

Progressive Montessori Preschool & Inc

SCHEDULE OF TUITION FEES AND PAYMENTS EFFECTIVE

AUGUST 1ST, 2019 - JULY 31ST 2020

REGISTRATION:- \$100.00 (non - refundable)

MATERIAL FEE:- \$175.00.....Pre -school

TUITION FEE :- FULL TIME: 5 Full Days a week per month\$1025.00 [7 a.m. - 6 p.m.]
 5 Full Days a week per month \$ 1000.00 [7 a.m. - 4 p.m.]
 3 Full days a week per month. \$ 725.00 [7 a.m. - 6 p.m.]
 2 Full days a week per month. \$ 550.00 [7 a.m. - 6 p.m.]

HALF DAY PROGRAM . 5 Half days a week per month. \$800.00 [7a.m - 12:30 p. m]
 3 Half days a week per month. \$550.00 [7a.m. - 12:30 p. m]
 2 Half days a week per month. \$450.00 [7 a.m. - 12:30 p.m]

DAILY FEE. \$ 50.00
 Diaper Changing/Potty training fee \$50.00 per month.
 This charge will remain until the child is fully potty trained.

LATE CHARGE:- \$20.00 must be included on payments made after the 10th of the month.

RETURN CHECKS:- \$20.00 will be charged on return checks. If a check gets returned after the 20th of the month, the late fee of \$20.00 too must be paid.

TO ENROLL :- The registration fee, first month tuition, and the material fee must be paid by the first day of school.

Withdrawal from school requires 2 weeks written notice or 2 weeks tuition in lieu of such. Tuition credit cannot be given for miscellaneous absences from the school & vacations taken during the school year.

SCHOOL HOURS :- The school opens at 7:00 a.m. and closes sharp at 6:00 p.m.
 PARENTS MUST GIVE THEMSELVES SUFFICIENT TIME TO PICK UP CHILDREN THEIR BELONGINGS IN ORDER FOR OUR STAFF TO CLOSE AT SIX (6:00 p.m.)

LATE PICK UP :- Pick up after 6:00 p.m. is charged at \$24.00 per hour (\$2.00 for 5 minutes)

Any payment in arrears of forty-five days will be sent for collections. All legal and other charges incurred in collecting overdue accounts will be charged to the parents. I HAVE READ AND UNDERSTAND THE ABOVE & HAVE RECEIVED A COPY FOR MY RECORDS.

Child's Name: _____ Parent's Signature _____ Date _____

Progressive Montessori Preschool Inc.,

Phone 818-952-7232 [-montessori827@gmail.com](mailto:montessori827@gmail.com)

General Notice To Parents

All of us at Progressive Montessori School welcome the new and returning students to an exiting and rewarding school year. Our staff look forward to providing a strong foundation, with emphasis on self-esteem, self concept, academics and social awareness. In order for the school to run efficiently, we need your cooperation and have compiled the following:-

1. All children **MUST BE SIGNED IN AND OUT** of school, and please use your full signature. It's parents responsibility to escort their child safely to and from school. As we have limited parking, make the dropping off and picking up process as brief as possible.
2. School opens at 7:00 am and closes at 6:00 pm. All children must be picked up by 5:55 pm to enable our staff to close by 6:00 pm. Pick up after 6:00 pm is charged at \$24.00 per hour (\$2.00 for 5 minutes)
3. **Students files are updated annually, if you haven't provided the PHYSICIAN'S REPORT for your child please do so ASAP. Child's Physician's name & medical insurance number must be provided to the school, to be used if needed.**
4. Children must be appropriately dressed when attending the school. All personal items such as bedding, lunch boxes, water Bottles Etc., must be clearly marked with your child's name.
5. We do provide a catered lunch program for **\$4.00** per lunch. You may sign up if you need this service before 10:00 am. If you are sending lunch, the lunch box must consist of forks, spoons napkins ICE pack etc., **PLEASE NOTE: THIS IS A NUT FREE SCHOOL and you may refrain from packing a PEANUT BUTTER sandwich. As advised by the accountant, please DO NOT add the lunch payment to the Tuition, a separate check to cash or cash payment is preferable.**
6. Birthdays are special days and may be celebrated between 3:00 -3:30 pm. You may speak with the Director/Teacher if you are planning a party . **PLEASE BEAR IN MIND THAT THERE ARE CHILDREN WITH MANY TYPES OF ALLERGIES.**
7. **MEDICATION will be administered ONLY on written authorization from the Physician and parents. Medication must be marked with the child's name and must be handed over to the Director/staff to be kept in the refrigerator.**
8. **TUITION is due on the first of the month. Payments received after the 10th is subject to a late fee of \$20.00. Tuition credit Can not be given for miscellaneous absences, vacation taken during the school year and for legal and school holidays. Day care is available on school holidays at \$20.00 per day, and must be paid to the staff in charge and not the school.**
9. Parents must inform us if the child is not attending the school on any day due to illness or vacation.
10. Please do not engage the staff in lengthy conversation, when picking up or dropping off your child, as it takes them away from their duties. If you need a conference with the staff please request for an appointment from the Director.
11. Dance & Gymnastics are available as extra curricular activities at the school. These are private lessons and parents must Communicate with the respective instructors.

These guidelines are in place to ensure a productive, enriching and undisrupted school experience for all. If you have any comments, questions or ideas please feel free to speak with me.

Kanthi De Silva - Director

**EXTRA CURRICULAR ACTIVITES: MONDAY: GYMNASTICS, TUESDAY:- COMPUTER , WED: AMAZING ATHLETES
THURS: DANCE FRIDAY : MUSIC**