



SAINT MARY'S NURSERY SCHOOL
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(215) 386-9290 fax
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This document describes the tuition agreement for the School Year beginning September 1, 2007 and ending June 30, 2008. You are required to sign a tuition agreement upon enrollment of your child in the program. The Saint Mary's Nursery School is open year round; however, you will need to sign a separate tuition agreement for the Summer Program. This document addresses how tuition is calculated, all applicable fees and our philosophy, community focus, calendar and the mutual responsibilities of each family and the school.

Program Design

The Saint Mary's Nursery School offers children an early educational experience embracing family, continuity and development as a basis for learning. Children are nurtured and educated in a community classroom that includes children from 18 months to five year of age, skilled teachers, parents and other involved family members. The educational curriculum is carefully planned to be developmentally appropriate, based in play, creativity and the arts with an emphasis on the social-emotional health and development of each child. We are committed to the family environment and the stability and community that generations of children enjoyed before they were placed into age groups and graduated classrooms. Our children also enjoy a single and stable classroom that does not change from year to year¹. It is our experience that all of these elements create a homelike environment that allow children to relax and open up to all aspects of learning.

Our teaching philosophy is centered upon the child's individual needs. The arts are the cornerstone of our educational program. Our curriculum is very closely aligned with the principles of the Reggio Emilia philosophy, in which the themes and concepts that we communicate to our students are supported and documented through their creative products. Art projects, construction projects, and theater performances, are individually catalogued, photographed and otherwise recorded to follow and document each child's development.

¹ Please see the information under the section Pre-Kindergarten Program to learn about how we prepare our children for kindergarten.

Field Trips

During the Academic Year Program our children three years of age and older will visit the Philadelphia Free Library at 40th and Walnuts streets, the Annenberg Center for child-friendly performances and walking expeditions throughout the University of Pennsylvania Campus. Families are welcome and strongly encouraged to join us on all of our trips away from the nursery school facility.

During the Summer Program our children three years of age and older will attend field trips that require transportation from the facility.

Pre-Kindergarten Program

The Saint Mary's Nursery School has designed a preparatory course for kindergarten that enrolled children attend in the year prior to their kindergarten year. In Philadelphia, kindergarten enrollment is only available to children that will be 5 years of age prior to September 1 of the year they will attend kindergarten. In our experience, this age cut off is not flexible in Philadelphia and therefore, we only allow children to enter our pre-kindergarten program in September, if they are 4 years of age prior to September 1.

The goal of Saint Mary's Nursery School Pre-Kindergarten Program is to develop or further develop the academic and pre-academic skills of our children. This is achieved through a classroom experience designed to mimic and introduce the kindergarten classroom experience in content and expectation while ensuring enough flexibility to accommodate all the skill levels of its students. The pre-kindergarten or "pre-k" students are separated from the larger classroom for these lessons.

In addition to the classroom experience, the pre-k students also engage in a complete theater arts program that begins with attending performances at the Annenberg Center and culminates in putting on their own productions for the school and its families. The play productions require the children to adapt a story and characters and develop a script, create the sets and perform before a live audience of friends and family. The children perform two to three plays per academic year. Only pre-k children are involved in the live performances, though all children three years of age and older attend the Annenberg Center performances.

Tuition Obligation

In return for the program described above, the Saint Mary's Nursery School requires that all parents contract a place for their child for the entire academic year from September 1, 2007 through June 30, 2008. Unless specifically excused by the Director, families are responsible for the entire tuition required under their enrollment plan even if the child does not complete the school year. Monthly tuition rates are based on the

total ten-month operating cost of the program. Tuition is billed on a monthly basis and is due by the fifth of the every month. Please note, Full tuition will be charged for the times you indicate, even if your child misses due to illness, vacations, or for any other reason. Any exceptions to this rule can only be made by the Director.

Late Payment Fees and Penalties There is a \$10 per week charge for tuition not paid by the fifth of the month. Failure to make timely tuition payments could result in the loss of privileges and your child may not enter the classroom until your account is current, unless specific arrangements have been made.

Sibling Discount

For siblings enrolled full time (either full-day or extended day), there is a 20% discount for the child with the lesser tuition. For siblings enrolled in the half-day programs (morning or afternoon), the discount is 15% for the child with the lesser tuition. For families with more than two children enrolled, the same sibling discount formula is applied (only one child will pay full tuition).

Drop in Charges

Drop-in care of children is available with permission. Should you require your child to remain in care outside of the times specified in the Tuition Agreement, you will be charged **\$8 per hour** for that care. It is important to note, the additional care charge will be applied if a child arrives in the classroom more than 15 minutes early, or is picked up from the classroom more than 15 minutes late. We limit the amount of times each family uses drop-in care and advance notice is necessary. Charges are billed monthly and will appear on your monthly statement. Drop-in care charges are due by the fifth of the month with all statement charges. Failure to remit payments will result in suspension of drop-in care privileges.

Late Pick-up Charges

The operating hours for the Saint Mary's Nursery School are from 7:30AM to 6:00PM. If a child is left in care **after 6:00PM the charges are \$8 for the first five minutes and a dollar per minute there after.** Leaving children in care after our hours of operation (after 6:00PM) is potentially dangerous; therefore, the charges are designed to strongly discourage such an occurrence. Please note repeated pick-up of your child after 6:00PM can and will likely result in loss of your child's enrollment.

Activity Fee

Arts and Activities are an essential part of our school day at Saint Mary's Nursery School. In addition to the daily use of arts (and arts materials) in the classroom, we will be offering music and movement classes, attending performances at the Annenberg

Center and putting on our own original performances. All of these activities are expensive, but well worth it!

A non-refundable activity fee of will be charged once in the academic year and once for the summer program to cover the cost of special events, activities and field trips. The academic year (Sep – Jun) activity fee schedule is as follows:

- If the child turns three years old prior to December 1, 2007 the activity fee is **\$250.**
- If the child is less than three years old on December 1, 2007 the activity fee is **\$75.**

Application Fee

There is a \$60 non-refundable application fee. The application must be complete and the application fee must be paid in order for your family to be placed upon the waiting list.²

Deposit

A deposit equal to one month's tuition is due upon enrollment.

Scholarships

Limited scholarship funds are available to families in need. A scholarship application will be provided upon request. Application for a scholarship does not guarantee that one will be granted.

Parent Responsibilities

- **Parent Help (Applies to Co-op Families):** Parent involvement is central to the success of The Saint Mary's Nursery School. In an effort to encourage and make possible parent involvement we have developed a reduced tuition fee schedule³ for families that can participate in the classroom on a monthly basis. The reduced tuition fee schedule for families that participate in the classroom does not cover the cost of care and education; however, our experience has made clear that parent involvement in the classroom is critical for a healthy early care experience and therefore of the utmost importance.

² Please see application for information regarding our waiting list.

³ Please see the Co-operative and Full Fee Tuition Schedules.

- Parent Help Requirements
 - The full day enrollment tuition reduction the requirement is eight hours of parent help in the classroom per month. The scheduled times are from 9:00AM to 1:00PM or 12:00PM to 4:00PM Monday to Friday. Parents of full day enrolled children participating in the parent help program will be scheduled twice per month.
 - The half-day enrollment tuition reduction the requirement is four hours of parent help in the classroom per month. The scheduled times are from 9:00AM to 1:00PM or 12:00PM to 4:00PM Monday to Friday. Parents of half day enrolled children participating in the parent help program will be scheduled once per month.
- Parent Work Day (Applies to All Families): The parent workday occurs on a Saturday and involves a variety of jobs. Generally the parent workday is a thorough cleaning of the school and playground; however, parents have been instrumental in all the major building and renovation projects over the school's more than forty-year history. Specialized skills are always needed and welcome. There are many ways to leave your mark. Please note, failure to participate in the parent workday will result in a \$30 fee. Parent workdays are scheduled in the fall, spring and Summer (one in each of these seasons). The parent workday is required of all families (both families participating in the full fee and Co-operative tuition programs).
- Fund Raising: Various fund raising events are scheduled throughout the year. All parents are required to participate in these efforts in some way to raise money for the tuition and scholarship fund. Fund raising participation is required of all families (both families participating in the full fee and Co-operative tuition programs).

SAINT MARY'S FAMILY YAHOO GROUP

Please join the Saint Mary's Nursery School Yahoo Group!

It's SECURE, PRIVATE and FUN! By agreeing to receive **just one email per day**, you help build our community through sharing information better than we can otherwise through the mailboxes.

By subscribing you will be able to:

- View the Parent Help Calendar
- View the Monthly Activity Calendar
- View and contribute Photos
- Get Important Notices in a timely way
- Participate in "Many to many" conversations among parents
- See & contribute links to fun websites
- Participate in polls &
- Securely share contact info (optional)

To join the new group, do the following steps:

1.) Email this address with your name and your student's name in the body of the email so Andrea knows to "approve" your subscription: SAINTMARYSNURSERY-subscribe@yahoogroups.com

2.) Then send an email to the old group to get off of it (too much unsolicited outside email- spam!): STMARYSSCHOOLPTA-unsubscribe@yahoogroups.com

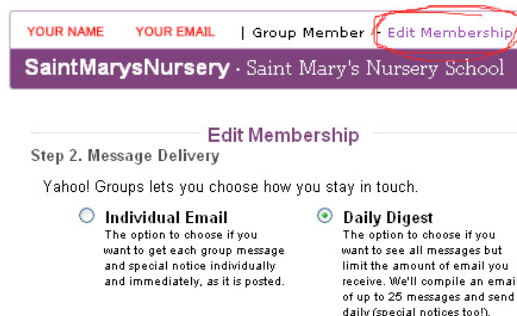
Then I recommend two more optional steps:

a.) add this email to your addressbook so it's handy the next time you want to email the list AND so incoming emails don't get blocked by your spam filter:

SAINTMARYSNURSERY@yahoogroups.com

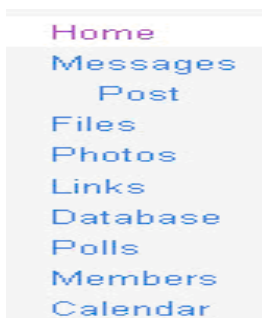
b.) Set your "yahoogroups" preferences to "Daily Digest" so you just get one email per day, no matter how many calendar events or emails there are. Otherwise – you get an individual email sent for each calendar event. Here are the steps to set your preferences:

- i) Login (or create a new user) at <http://groups.yahoo.com/>
- ii) Under "MyGroups" select [SaintMarysNursery](#),
- iii) Click on "Edit Membership" at the top of the page.
- iv) For "Step Two: Message delivery" choose "Daily Digest"



If you do not have a Yahoo identity, you may need to make one at <http://groups.yahoo.com/> - (you can still choose a non yahoo.com email address for subscribing to the listserv). It is a quick process that I would be glad to help you do. Just give a call (215) 729-3520 (eve's).

Warm Regards,
Tim Siftar (Carmen's dad)
siftar@hotmail.com



July 1, 2007 – June 30, 2008 Tuition Schedules:

Co-Operative Tuition Schedule

For children 18 months to 3 years of age

Program	Schedule	Monthly Rate
Morning Program	9:00AM to 12:00PM	\$462
Afternoon Program	1:00PM to 4:00PM	\$462
Full Day	9:00AM to 4:00PM	\$790
Extended Day	7:30AM to 6:00PM	\$1040
Extra Hour		\$95

Co-Operative Tuition Schedule

For children 3 years to 5 years of age

Program	Schedule	Monthly Rate
Morning Program	9:00AM to 12:00PM	\$417
Afternoon Program	1:00PM to 4:00PM	\$417
Full Day	9:00AM to 4:00PM	\$721
Extended Day	7:30AM to 6:00PM	\$927
Extra Hour		\$95

Full Fee Tuition Schedule

For children 18 months to 3 years of age

Program	Schedule	Monthly Rate
Morning Program	9:00AM to 12:00PM	\$515
Afternoon Program	1:00PM to 4:00PM	\$515
Full Day	9:00AM to 4:00PM	\$894
Extended Day	7:30AM to 6:00PM	\$1144
Extra Hour		\$95

Full Fee Tuition Schedule

For children 3 years to 5 years of age

Program	Schedule	Monthly Rate
Morning Program	9:00AM to 12:00PM	\$469
Afternoon Program	1:00PM to 4:00PM	\$469
Full Day	9:00AM to 4:00PM	\$824
Extended Day	7:30AM to 6:00PM	\$1020
Extra Hour		\$95

Calculating Your Monthly Tuition

Child's Name: _____ Child's Date of Birth: _____

Child's Age: _____

Will you be Parent Helping?⁴ (Circle One) Yes No

Hours child will attend: From (drop off time) - _____ To (pick up time) - _____

Calculating Monthly Tuition

Program	Schedule
Morning Program	9:00AM to 12:00PM
Afternoon Program	1:00PM to 4:00PM
Full Day	9:00AM to 4:00PM
Extended Day	7:30AM to 6:00PM
Number of Extra Hours	

Circle the program that corresponds to the hours your child will attend. Please note, your child must attend during the whole of one of the above program-scheduled times. Write down the number of extra hours your child will be attending outside of the program you have circled and write that number in the box next to "Number of Extra Hours".

Calculation⁵:

$$\begin{array}{r}
 \underline{\hspace{10em}} \\
 \text{Select Program}
 \end{array}
 + \left(\frac{\hspace{10em}}{\text{Select No. of Extra Hrs}} \times \$95 \right) = \underline{\hspace{10em}}$$

Monthly Tuition

Other Enrollment fees:

First Month Tuition and Fees Categories	Amount
Tuition	
Deposit	
Activity Fee	
+	
Total	

- Please make all checks payable to The Saint Mary's Nursery School
- We accept Visa and MasterCard

⁴ See section entitled Parent Help.

⁵ See following page for sample calculation.

Sample Calculation

Johnny Smith is two-years old upon enrollment, September 1. He will attend the Saint Mary's Nursery School from 9:00AM to 5:00PM Monday through Friday; therefore, he will be enrolled in the Full Day Program with one Extra Hour. Johnny Smith's monthly tuition and initial program fees are calculated below. Johnny's tuition will be \$855 monthly. The Deposit is not a recurring fee; however, the annual increases in tuition will require families to increase the amount on deposit each September. Activity Fees are charged in September and July. The July fees are \$50 or \$100 depending on the age of the child.

Child's Name: Johnny Smith Child's Date of Birth: 11/6/2004
 Child's Age: 2 years
 Will you be Parent Helping? (Circle One) (Yes) No
 Hours child will attend: From (drop off time) - 9:00AM To (pick up time) - 5:00PM

Program	Schedule
Morning Program	9:00AM to 12:00PM
Afternoon Program	1:00PM to 4:00PM
(Full Day)	9:00AM to 4:00PM
Extended Day	7:30AM to 6:00PM
Number of Extra Hours	1 hour

Calculation:

$$\frac{\$790}{\text{Full Day Under 3 years Tuition}} + \left(\frac{1}{\text{No. of Extra Hrs}} \times \$95 \right) = \frac{\$885}{\text{Monthly Tuition}}$$

Other Enrollment fees:

First Month	
Tuition and Fees Categories	Amount
Tuition	\$885
Deposit	\$885
Activity Fee	75
+	
Total	\$1,845