



SAINT MARY'S NURSERY SCHOOL  
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This document describes the tuition agreement for the School Year beginning September 1, 2009 and ending June 30, 2010. 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 year<sup>1</sup>. 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.

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<sup>1</sup> 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 40<sup>th</sup> 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, 2009 through June 30, 2010. 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.*

## **Payment of Tuition**

Tuition may be paid by Cash, Check, Visa, MasterCard, or Visa/MasterCard Check Card.

## **Processing Fees**

Credit Card and Check Card payments will require a \$3 per transaction charge. This is to partially reimburse the school for the fees charged by the credit card processing company.

## **Discount for advance payment of tuition**

You may pay tuition 3 months in advance to receive a 3% discount on the tuition paid.

## **Late Payment Fees**

Timely payment of tuition is critical for the operation of the educational program. A Late Payment Fee/Penalty will be assessed for all uncollected tuition by the 5<sup>th</sup> of each month. The fee is \$15 per week 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).

## **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. Scholarships will be reviewed for renewal annually.

## **Additional Fees**

### **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 Program (Sep - Jun) activity fee schedule is as follows:

- If the child turns three years old prior to December 1, 2009 the activity fee is **\$290**.
- If the child is less than three years old on December 1, 2009 the activity fee is **\$95**.

## 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.<sup>2</sup>

## Deposit

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

## 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 schedule<sup>3</sup> 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. . A list of traditional parent help activities can be found posted in the school. You may follow tradition or introduce something new!
  - Parent Help Requirements
    - For 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.

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<sup>2</sup> Please see application for information regarding our waiting list.

<sup>3</sup> Please see the Co-operative and Full Fee Tuition Schedules.

- **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 \$40 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).

## July 1, 2009 - June 30, 2010 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	\$495
Afternoon Program	1:00PM to 4:00PM	\$495
Full Day	9:00AM to 4:00PM	\$847
Extended Day	7:30AM to 6:00PM	\$1114
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	\$443
Afternoon Program	1:00PM to 4:00PM	\$443
Full Day	9:00AM to 4:00PM	\$765
Extended Day	7:30AM to 6:00PM	\$983
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	\$551
Afternoon Program	1:00PM to 4:00PM	\$551
Full Day	9:00AM to 4:00PM	\$958
Extended Day	7:30AM to 6:00PM	\$1225
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	\$497
Afternoon Program	1:00PM to 4:00PM	\$497
Full Day	9:00AM to 4:00PM	\$874
Extended Day	7:30AM to 6:00PM	\$1061
Extra Hour		\$95

## 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 \$942 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 Academic year fees are \$95 or \$290 depending on the age of the child. The July fees are \$75 or \$125 depending on the age of the child.

Child's Name: Johnny Smith Child's Date of Birth: 9/6/2007  
 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
<b>(Full Day)</b>	9:00AM to 4:00PM
Extended Day	7:30AM to 6:00PM
Number of Extra Hours Per Day	<b>1 hour</b>

Calculation:

$$\frac{\$847}{\text{Full Day Under 3 years Tuition}} + \left( \frac{1}{\text{No. of Extra Hrs}} \times \$95 \right) = \frac{\$942}{\text{Monthly Tuition}}$$

Other Enrollment fees:

First Month	
Tuition and Fees Categories	Amount
Tuition	\$942
Deposit	\$942
Activity Fee	95
+	
Total	\$1979