

# Preschool Fee Schedule 2009-2010



	<b>10 month school year September to June</b>	<b>12 month continuous program (includes summer months)</b>
<b>Attendance Plan</b>	<b>Monthly Payment</b>	<b>Monthly Payment</b>
5 Full Days/Week	\$900	\$810
4 Full Days/Week	\$775	\$698
3 Full Days/Week	\$650	\$585
2 Full Days/Week	\$500	\$450
5 Half Days/Week	\$500	\$450
4 Half Days/Week	\$425	\$383
3 Half Days/Week	\$375	\$338

Only children who will be enrolled (and paying fees) for a minimum of 10 months, two of which must be the months of July and August, may register for the 12 month program and payment plan. Such parents are not registering for 12 months per se, but for a continuous program that will end upon *two months; written notice of permanent withdrawal* from the parent being received by the school.

Students may re-apply to enroll at any point in the year, for either option, depending on space availability within the classroom.

## Deposit

There is a deposit due at the time of application of \$300.00. This deposit is deducted from your child's last month's tuition fees. Parents who commit to the school year should deduct \$300.00 from the final (June) payment. Parents who commit to the 12 month continuous program should deduct \$300.00 from their final cheque.

## Withdrawal from the program – 10 month program

There is no reduction in fees for children who withdraw from the school at any point through the school year. The person responsible for paying fees shall be responsible to pay the full amount due for the academic year.

## Withdrawal from the program – 12 month continuous program

Two month's written notice of withdrawal is required in order to apply the deposit to the last fee payment. If such notice is not provided, the deposit will be forfeited. Additionally, the reduced fees provided in this option require that a student is enrolled for a minimum of (10) months, and that two of those months are July and August. Students who withdraw before meeting these requirements will be charged the monthly fee for the 10 month school year option, retroactively for the entire time of their attendance.

## Catered lunches and snacks

Nutritious and delicious catered lunches and snacks are included in the monthly fee and are provided by catering specialists. All menus are pork-free, and special dietary considerations, such as allergies and vegetarian diets are happily accommodated. Menus are posted outside the preschool classroom, and copies are available for parents, as well. Those children who attend half-days will receive a snack, and those who attend full-days receive two snacks and lunch.

## Other Fees and Policies:

Application Fee (non-refundable and due at time of application) - \$100.00

## Family Rates

There is a 10% reduction in tuition fees when two or more siblings attend Laurel Academy at the same time. The student with the most frequent attendance plan will be charged the full rate; tuition fees for his/her sibling(s) will be reduced by 10%.

## Holiday Programs

The preschool class will be closed for the following days: Labour Day, Thanksgiving, Christmas, Boxing Day, New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, and the Civic holiday that takes place on the first Monday in August.

## Late Re-Registration Deposit

Those students enrolled in the 10 month school year program are expected to re-register by February 1. Those students who re-register, with deposit and re-enrolment form, by this date will not be required to pay the application fee on re-registration. In addition, the number of new students we can enroll depends entirely on reenrollment of current students. While we give first addition, the number of new students we can enroll depends entirely on reenrollment of current students. While we give first priority to current students, after February 1, the spaces occupied by students whose parents/guardian have not confirmed re-registration will be filled by new enrolments. For your and our benefit, we encourage you to return your form and cheques on time.

## Before and After-school Supervision

The preschool program runs from 9:00 A.M. and 3:40 P.M. for those attending a full-day program. Laurel Academy is open between 7:30 A.M. and 6:00 P.M. and offers extended supervision before and after school at a nominal charge. While children may arrive as early as 8:40 A.M. and leave as late as 4:00 P.M. without additional costs, additional fees, will have to be paid for those children who require supervision earlier than 8:40 A.M. and/or later than 4:00 P.M. (Consideration is not given to the duration of the supervision). Payment for these services can be made in two ways: **Prepaid flat rate** – A monthly charge of \$85.00 per child drop-off before 8:40 A.M. and \$150.00 per child for pick-up after 4:00 P.M. can be added (in advance) to each monthly tuition payment. **Daily charge** – Attendance in the before and after school programs will be taken each day promptly at 8:35 A.M. and 4:05 P.M. The following rates will be used to bill parents, at the end of each month, for supervision costs that have not been prepaid. **Before school care** - \$8.00 per day. **After school care** - \$10.00 per day

## Lunch Supervision

While full-day students are supervised at no added cost, parents of those half-day students who require supervision for all or part of the lunch break will be required to pay an additional \$10.00, which includes a catered lunch.

## School Trips

The preschoolers generally attend up to five school trips during the year, possibly including visits to Franklin's Discovery Gallery at the ROM, the Metro Toronto Zoo, Riverdale Farm, the fire station, etc. Chartered buses are used to transport the children to their destination and back to the school again. There will be a nominal charge for attendance on such trips, and parents must sign a permission form before a child will be permitted to attend a trip. Staff will not be available to supervise children who do not attend a school trip; they must be kept home for the duration of the outing.

## Late Pick-Up

Children are not to be picked up later than 6:00 P.M. Parents of students who are picked up late will be billed one dollar for each minute after six o'clock for which the child was supervised by our staff (up to \$30.00).

## Outstanding Fees

Any accounts with outstanding fees will be charged 1% every 15 days after the invoice or due date. This amounts to an annual interest charge of 24%. Please keep your account current in order to avoid interest charges.

## NSF Cheques

All returned cheques will be subject to a \$50.00 service charge.

## Absences

Tuition fees will not be reduced for any absences, whether due to extended holiday, illness, or any other reason.

## Refunds

All deposits and fees paid are not refundable.

## Other Fees

Additional fees may be required, from time to time to cover extra material, activity, or other costs.

## Enrolment Procedure

We require the following in order to reserve and maintain a space for your child:

- An application form & fee (for new students) / A Re-enrolment form (for returning students)
- An Immunization form
- A Student Information form (for new enrolments only)
- Post-dated cheques, one for each month, for the months September to June, for the full amount of the monthly fee.
- A cheque for the full amount of the fee deposit. This cheque must not be post-dated. The deposit is non-refundable under any circumstances.