**CHILDREN’S GARDEN MONTESSORI SCHOOL**

**TUITION AND CALENDAR INFORMATION BULLETIN**

**School Year Schedule:** From September 2023 through June 2024, 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 2, 3, or 4 afternoons until 3 or 4 p.m., prorated for how long your child stays. In July and August 2024, the school will tentatively be open these same hours.

**Calendar:** 2023-2024

2023

Monday September 4th Labor Day (no school)

Tuesday September 5th First Day of School

Friday November 10th Veteran’s Day (no school)

Tuesday-Friday November 21st-24th Thanksgiving Holiday (no school)

Tuesday-Friday (2 weeks) Dec. 19th – Dec. 29th Winter Holiday (no school)

2024

Tuesday January 2nd School Resumes

Tuesday-Friday February 20th – 23rd Midwinter Vacation (no school)

Tuesday-Friday April 2nd - 5th Spring Vacation (no school)

Friday May 24th Memorial Day Weekend (no school)

Friday June 14th Last day of School

Tuesday-Friday (3 weeks) June 18th – July 5th Summer Vacation (no school)

Tuesday July 9th First day of Summer Session

Tuesday-Friday August 27th - 30th Late Summer Break (no school)

Monday September 2nd Labor Day (no school)

Tuesday September 3rd First Day of School

The last day of school is June 14th, 2024. 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 $200 and an annual, non-refundable Registration, Materials and Insurance fee of $350, due at the time of enrollment, will assure your child’s place in the class. The $200 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 $200 Deposit is not refunded if your child withdraws before June of an academic year.

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**2023-2024 TUITION RATE SHEET**

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

2 day program $705 per month

3 day program $1,030 per month

4 day program $1,180 per month

**Extended Care: 1:00pm – 3:00pm**

 2 afternoons each week $225 per month

 3 afternoons each week $330 per month

 4 afternoons each week $420 per month

**Extended Care: 3:00pm – 4:00pm**

 2 afternoons each week $115 per month

 3 afternoons each week $165 per month

 4 afternoons each week $200 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 $18/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.