



230 Edgewood Avenue
New Haven, CT 06511
203 772-3210 MSOE@snet.net

Enrollment Contract YEAR _____

Student name

Date of Birth

Enrollment Date of Program

The undersigned, hereby contract to enroll the above student at the Montessori School on Edgewood (MSOE) for the school year. I/we have read, understand and agree to the following terms and conditions;

Tuition

Fee structures for the year are listed on ATTACHMENT A. To secure a place at the MSOE, this completed enrollment contract must accompany a non-refundable \$10.00 application fee, a deposit of (\$) plus initial tuition payment. The deposit is applied to the annual tuition for the month of _____ for the above student.

Deposit and Tuition Payment:

- a. For **New Enrollments:** are due at the time of enrollment
- b. For **Re-Enrollments:** are included in your September statement with payment due September 1, _____.

Families that permanently relocate outside of New Haven from their current residence are not eligible for sliding scale income-based discounts offered by School Readiness and Care 4 Kids.

Program Placement:

Please check the program (infant toddler or primary) of you choice on ATTACHMENT A. Program placement is subject to availability. Currently enrolled families are given precedence over new enrollment within the early enrollment period: Feb – May. If the program is filled, we will add you to a waiting list and return your deposit and fee payment.

Payment Plans

Please initial one of the following payment plans. The enrollment contract will be returned unless a plan is indicated below and the deposit is received.

_____Plan A – I will pay the full annual tuition by September 1, 20__. An early payment discount of 3% of net tuition will be credited to my account if payment is received by this date. The deposit is applied to the annual payment.

_____Plan B – I will pay in two installments. I understand the fifty percent of total tuition is due September 1, 20__; the remaining fifty percent is due **February 1, 20__**. An early payment discount of 2% of net tuition will be credited to my account if both payments are received by these dates. The deposit is applied to the second installment in **February, 20__**.

_____Plan C(1) – I will pay in 12 equal monthly installments, due no later than the 10th day of each month of the school year by means of bank transfer through Automated Clearing (ACH). The first payment is normally due on September 1st of the new school year. The deposit is applied to the annual tuition and credited to my account to satisfy the early re-enrollment deadline for the following year or will be credited to the _____ payment.

_____Plan C(2) – I will pay in twelve equal monthly installments, due on the first day of each month of the school year by cash, money order or check. The first payment for the school year is due September 1st. The deposit is applied to the annual tuition and credited to your account to satisfy the early re-enrollment deadline for the following year or will be credited to the _____ payment.

Late Payment Fee

A late-payment fee of \$25.00 will be assessed for missed payment more than five days overdue; an additional service charge of 1.5% per month will apply for any account over thirty days past due. If a payment under Plan A or B is 30 days late the family will be automatically converted to Plan C2 for the balance of the contract.

Payment of Tuition Fee

Tuition Fees are payable in accordance with the dates agreed upon as part of this contract and are **due and payable prior to services rendered**. MSOE reserves the right to deny admission of the student to the facilities of the school, including classes, if payments due the school are not made by the due dates. Students whose accounts are not current will not participate in school projects, and progress reports and transcripts will be released until payment is received. This action taken by the MSOE does not diminish the obligation of payment of the parent/guardian as outlined in this contract.

Failure to Pay

I understand that the tuition contract is an unconditional contractual obligation to pay tuition for the entire academic year. I understand that in reliance upon my contractual commitment the school, in turn, makes contractual commitments to teachers and staff, facility and equipment rentals, and the purchase of materials, supplies, etc., necessary to fulfill the tuition contracts. These commitments by the school do not disappear or diminish if a student departs the school before the school year has concluded. Any breach or non fulfillment of tuition contract conditions, including specifically full payment of tuition, will be considered a substantial breach of this agreement by me.

Tuition Subsidies

Tuition Discounts. If you believe you qualify for one of the following discounts please indicate in the space provided.

_____ **Income-Based Subsidies:** Families that qualify for **School Readiness *(pending award of contract)***, **Care 4 Kids** or other funding subsidy will be charged a fee based on a percentage of aggregate family income. Tuition will be due on the first of each month by money order or cash or no later than the ten of each month by automatic bank transfer.

Childcare Program (infant toddler/Preschool) *please indicate:* _____

Hours of Care (*please specify*): From _____ a.m. / p.m. to _____ p.m.

Type of Tuition Program (check one)	Tuition Fee (based on criteria of funding agency)
_____ School Readiness	\$ _____
_____ Care for Kids	\$ _____
_____ DSS	\$ _____
_____ MSOE (out of pocket)	\$ _____

Parent/School Relationship

MSOE believes that a positive and constructive working relationship between the school and the student’s parents or (guardian) is essential to the fulfillment of the school mission. Thus, the school reserves the right to terminate the student’s enrollment or not to re enroll the student if the school concludes that the attitude, actions or conduct of parent (guardian) is not compatible with the concept and orientation of the school or otherwise seriously interfere with the school’s ability to accomplish its educational goals.

Parents are required to attend an overview of the Montessori Philosophy.

I have read and understood the **MSOE Parent Handbook** and agree to follow all the stated rules and regulations and my responsibilities as a parent.

This contract shall become affective upon MSOE’s written acceptance, which shall be acknowledged by MSOE returning a written acceptance and confirmation form to the undersigned.

PLEASE REMOVE AND KEEP THESE DOCUMENTS

ATTACHMENT A

Montessori School on Edgewood
Program Options, Tuition Type and Fee Schedule

Program Options

Extended Full Childcare (10 hours)	Age Group	Timing
Infant/Toddler program	6wks-24mo / 2yrs-3yrs	7:30 a.m. - 9:00 a.m. - 3:00 p.m. - 5:30 p.m.
Preschool Program	3 – 5 years	7:30 a.m. - 9:00 a.m. - 3:00 p.m. - 5:30 p.m.
Standard Day Childcare (6 hrs)		
Infant Toddler Program	6wks-24mo / 2yrs-3yrs	9:00 a.m. – 3:00 p.m.
Preschool Program	3 – 5 years	9:00 a.m. – 3:00 p.m.
Extended Day Childcare (8.5 hrs)		
Infant Toddler Program	6wks-24mo / 2yrs-3yrs	9:00 a.m. – 3:00 p.m. – 5:30 p.m.
Preschool Program	3- 5 years	9:00 a.m. – 3:00 p.m. – 5:30 p.m.

The Montessori School on Edgewood offers the School Readiness and the Care 4 Kids tuition payment plans for families that qualify. Tuition payments under these programs are based on the State Median Income guidelines using family size and a percentage of total family income in determining fees. For those families who do not qualify for the subsidized programs, MSOE fees will apply as specified in its fee schedule.

Tuition Type	Fee	Amount*
School Readiness	Adjustable, based on family size and % of total family income	Variable Rate
Care for Kids	Adjustable based on family size, employment status, etc.	Variable Rate
MSOE	Market rate (out of pocket fee) based on program costs	Fixed Rate

*Under the SR and C4K programs the tuition payments by parents cover only a part of the expense for caring for your child(ren). The balance is made up by the agency. See School Readiness Policy Attached.

SCHOOL READINESS POLICY Montessori School on Edgewood

The Montessori School on Edgewood adheres to the School Readiness Policy as it relates to income eligibility.

As a full-time, school time, and extended day program MSOE charges fees. For those parents who qualify for part-time or extended-day programs fees shall be charged for that portion of the day supported by School Readiness funding.

MSOE shall determine fees charged for School Readiness supported child care slots based on the School Readiness Fee Schedule for those families whose incomes are less than 75% of the State's median Income (SMI) guidelines. (See SMI chart attached) No family, irrespective of the number of children enrolled in MSOE, shall be charged more than the School Readiness calculated family contribution.

For School Readiness Programs, families must be informed of the cost of care and the calculated fee using the fee scale.

For those families whose incomes are equal to or greater than 75% of SMI, School Readiness can use its discretion to extend its fee schedule to include all families using School Readiness funded slots. **Regardless of income, no family will be charged more than MSOE's established cost of care.** MSOE publishes its cost of care for School Readiness slots in its annually updated contract form (see attached copy).

Fees received from families using school readiness slots will be used to support the School Readiness program.

Family size and income is not a consideration if a family agrees to pay MSOE scheduled cost of care.

ATTENDANCE POLICY

Regular attendance in the preschool program is very important for the child to become comfortable with a regular and consistent schedule. In case of a communicable disease, such as chicken pox, measles, etc., it is extremely important that parents notify the preschool teacher immediately so that proper notification can be given to all families participating in the program.

ATTENDANCE PROCEDURES FOR PRESCHOOL STUDENTS

In order to provide services to families who have the greatest need and who may be on the waiting list, services to families may be discontinued based upon the following guidelines:

Excused Absences

1. Illness or quarantine of child, parent, or sibling (Illness lasting more than ten (10) consecutive days must be verified by a medical doctor).
2. Medical appointment of child or other family member
3. Family emergency (may include car accident, lack of transportation, death of family member, catastrophe)
4. Severe weather conditions that prohibit travel to and from school
5. Official or legal agency appointments (immigration, court appearance, etc.)
6. Court-ordered visitation
7. Religious/cultural celebrations

Unexcused Absences (Limited to 10 per fiscal year)

1. Illnesses lasting more than ten (10) consecutive days, which have not been verified by a medical doctor
2. Preschool child did not want to go to school
3. Parent/child overslept
4. Any absence for which a specific reason is not given

More than ten (10) consecutive days of unexcused absences in a fiscal year will subject the family to termination of services. If the child is absent from the program for more than 30 days with an illness, is under the care of a physician, and the parent has notified the program and provided documentation, the Fee Committee or Director will evaluate the situation and render a final decision. This may include a fee waiver for the time stated in the medical documentation.

HOW IS MY FAMILY FEE DETERMINED?

- Your fee is based on your family's income, size and TANF status (temporary assistance to needy families). Fees range from \$8.00/week to 10% of your family's income.
- Overtime **is** included in determining your family income.
- Child support payments **are not** included in determining family income.
- Parent income and the family fee will be re-determined annually.
- Families receiving Care 4 Kids subsidies will have their eligibility for the program re-determined per Care4Kids requirements.

Families who are over-income and agree to pay the maximum fee of \$920.00 per month, will not be required to submit income documentation. All parents must verify they are New Haven residents.

Families who are eligible for Care 4 Kids will be helped to complete the paperwork.

WHAT INCOME MUST BE REPORTED?

The parent and the parent's spouse must provide proof of income by presenting the following:

Income From Employment:

- **Form 1040**/Pay stubs for the last four (4) consecutive weeks of work **AND**

Income From All Other Sources such as:

- Rental income or income from boarders
- Social Security or Supplemental Security Income
- Unemployment compensation
- Workers' compensation
- Alimony, foster care benefits

Income from the following sources are **not** counted as part of family income:

Income Exclusions:

- Payments received for daycare from the state and are paid to the child care provider who is not the spouse or parent of the children
- Food Stamps
- Income from employment or unemployment of family members under 18 years of age who are at least part-time students and are not head of household.
- Child support
- Cash assistance (TFA/TANF)

Full list of income included/excluded can be found on the OEC website

http://www.ct.gov/oec/lib/oec/earlycare/sr/gp_po/gp_14_02.pdf

WHY DO I HAVE TO PAY A FEE?

Programs receiving SR funds are required by OEC to charge parents a family share. To operate the preschool, programs rely on your family fee, payments from Care 4 Kids for eligible families, the School Readiness grant and fundraising efforts to meet their costs. All fees and subsidies collected are used to operate the program.

At minimum,

Parent Fees + Care4Kids Subsidy + Federal/State Grants + Fundraising = Program Cost

WHAT IF I PAY CHILDCARE FEES AT ANOTHER PROGRAM? CAN I GET A REDUCED RATE?

No. The fee is a per-child fee.

PROGRAM OPTION: Only families who have more than one child in a School Readiness program will pay the calculated family fee. It will not be doubled for the second child. Other reductions are acceptable.

WHAT IF MY CHILDCARE FEES ARE PAID FOR BY Care 4 Kids?

If a family receives a subsidy from Care 4 Kids, the childcare fee will be determined by Care 4 Kids. Parents should bring in their Care 4 Kids award letter so the program can determine if parents should add --program name-- as another provider of childcare services.

If a parent loses their job, it is very important that they call Care 4 Kids within 10 calendar days or Care 4 Kids will automatically be discontinued.

WHEN ARE FAMILY FEES DUE?

Fees are due and payable by the fifth of each month.

Payments must be received on or before the day they are due. Please talk to April Kilgore if you need other payment options.

HOW DO I PAY MY FEES?

Family fees can be paid by debit/credit, money order or personal checks. Checks should be made payable to: MSOE

Payments can be made in person to Administration personnel only.

RECEIPT OF PAYMENT

Receipts are given for payments at the time payment is made.

LATE FEES and other Charges

Programs rely on all income sources to pay their bills—including paying teachers!

The best way to avoid the penalties below is to be proactive! If you know you cannot make a payment on time, discuss this with April Kilgore and make a payment arrangement.

Fees paid later than 5 business days will be charged a \$5.00 late fee.

A \$50.00 administrative fee will be charged for payments by checks returned for insufficient funds. The program will then reserve the right to designate method of payment.

If payment is delinquent and no arrangements have been made, your child may be withdrawn from the program 25 days from the time payment was due. Parents will be alerted in writing of the pending withdrawal 2 weeks before the stated withdrawal date.

DO I HAVE TO PAY IF MY CHILD IS SICK OR ON VACATION?

Yes. Parents are responsible for the full monthly payment in the following instances:

- If your child is absent from school one or more days due to illness or family/personal reasons.
- If the week includes the following legal holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day.

DO I HAVE TO PAY WHEN IT'S A SNOW DAY OR AN EARLY DISMISSAL?

Yes. Parents are required to pay the full monthly/weekly fee.

The family fee is an annual tuition rate. It is not a daily, weekly or monthly rate. The fee is divided into monthly/weekly installments for your convenience.

WHAT DO I DO IF I THINK MY FEE IS TOO HIGH?

Hardship Request

Family fees are based on the State's School Readiness Income Guidelines. If you believe that the monthly payment you are being charged is too much, you can request a review. Your request must be put in writing. Only severe financial circumstances, such as loss of employment, unusual financial burdens will warrant a fee reduction. Your request will be reviewed by April Kilgore and you will receive a response within 10 business days.

Requesting Temporary Fee Reduction,

In cases where your family circumstances or income changes and you cannot make the installment payment, you can request a fee reduction. You must put your request in writing and speak with April Kilgore. **Late fees will be charged for all unpaid weeks for which no prior written request has been received.** No refunds will be made for payments made prior to the date of written request.

PLEASE NOTE: The family fee is an annual tuition rate. It is not a daily, weekly or monthly rate. The fee is divided into monthly/weekly installments for your convenience.

CONFIDENTIALITY STATEMENT

All information regarding family income is kept confidential. Only the Administrative personnel will have access to this information. Your income information is securely stored in your child's file.

Mother: _____ Father: _____

Guardian: Person(s) contracting to be responsible for payments:

Citizenship _____

Home Address: _____

Billing Address: _____

Home Phone: _____

Mobile Phone: _____

Signature

Date