



The Montessori School of Pullman

115 NW State St, Suite 112
Pullman, WA 99163



pullmanmontessori.org
509.334.4114

Fee Policy

I have read, understood, and agree to the following statements regarding the Montessori School fee policy:

- A \$100 non-refundable application fee is required to place your child on the waiting list. When notified that a space is available, a non-refundable deposit of \$80 for half-day and \$130 for school/extended-day Montessori is required to secure the place. The deposit will be applied to your first tuition payment. A licensing fee of \$15 for half-day and \$30 for school/extended-day Montessori will be paid with the first tuition payment.
- For convenience, tuition for the academic year is divided into ten equal payments, due on the first of the month, August through May. You may also choose to pay (1) all up front by August first or (2) one-half by August first and one-half by January first.
- Withdrawal of a child requires 30-days advanced written and verbal notice. There is no cancellation of tuition for children whose withdrawal is effective on or after April 1.
- Withdrawal from Lunchbunch, Before Care and/or After Care requires a month's advance notice.
- No credit is given for holidays, vacations, illness or other absences.
- No credit is given for closures due to weather and other circumstances beyond the school's control.
- Please put tuition payments in the lockbox by the office door or mail them to the school.
- The Fee Policy may apply differently to children enrolling after August 1.
- The Board may consider exceptions to this Fee Policy as it deems appropriate.

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Policy on Late Payments

- All payments, including those for tuition, fees, Before- and After Care and Vacation Care are due on the first of the month.
- Payments are considered late if not received on or before the 10th of each month.
- A \$10 late fee will be assessed if a payment is received after the 10th but before the 20th of the month.
- A \$30 late fee will be assessed if a payment is received on or after the 20th of the month.
- If a payment is not received on or before the last day of the month, your child will be disenrolled and the school will pursue all legally available remedies to collect unpaid amounts.
- N.S.F. (non-sufficient fund) checks are considered non-payment and will be assessed a \$20 fee in addition to any applicable late fees.
- Payments for less than the full amount due are considered non-payment and will be assessed a \$20 fee in addition to any applicable late fees.
- Financial Emergencies: We understand that financial emergencies happen and are willing to work with you to set up a payment schedule. In the event that you experience a financial emergency, please contact Beverley Wolff, Head of School, at 509.334.4114 prior to the payment due date.

Early Drop-off/ Late Pick-up Policy

Children dropped off more than 5 minutes before school (8:30am) or picked up more than 5 minutes after the end of the school day (3:30) who are not enrolled in Before Care or After Care will be charged a drop-in fee of \$10 for Before Care or \$15 for After Care. Half-day children who are picked up more than 5 minutes after the end of the school day (11:30) will be charged a drop-in fee of \$10 for Lunchbunch. The charge will be added to the following month's invoice.

A late pick-up fee of \$1 per minute per child will be levied for families that are late picking up their child(ren) from After Care (5:30).

If a child is dropped off early or picked up late, the child care provider will discuss the situation with the parent or guardian, record an early or late fee on the sign-in sheet, and give it to the administrator who will then bill the family.

Parent/Guardian Signature: _____ Date: _____