



**EMMAUS TODAY**  
CHRISTIAN MONTESSORI

## **Tuition Policy and Payment Responsibilities** **SEPTEMBER 2018 – JUNE 2019**

### **OPERATIONAL HOURS MONDAY - FRIDAY: 7AM – 5:30 PM**

- **SCHOOL DAY: 8:30 a.m. – 3:30 p.m. (covered by monthly tuition + 15 minutes grace for drop off & pick-up 8:15 & 3:45)**
- **EXTENDED CARE: 7:00 – 8:15 am & 3:45 – 5:30 pm (additional fees apply)**

**PRIMARY (3 1/2 years – Kindergarten)**

**TUITION DAILY RATE: \$47.54**

**RATIO: 1/12**

**AVERAGE MONTHLY TUITION: \$870**

**PREPRIMARY (2 – 3 1/2 Years)**

**TUITION DAILY RATE: \$53.22**

**RATIO: 1/6**

**AVERAGE MONTHLY TUITION: \$974**

Tuition is based on a daily rate and payable in equal monthly installments due by the 1<sup>ST</sup> of each month. We offer a 5% discount for siblings attending concurrently (first child is full tuition). We offer a 5% discount for **active** military parents. We do not offer Half-Days or part-week programs. ETCM is a full-day/full-week program. Extended Care (optional) is included in each month's statement after admission to the school.

### **APPLICATION FEE & DEPOSITS:**

- The application (**one-time**) fee for **new children** is **\$75** payable to ETCM. The application fee is due at the time the application is submitted, is non-refundable and is not applied to any part of the tuition.
- **Once the application is accepted by the Director, a \$500 non-refundable, tuition-reducing deposit is due upon enrollment which will be credited on the March 2019 invoice.**
- Returning Families are also required to pay a **\$500 non-refundable, tuition-reducing deposit** upon re-enrollment **each year**. The \$500 deposit will be credited towards tuition on the March 2019 invoice.
- Each family is required to pay a **\$25 yearly** membership to Emmaus Today, Inc., which helps support our work in El Centro de Comunidad, Colonia Tecolote, Tijuana, BC.

### **WITHDRAWAL:**

**No allowances will be made for illness, vacations, withdrawal for a month (or half), etc. during this ten month period of time. To void this tuition agreement by either party, i.e., school or parent, a written 30-day notice must be given. Families are responsible to pay for the 30-day notice period whether actively attending or not. Tuition will be pro-rated upon the withdrawal date (meaning the total amount paid should equal the total days attended).**

### **TUITION PRO-RATION:**

After removing holidays, weekends and other closures, the school year includes **183** actual school days. The daily tuition rate is multiplied by 183 days and divided by 10 to create equal payments of **\$870 or \$974 (depending on classroom)** due by the 1st of each calendar month. Tuition will be pro-rated for children enrolling at ETCM after the September start date which may alter the average monthly tuition amount listed above.

### **EXTENDED CARE PROGRAM:**

- **Additional Hours:** 7:00 a.m. – 8:15 a.m. & 3:45 – 5:30 p.m.
- **Scheduled in advance:** Extended care services are billed at \$90 per month for each extended care hour needed. Prepaid Extended Care is for parents who **regularly** need extended care. Extended care can be billed by the quarter hour. For example: If you need care from 3:45 – 5:30pm every day of the month, that would be 1.75 hours X \$90 = \$157.50 extended care charge in addition to monthly tuition. Morning extended rates are figured the same as afternoon using the \$90/hr formula. **There are no additional charges or refunds for extended care use over or under previous agreement made.** The Director will review scheduled extended care use regularly and advise if adjustments need to be made the following month.
- **Unscheduled Care: \$9.00** per hour. Unscheduled care is billed on the next month's invoice for previous month's activity. Unscheduled care is for occasional appointments, later pick-up and unforeseen ability to pick up child by 3:45 pm.
- **LATE PICK-UP AFTER 5:30 P.M.:**  
After 5:31 pm there will be an **additional \$2 per minute charge.**  
After 6:00 pm with **no** contact from parent regarding being late, the Director will contact the Police and authorities to pick-up child.

### **OTHER FEES:**

#### **BEDDING**

- Each child is required to purchase a bedding and bag from the school. The cost of the bedding and bag is **\$60**. Replacement beddings/bags can be ordered.

#### **ETCM COMMUNITY SERVICE HOURS/FEES:**

- Parents are required to complete community service hours for ETCM. **30 hours/couple and 15 hours/single parent per family for the school year (Sept – May).** If total community service hours are not completed by the end of May, there will be a **\$15 charge** for each incomplete hour on the June invoice. Community service hours are pro-rated for students beginning after the month of September. Service hours are to be fulfilled at ETCM events by Director approval.

#### **LATE PAYMENTS/RETURNED CHECKS:**

- **A late payment fee of \$25 will be added to accounts not paid by the 1<sup>st</sup> of each month.** If tuition is not paid by the 15<sup>th</sup> school day, the child may not return to school until the account is brought up to date or arrangements have been made with the school. You will still be responsible for the entire month's tuition.
- **A charge of \$25 will be assessed for checks returned for insufficient funds.** This is in addition to the late payment fee if applicable.

**Tuition Policy and Payment Responsibilities Acknowledgement  
For 2018-2019**

**I have read the Tuition Policy and Payment Responsibilities (2018-2019) and agree to all terms contained therein.**

\_\_\_\_\_  
**Parent Name (please print)**

\_\_\_\_\_  
**(Child's name – please print)**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

For Office Use Only: Date received: _____ Received by: _____ staff initials Additional notes:
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