

WESTBURY METHODIST DAY SCHOOL
2009-2010 PROGRAMS & FEE SCHEDULE

September, 2009 - May, 2010

Day School Hours: Monday - Friday 9:00 a.m. - 1:00 p.m.

(Please note: School is dismissed at noon once per month for a teachers' meeting.)

Children are placed in programs by age as of September 1st (no exceptions) of the current school year. Beginning with three year old classes, all students must be toilet-trained.

Twos (2 years old as of September 1st)	Ratio: 1 to 5
<u>Days per Week</u>	<u>Monthly Tuition</u>
Tuesday/Thursday	\$230.00
Tuesday/Wednesday/Thursday	\$330.00
Monday through Friday	\$450.00
Threes (3 years old as of September 1st)	Ratio: 1 to 7
Tuesday/Wednesday/Thursday	\$330.00
Monday through Friday	\$450.00
Fours (4 years old as of September 1st)	Ratio: 1 to 8
Tuesday/Wednesday/Thursday	\$330.00
Monday through Friday	\$450.00

Registration Fee: \$200.00 (Non-refundable) It is an annual fee which includes supplies, insurance, vision and hearing screening, field trips and other administrative costs. The Registration Fee is non-refundable unless we cannot place your child.

Discounts: Each family is entitled to only one type of discount, if applicable.

Church Members	\$25.00/month deduction per child
Multiple Children	\$25.00/month deduction per family beginning with the second child's tuition. (The children must all be enrolled in a 2-day, 3-day or 5-day Day School class for discounts to apply.)

DAY SCHOOL IS A SEPTEMBER - MAY COMMITMENT

By signing the Registration Contract, you are enrolling your child for the nine-month school year. Please see the back of this form for our tuition and fees policy.

EXTENDED CARE: For all children ages 2 through 5, 5 days a week, 7:30 a.m. - 6:00 p.m. Annual Application fee is \$50.00. Fee schedule is available after February 2, 2009. There is an additional fee for Extended Care on some holidays, non-school days, and for children who do drop-in Extended Care in the afternoon on early dismissal days.

DAY SCHOOL OFFICE: 713-723-0191

FAX: 713-723-0205

TUITION AND FEES

Registration Fee

All students pay an annual **non-refundable** registration fee of **\$200.00** which is due at the time of enrollment. There is one exception to our refund policy. If the school is unable to place your child, then the registration fee will be refunded. The registration fee includes a supply fee, insurance, field trip fees, and vision and hearing screening, and other administrative costs.

Tuition

Enrollment in the Day School is a nine-month (September-May) commitment. For your convenience, tuition may be paid monthly. Although the number of school days vary per month, we take the annual tuition and divide it into nine equal payments for convenience. Tuition rates for the school year are set by the director and the Day School Committee. They may be adjusted on an annual basis by the director and/or the committee. The May 2010 tuition is non-refundable and is due August 3, 2009. (Auto Pay will be drafted on August 10, 2009.) **Students withdrawing early for any reason, may have the May tuition applied early, provided a 30-day written notice is received in the school office by February 2.** If a 30-day notice is not provided, the May tuition will be forfeited. From February 3 through the end of the school year, there will be no refund of the May tuition.

There are two methods in which parents may pay tuition:

- Payments may be paid by check or cash and is due on the first school day of the month. A \$20.00 late fee will be assessed for any payment that is not made by 6:00 p.m. on the second school day of each month.
- Direct payment may be set up to have monthly tuition paid to the school through an AutoPay system. Tuition will be drafted from either a checking or savings account on the 10th of each month (August through April). Parents must sign up for this option by completing an "AutoPay of Tuition" form.

Credit is not given for a child's absence. This includes childhood illnesses, family vacations, and holidays. No refunds will be given for school closures resulting from a natural or manmade disaster. As a courtesy only, a monthly invoice will be sent home about 10 days prior to the beginning of the month. However, please note the first school day of each month on your calendar. Tuition is non-refundable.

Extended Care Fees

There is an annual, non-refundable \$50.00 application fee for Extended Care. This fee covers supplies for the children. The rates for Extended Care vary according to the number of days and the length of time the child is enrolled. Drop-in Extended Care is available if the child has paid the application fee. Extended Care fees are paid with tuition and are due in advance on the 1st school day of each month (or the 10th of each month if enrolled in Auto Pay) beginning in September.