

**2008-2009 SCHOOL YEAR
Extended Day Schedule Options**

1 EXTENDED DAY OPTION Five mornings, plus one extended day of your choice (depending upon availability).	\$680.00
2 EXTENDED DAY OPTION Five mornings, 9 am to 12 pm, plus two afternoons, 12 pm to 4 pm You may choose Monday & Wednesday or Tuesday & Thursday afternoons.	\$780.00
3 EXTENDED DAY OPTION Five mornings, 9 am to 12 pm, plus three afternoons, 12 pm to 4 pm You may choose Monday through Wednesday or Tuesday through Thursday afternoons.	\$860.00
4 EXTENDED DAY OPTION Friday 3 Hour am Half-Day, plus Monday through Thursday from 9 am to 4 pm	\$920.00
LUNCH - daily or monthly Students may stay for lunch Monday through Thursday at a flat rate or daily cost \$10 per lunch.	\$150.00

Schedule	Tuition deposit, applied to tuition in 10 equal installments	Monthly tuition, less deposit	Annual tuition, if paid monthly	Annual tuition, if paid by August 25
Four Afternoons	\$390	\$390-39 = \$351	\$3900	\$3510
Five Mornings	\$440	\$440-44 = \$396	\$4400	\$3960

MATERIALS FEE

School year (September - June)

- Half-day enrollments **\$225.00**
- Extended day enrollments **\$275.00**

Materials fee is NOT refundable.

TUITION PAYMENT INFORMATION

- ◆ Issaquah Montessori is a year-round preschool and kindergarten program.
- ◆ Students are enrolled a minimum of four days a week (for afternoon classrooms or the Sprouts class only) .
- ◆ Tuition is based on a ten-month time frame.
- ◆ Payments may be made semi-annually, or in ten equal installments, due the 25th of the *previous* month. A 5% discount is given for half-year payments made by August 25th and/or January 25th.
- ◆ Payments may be made by automatic deduction from your checking account or credit card if paid monthly.
- ◆ **September's tuition is due August 25th.**
- ◆ Tuition is due in full, despite vacations, school closures, illness or absences.
- ◆ If other payment arrangements need to be made, we will be happy to discuss reasonable alternatives.
- ◆ A 5% discount is offered for siblings of enrolled students. This discount is applied to the student with the lesser tuition fee.

TUITION SCHEDULE

Schedule Options	Tuition Deposit (applied to monthly tuition in 10 equal installments)	Monthly Tuition (less tuition deposit)	Annual Tuition (if paid monthly)	Semi-Annual Tuition Payment (includes 5% discount for payment by August 25 and/or January 25)*
Four Afternoons	\$510	\$510-51.00= \$459.00	\$5100	\$2180.00
Five Mornings & Sprouts class	\$560	\$560-56.00= \$504.00	\$5600	\$2394.00
1 Extended Day	\$680	\$680-68.00= \$612.00	\$6800	\$2907.00
2 Extended Days	\$780	\$780-78.00= \$702.00	\$7800	\$3334.00
3 Extended Days	\$860	\$860-86.00= \$774.00	\$8600	\$3676.00
4 Extended Days	\$920	\$920-92.00= \$828.00	\$9200	\$3933.00

This payment is calculated by taking half the annual tuition, deducting 5% of that semi-annual tuition, then subtracting half of the tuition deposit (which is paid at enrollment), i.e. [(\$5100/2) - (\$2550.05)] - (\$510/2) = \$2082.50.

BILLING PROCEDURES

Tuition is due on the 25th of each month for the following month. Issaquah Montessori does not send individual bills for tuition. We prefer that payments be made via our automatic payment service, which allows for automatic payment from your checking account or credit card.

A \$30.00 fee is charged for all returned payments. If tuition is not received by the 5th of the month, a \$25 late fee will be charged. Beginning on the 6th of the month, an additional \$5 per day is due until tuition is paid in full. If payment falls more than one month behind, your child must be excluded from the school until payment arrangements are made with the Directress.

Add-on time for additional schooling is computed at the rate of \$10.00 an hour, rounded to the nearest ¼ hour. These fees are due at the time of pick up or may be computed into your next tuition payment. You are responsible to calculate these hours. You are required to call your child's teacher to see if space is available for your child.

There will be a late fee of \$5.00 per quarter hour after the scheduled dismissals **if** no call or prior arrangements are made. (Cottage: After 12:00 pm or 4:00 pm • Nest: After 12:15 pm or 4:15 pm • Loft: After 11:50 am or 3:50 pm.)

SPRING REGISTRATION

Registration for the coming year is held in February. Currently enrolled students have priority for the two weeks after registration is opened, after which new enrollments are accepted.

Enrollment priorities:

1. Returning students
2. Siblings of enrolled students
3. Montessori transfer students
4. New children ages 2½ - 6 years of age

REGISTRATION PROCEDURES

Before a child is accepted into Issaquah Montessori, the following items are needed:

1. **A completed parent-school contract and tuition agreement.** Signatures must be present for the contract to be valid.
2. **Payment of the correct materials fee for the September through June school year.** This fee is not refundable. This fee is prorated when enrollment occurs mid-year.
3. **Payment of a non-refundable tuition deposit equal to one month's tuition is due at the time of enrollment.** This deposit will be deducted from monthly tuition in ten equal payments. (Each monthly tuition payment is reduced by 10%.) This fee is prorated when enrollment occurs mid-year.
4. **A completed application form and accompanying information sheets on the child.**
5. **A completed health and emergency information form and a current immunization form.** The date of the last physical exam must be filled in. Immunizations must be current. (Exemptions may be accepted for personal or religious reasons.)

REQUIREMENTS FOR PARENTS

Issaquah Montessori expects a certain level of involvement from parents. We will become an important part of your child's life and a part of your extended family.

We encourage:

- Attendance of two parent-teacher conferences a year.
- Attendance at parent work nights, parent education and family functions.
- Attendance of the parent orientation in the fall.
- Commitment to reading the school flyers/newsletters and white board announcements and keeping posted the school calendar where meetings are announced.
- Voluntary participation as a reading parent, classroom helper, material maker, laundry, sewing, field trip driver or coordinator.

These activities continue to tie the child's home and school experience together as we form an extended community.

WITHDRAWING A CHILD

A written notice must be given one month in advance to notify us of the withdrawal of your child. If this has not been made, your tuition will be due in full as stated on your contract. Please see the Parent Handbook for additional details. **The materials fee and tuition deposit are not refundable.** Notice may be given **ONLY** on the first of any given month (NO mid month withdrawals accepted).

As long as a child occupies a space in the class, tuition is due in full for the entire month, **regardless of vacations or illnesses.**