



Discovery Montessori School Financial Policy

Please Sign and Date at the Bottom

1. A **new student** registration fee and deposit must accompany each Application in order to be considered. Enrollment will not be secure until the following have been turned in: Application Forms, signed Tuition Agreement, \$300 deposit, a \$25 application fee and a \$100 Registration Fee (**New Students Only**)
2. Both the Registration Fee and Deposit are non-refundable and the Deposit will be put towards the yearly tuition.
3. Parents/Guardians may opt to pay the tuition in full, or they may opt to pay the tuition in 12 equal installments.
4. Extended Day Care is considered part of tuition and will be billed regardless of days that your child is not in school.
5. The billing cycle will be from the 1st to the 1st of the next month. Tuition, enrichment fees, and extra hours are due on the 1st of the month and are considered late by 5th of the month. **A \$25 late fee will be assessed for payment received after the 5th. An additional \$50 will be assessed for payment received after the 10th. If payment is not received by the 15th of the month, a child will not be allowed to return to school until the parent/guardian meets with one of the Directors. At that time it will be decided if the child can return.**
6. A minimum notice of 30 days must be given in writing for a parent/guardian to un-enroll his/her child due to unforeseen circumstances such as health related issues or family relocation. **Please note:** The parent/guardian will be responsible for the next 30 days of tuition from the date the notice is received in our office. Also, all prepaid fees (registration, deposit, materials) are non-refundable.
7. A \$25 change of status fee will be charged for each child who changes the days that they attend Discovery.
8. In the event that a student must be un-enrolled due to behaviors that are dangerous to him/herself or others all prepaids (Registration Fee, Deposit) will not be refunded but can be applied if the child is re-enrolled.
9. A returned check fee of \$125 will be assessed.
10. **A student who stays beyond the 5:30 PM pick up time will be charged the following:**

First Late Pick-up: \$30 for the first 5 minutes (or segment thereof as measured by a cell phone) plus one dollar for each successive minute.

Second Late Pick-up: \$50 for the first 5 minutes (or segment thereof as measured by a cell phone) plus one dollar for each successive minute.

Third Late Pick-up: \$70 for the first 5 minutes (or segment thereof as measured by a cell phone) plus one dollar for each successive minute.

11. Concerning parents who are not living together: Invoices, statements and other financial information will only be shared with the parent(s) who signed the application and the tuition agreement.
12. Parents/Guardians who wish to reserve a future place for their child will be responsible to pay the monthly installments even though the student has not begun classes.
13. A monthly fee of \$7.00 will be charged for weekly Tap and Shake music classes.
14. You may either pay a yearly cot sheet rental fee of \$50 and we will supply the sheet and wash it weekly or you can purchase your own sheet and wash it once a week at home.
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Signature of Parent/Guardian

Date

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