entire monthly tuition amount is due regardless of any time your child is absent from school during that month. We require notice in writing one month in advance if you plan to withdraw your child from school before the end of the school year.
2. When tuition for the month remains unpaid at the end of that month, you will be asked to make other arrangements for your child's tuition until the account is made current.
3. Annual school fees apply to the school year (September – May). New students will pay the entire amount in August. Students who enroll after the school year has commenced will pay pro-rated fees at the time of enrollment. Annual fees cover a variety of things – computer, art, music, creative movement, and foreign language etc. which are part of our curriculum. Annual school fees are **non-refundable**.
4. The \$100.00 re-enrollment fee (for children presently in attendance) should be paid no later than January 31. Payment of this fee will be applied to the annual school fees (\$400.00) due in August. The re-enrollment fee is **non-refundable**.
5. The registration fee for summer school (June-August) is \$100.00 and is **non-refundable**.
6. Building fees cover building, property, and playground maintenance and repair and is **non-refundable**.
7. Technology fees are only payable for children ages 3-9 years and is **non-refundable**.
8. All payments – tuition & fees – must be current by the starting date of school in order for a child to begin class.
9. PTO membership fee is \$35.00 per family and is due at the start of the school year or at the time of enrollment.
10. Each family participates in the annual fund-raiser. Parents who choose to **NOT** participate, donate \$50.00 in lieu of participation. This does not apply to PTO fund-raisers which are a separate entity.

## PAYMENT SCHEDULE

AUGUST 15	pay annual fees - \$400 for new student; \$300 for re-enrolled student, building and technology fees.
SEPTEMBER 1	pay tuition for September and PTO fees
OCTOBER 1	pay tuition for October
NOVEMBER 1	pay tuition for November
MID NOVEMBER	ANNUAL FUND RAISER
DECEMBER 1	pay tuition for December
JANUARY 1	pay tuition for January
JANUARY 31	re-enrollment fees due
FEBRUARY 1	pay tuition for February
MARCH 1	pay tuition for March
APRIL 1	pay tuition for April
MAY 1	pay tuition for May
MAY 31	last day to pay summer school registration fee