

THE CHILDREN'S HOUSE MONTESSORI SCHOOL
4023 LEE AVENUE
LITTLE ROCK, ARKANSAS 72205

Friday, August 7, 2020

Dear Parents,

School year 2020-2021 will begin Monday, August 31, 2020. We have enjoyed summer school and are looking forward to seeing returning children, as well as those who are new to our school.

Your attention to the following business details **BEFORE THE START OF SCHOOL** will enable children, parents, and staff to experience a relatively smooth and calm first day of school! Copies of the current Fee Schedule and Financial Policies are enclosed. A completed Re-Enrollment Form along with payment for Annual, Building, and Technology fees are due and payable by Friday, August 14, 2020. An important reminder- most of you paid the \$100 re-enrollment fee which was a deposit toward your Annual Fee to hold a place for this coming year. If you paid the re-enrollment fee, you now only owe the \$300 balance of the Annual Fee. All accounts must be made current, with fees paid, by Thursday, August 27, 2020. **We will be unable to accept for school any child whose annual fees and any other outstanding amount have not been paid in full prior to the start of school.** Enrollment and tuition contracts will be sent home the week of August 17th - please sign and return no later than August 27th, 2020. Please send a separate check for \$35 payable to CHMS PTO due no later than September 1st.

If your child is NOT returning you must give a month notice in writing, so we can take children off the waiting list.

It is crucial that we have emergency information if we need to contact you regarding your child during our operating hours. If you need to update your emergency information, please call the office to ask for a new set of cards. Also, please see that your child's immunizations are current. All medical records will be checked at the beginning of the school year and you will be notified if your child is not in compliance with Arkansas Department of Human Services and State regulations regarding immunizations. **Your child may not remain in school if current immunizations are not on file.**

A copy of School Policies & Procedures will be in your child's folder on the first day of school. Please take the time to read it - this will help avoid any confusion or misunderstanding once the school year is in progress.

Here are the rules for carpool:

- Do not speed down the driveway, through the gates and on to the playground area at pick-up and drop-off. There are children and other adults in the area.
- Please pull up to the front of the line **BEFORE GETTING YOUR CHILD(REN) OUT OF YOUR CAR.**
- Pull in and park on the left or right side and then exit single file out the gate.
- Please do not talk on your cell phone whilst dropping off or picking up your child(ren).

If you have any questions, please contact the office (501-664-5993). We are looking forward to a happy and rewarding year with your children!

The Children's House Staff

THE CHILDREN'S HOUSE MONTESSORI SCHOOL
4023 LEE AVENUE
LITTLE ROCK AR 72205
501.664.5993
FAX: 501.664.2857

RE-ENROLLMENT FOR SCHOOL YEAR 2020-2021

At this point in the school year we are preparing for the 2020-2021 school year. In order to make staffing and budgeting plans we need to know our anticipated enrollment. Current students and their siblings have priority up until Friday, August 14, 2020. After that date, we will accept children from the waiting list.

For your information, please find attached a copy of the Fee Schedule and Financial Policies for School Year 2020-2021

Please complete and return the form below at your very earliest convenience, and no later than Friday, August 14, 2020. All fees are due with your re-enrollment form and are non-refundable.

If you have any questions, please feel free to contact the office at 664.5993. Thank you.

Please detach and return. Thank you.

THE CHILDREN'S HOUSE MONTESSORI SCHOOL

RE-ENROLLMENT FOR SCHOOL YEAR 2020-2021.

My child(ren) _____ Date of Birth _____
_____ Date of Birth _____
_____ Date of Birth _____

1. **WILL** return to The Children's House Montessori School for school year 2020-2021.
- A. My child(ren) will attend school for: Morning Class 8:30am -11:30am
 Full Day School 8:30am - 2:30pm
 Full Day w/ Child Care __ am - __ pm
- B. My child(ren) will participate in the school lunch program (\$75/mo) YES NO
- C. Payment (REQUIRED)
 I have enclosed a check/cash for all fees*
 Auto-draft my account for all fees **
- *Refer to attached Fee Schedule for total amount due
**Select this option ONLY if we already have your account set up for auto-draft.

2. **WILL NOT** return to The Children's House Montessori School for school year 2020-2021.

The last anticipated day of attendance for my child(ren) will be _____

Parent Signature: _____ Date: _____

**THE CHILDREN'S HOUSE MONTESSORI SCHOOL
4023 LEE AVENUE
LITTLE ROCK, ARKANSAS 72205**

School Year 2020-2021 Elementary Program Options

- A. Elementary Enrollment** **Cost: \$545 per month***
This would be for single enrollment here with Full Montessori Curriculum for K - 5th grade provided by a Montessori Intern and overseen by part-time Montessori Certified teacher. M-F 8:30Am - 2:30PM.
- B. Half Day Dual Enrollment** **Cost: \$200 per month***
This would be a dual enrollment where your public or private school elementary aged child(ren) who are enrolled elsewhere for Full-Time Virtual School from Home would be able to attend CHMS from M-F 8:30AM - 11:30AM. We will provide a teacher to monitor their virtual learning and assist them as needed.
- C. Full Day Dual Enrollment** **Cost: \$400 per month***
This would be a dual enrollment where your public or private school elementary aged child(ren) who are enrolled elsewhere for Full-Time Virtual School from Home would be able to attend CHMS from M-F 8:30AM - 2:30PM. We will provide a teacher to monitor their virtual learning and assist them as needed. Morning hours will be dedicated to fulfilling their virtual school requirements. In the afternoons, we will offer additional classes such as cooking, sewing, art, music, and/or science fair project assistance.
- D. Child Care** **Cost: Full Day Tuition + \$175 per month***
This is provided to Full Day students who require extended hours M-F 7AM - 8:30AM and 2:30PM - 6:00PM

**Costs listed above reflect the monthly tuition rates for the above listed programs only. Other fees such as Annual, Building, and Technology fees are outlined in our Fee Schedule and are applicable for all enrolled students each school year. Some exceptions may apply for our dual enrollment students but are on a case-by-case basis and require administrative review.*

Your K - 5th grade Child(ren):

Name: _____ **DOB:** _____ **Grade 2020/2021 school year:** ____ **Option:** ____

Name: _____ **DOB:** _____ **Grade 2020/2021 school year:** ____ **Option:** ____

Name: _____ **DOB:** _____ **Grade 2020/2021 school year:** ____ **Option:** ____

THE CHILDREN'S HOUSE MONTESSORI SCHOOL
4023 Lee Avenue, Little Rock, AR 72205
FEE SCHEDULE
SCHOOL YEAR 2020-2021.

The school hours for children who attend half-day (morning) classes are 8:30-11:30am. The full day class hours are 8:30am-2:30pm.

Childcare is offered before and after school hours. The Children's House opens at 7:00am and closes at 6:00pm. Child care is available during the school year (September-May) and during summer school (June - August), with the following exceptions: Labor Day, Columbus Day*, Thanksgiving (3 days - W, TH, & Fri), Christmas Eve & Christmas Day, New Year's Eve & New Year's Day, Martin Luther King Day, President's Day*, Good Friday, Memorial Day, Independence Day. The school is closed on these days and there are no classes and no childcare. School is also closed for a staff workday on the Friday before Summer School starts (May/June) and the last Friday before the new school year begins (August/September). Classes are out during Christmas Holidays and Spring Break. We remain open for childcare for those children regularly enrolled in the before and after class childcare program. Children who attend classroom hours only DO NOT attend school during Christmas Holidays and Spring Break unless you have signed up for childcare, at an extra charge.

Tuition is **DUE AND PAYABLE** on the first of each month - please refer to Financial Policies for details. A late charge of \$35.00 is added to ALL accounts not paid on the first of the month; a second late charge of \$35.00 is added to all accounts not paid by the 15th of the month.

SCHOOL FEES (non-refundable - see Financial Policies).

Application fee of \$75.00 for a new student.

Annual school fees of \$400.00 per child (pro-rated after school year commences).

Registration fee for summer school - \$100.00

Building fee of \$150 per child

Technology fee of \$50 per child (ONLY age 3 years +)

PTO Fee of \$35 per family (Payable to: "CHMS PTO")

TUITION (non-refundable - see Financial Policies).

Half-day (morning)	8:30am - 11:30am	3mos.-11mos.	\$515.00 per month
	8:30am - 11:30am	12mos.-3yrs.	\$475.00 per month
	8:30am - 11:30am	3 yrs.-5yrs.	\$460.00 per month
Full day	8:30am - 2:30pm	3mos.-11mos.	\$600.00 per month
	8:30am - 2:30pm	12mos.-3yrs.	\$560.00 per month
	8:30am - 2:30pm	3 yrs.-5yrs.	\$545.00 per month
	8:30am - 2:30pm	1st - 5 th grade	Varies By Program
Child Care	7-8:15am & 2:30-6pm	All Ages	\$175.00 per month

Tuition rates listed above are for attendance 5 days per week. Pro-rated tuition for fewer days' attendance is provided on a case by case basis and requires administrative review.

When two or more children in a family are attending school **FULL TIME** the first child will pay full tuition; tuition for each subsequent child will be reduced by \$30.00 per month.

Children who attend for school hours only should be picked up at 2:30pm; a charge of \$15.00 per hour or part thereof, will be charged for late pick up (i.e. after 2:45pm). Children who attend for childcare hours by should be picked up by 6:00pm; A late pick-up charge of \$10.00 will be assessed for every 5 minutes or part thereof past 6:00pm. This charge is payable to the person who had to remain late to take care of your child. Late pick-up charges are billable per child.

School lunch is provided upon request at a charge of \$75.00** per month. Milk is provided upon request at a charge of \$5.00 per month. Lunches and/or milk may not be purchased daily but must be purchased by the week or 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.

*New School Closings for 2020-2021: Columbus Day and President's Day. These days will be used for staff professional development and parent/teacher conferences. **Lunch charge has increased to account for rising food costs.

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 15th 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 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

