**CHILDREN’S GARDEN MONTESSORI SCHOOL**

**TUITION AND CALENDAR INFORMATION BULLETIN**

**School Year Schedule:** From September 2021 through June 2022, Children’s Garden Montessori School will be open Tuesday through Friday mornings 9:00 a.m. to 1:00 p.m. (the main Montessori Program). Parents may choose 2, 3, or 4 mornings a week, depending on space available at the time. We also offer an Extended Care Program from 1-4 p.m. and parents may choose up to 4 afternoons until 3 or 4 p.m., prorated for how long your child stays. In July and August 2022, the school will tentatively be open these same hours.

**Calendar:** 2021-2022

2021

Monday September 6th Labor Day (no school)

Tuesday September 7th First Day of School

Thursday November 11th Veteran’s Day (no school)

Wednesday-Friday November 24th-26th Thanksgiving Holiday (no school)

Tuesday-Friday (2 weeks) Dec. 20th – Dec. 31st Winter Holiday (no school)

2022

Tuesday January 4th School Resumes

Tuesday-Friday February 22nd – 25th Midwinter Vacation (no school)

Tuesday-Friday April 5th - 8th Spring Vacation (no school)

Friday June 17th Last day of School

Tuesday-Friday (2 weeks) June 21st – July 1st Summer Vacation (no school)

Tuesday July 5th First day of Summer Session

Tuesday-Friday August 30th - Sept. 2nd Late Summer Break (no school)

Monday September 5th Labor Day (no school)

Tuesday September 6th First Day of School

The last day of school is June 17th, 2022. There will be no refunds for time missed, holidays, or vacations.

**Admissions Policy:** Children’s Garden Montessori School welcomes children of all races, family structures, national origins, and religious backgrounds. Children will be accepted on a space available basis once it has been determined that Children’s Garden Montessori School can meet the needs of your child.

**Enrollment:** At the time of your child’s acceptance into Children’s Garden Montessori School, an Enrollment Agreement must be signed. A Deposit of $100 and an annual, non-refundable Registration, Materials and Insurance fee of $200, due at the time of enrollment, will assure your child’s place in the class. The $100 Deposit will be applied towards the last installment due June 1st of your child’s last year of enrollment at the school.

**Payment Schedule:** Tuition for the school year is payable in ten equal installments. The first installment is due on September 1st, and succeeding installments are due on the first of each month, up to and including June of the academic year.

**Early Withdrawal:** A minimum of 30 days written notice is required when withdrawing a child from the school prior to March 31st. If this notice is not provided, the parents must pay tuition for that period or portion for which the notice was not provided. Parents withdrawing a child from the school after March 31st of an academic year must pay the full tuition for April, May and June. The $100 deposit is not refunded if your child withdraws before June of an academic year.

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**2021-2022 TUITION RATE SHEET**

**Main Montessori Program: 9:00am – 1:00pm**

2 day program $580 per month

3 day program $850 per month

4 day program $970 per month

**Extended Care: 1:00pm – 3:00pm**

 1 afternoon each week $135 per month

 2 afternoons each week $185 per month

 3 afternoons each week $270 per month

 4 afternoons each week $325 per month

**Extended Care: 3:00pm – 4:00pm**

 1 afternoon each week $70 per month

 2 afternoons each week $95 per month

 3 afternoons each week $135 per month

 4 afternoons each week $165 per month

**Miscellaneous fees:**

1. There will be a late fee of $10 if tuition is more than 7 days late and $20 if tuition is more than 14 days late.
2. There will be a $10 fee for any returned check.
3. There will be a fee of $1.00 per minute if you are late in picking up your child after 1:00pm.. The time on the clock with the sign-out sheet will determine the time, and all late pick-up fees will be reported to you for payment on a monthly basis by email. This guideline might be modified since parents need to keep a 6 foot distance from each other during sign in and out time because of the Covid-19 protocol.
4. Drop in care may be arranged in advance at the rate of $14/hr (rounded up to the half hour). Please send me an email confirming any arrangements made in person or over the phone, and in the margin of the sign-out sheet, write “PADI” as shorthand for “Pre-Approved Drop-In.” Your drop-in fees will not be reported to you, so please keep track of them yourself and pay monthly.

**Please note that all Tuition, Materials, Registration and Insurance fees are non-refundable.**

Checks should be made payable to **Alaina Benner.**

Please call if you would like to arrange an observation and/or visit with the teacher: 510-232-3089.