

# PROVIDENCE

## *MONTESSORI SCHOOL HOUSE, LLC*

### TUITION / RETENTION POLICY

**Application:** All new student applications require a one-time non-refundable \$50.00 application fee. This fee only applies to new enrollees.

**Deposit:** A \$100 non-refundable deposit is due at the time of enrollment of each new school year.

**School Year:** The School Calendar runs September through May for the Primary and Kindergarten classrooms. Primary and Kindergarten also offer weekly summer camp June through August. Pre-Primary school year runs Sept. through August.

**Renewal:** Registration at the school is on a yearly basis. Your child will not be guaranteed a reservation for the following school year, unless you enter into a new tuition agreement with the school for that school year and pay all applicable fees.

**Tuition:** You agree to pay tuition and fees for your child in accordance with the Agreement on Pennsylvania Form 03892A (the “Tuition Agreement”) executed by you. The Tuition Policy shall supplement the matters set forth in the Tuition Agreement.

**Tuition Changes:** Tuition changes or increases may occur each new school calendar year. Children may move up from one class to the next, this occurs once during the school year in January. At this time a change in monthly tuition rate and a new agreement will be implemented.

**Sibling Discount:** \$50.00 discount is offered for any additional sibling(s) attending the school. (applies to only full-time enrollment).

**Tuition Due / Late Fees:** Tuition is paid monthly and is due on or before the first day of each month. The tuition mailbox is located outside of the school Office. Payment may be made in the form of cash or check. Checks should be made payable to: *Providence Montessori School House*. If tuition is not received by the close of school on the first of the month a \$50.00 late fee will be assessed. If tuition or any outstanding charges are not paid within seven days of the due date, attendance at the school will no longer be permitted until tuition is paid in full for the past due amount.

**Returned Checks:** There will be a \$50.00 fee for any checks returned by the bank.

**Cash Payment:** For your protection, all cash payments will be made only in person to the Owner. All payments will be invalid unless you obtain a cash receipt initialed by the Owner.

**Withdrawal / Change in schedule:** We ask that you give one month prior to withdrawing your child from the school or changing your child’s attendance schedule.

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**Holidays/In-service/School closings/Vacations:** There is no credit given for scheduled school holidays, scheduled in-service days, child illness, vacation, snow days, or unscheduled school closing to inclement weather.

**School Hours:** Our regular school program hours are 8:30 am – 3:00 pm. Morning drop off or car line drop off begins at 8:00 am – and concludes at 8:45 am. Any child not picked up by 3:15pm will be charged a late fee as indicated on the Agreement.

**Supplemental Care Charge:** Supplemental Care is available after regular school hours at the hourly supplemental care rate set forth in the Tuition Agreement. After Care is available 3:00 pm – 4:00 pm.

**Late Pick-Up Charge:** A late fee will be assessed for any children not picked up by the school's closing time of 4:00p.m. You will be charged as indicated in the fee schedule and tuition agreement.

**Suspension/Dismissal:** Providence Montessori reserves the right to deny, cancel, suspend, or terminate the services to any child, without notice, for any reason, so long as the determination is not based in whole or part on the race, color, religion, age, gender, national origin, disability, or political beliefs of the child or the child's parents. Any unused tuition will be refunded minus outstanding charges.

I agree to the above policies and have received these policies in writing as provided in a copy of the Providence Montessori School House Parent/Student handbook.

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Name of Student

Date

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Print Name of Parent or Guardian

Parent or Guardian Signature

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Director Signature

Date