

# **ALAYA PRESCHOOL 2010/2011 SCHOOL YEAR FINANCIAL POLICIES AND ENROLLMENT AGREEMENT**

Alaya is a private, non-profit educational institution supported entirely by tuition fees. When parents enroll their child, they agree to financially support the school in return for preschool and childcare services provided by Alaya. Because the regular and successful operation of the school requires timely payment of all tuition fees, collection of those fees when due is a priority concern of the school. This policy is adopted to provide guidelines and a procedure for this purpose.

In order to ensure that you are completely familiar with Alaya's Financial Policy, we are presenting a concise policy agreement, which is part of your child's registration procedure. Please read this document carefully, and sign that you have read it on the Alaya Enrollment Packet Signature Page. You may keep this copy for your future reference. Your child will not be enrolled at Alaya until this policy agreement is signed and received by Alaya. Both parents' signatures are required.

## **TUITION PAYMENT**

1. Monthly tuition is due and payable by the 1st of each month.
2. A late fee of \$15.00 will be charged if tuition is not received in full by the 5<sup>th</sup> of the month.
3. Beginning on the 6<sup>th</sup> of each month, \$5.00 per day will be charged until tuition is paid.
4. If you have not received a bill or feel that your bill is incorrect, it is your responsibility to contact the office prior to the due date.
5. Alaya reserves the right to suspend your child from school if tuition payments are not received in full by the end of the month. If a family extends more than one month in overdue payments, the child's enrollment at Alaya Preschool will be terminated.
6. If it ever becomes necessary for Alaya to collect any unpaid tuition through legal action or collection agencies, the undersigned parent/s or legal guardian/s agree/s to pay all costs of collection including collection agency fees, reasonable attorney fees, and costs of litigation.

## **ENROLLMENT**

1. Tuition rates are charged monthly and are based on a child's weekly enrollment schedule. The tuition for the school year is prorated into nine equal monthly payments due, September 1<sup>st</sup> through May 1<sup>st</sup> and includes the regular school weeks in August.
2. If there is a schedule change during the course of the year the new tuition rate is assumed at that time.
3. The full monthly tuition amount is charged whether the child attends school or not (i.e: as in the case of illness or family vacation).
4. Regular tuition is charged for all the following times when Alaya is not in session:
  - School holidays: Labor Day, Wednesday before Thanksgiving, Thanksgiving day, Friday after Thanksgiving, Martin Luther King Jr. Day, Shambhala Day (date varies), President's Day, Memorial Day (please see the school calendar for an accurate listing of holiday dates);
  - Other school closure times: two weeks for Winter Break; one week for Spring Break;
  - Staff work or Inservice days; staff clean-up days, staff environment days, parent-teacher conference days; Snowy Day closures: (generally determined by the Boulder Valley School District).
5. There is a 10% second child discount available. This discount is applied to the lower of the two tuition rates.
6. Summer Session rates are figured separately from the regular school year. Please see Summer Session Information for details.
7. Notice of withdrawal from Alaya must be communicated in writing four weeks prior to the effective date of withdrawal. If notice is given any later than four weeks prior to effective withdrawal, parents will be held financially responsible for the four week period or until the space is filled by another child. Schedule changes of any kind must be arranged with the directors.

## **MATERIALS FEE**

1. Each family will be billed \$250.00 Materials Fee at the time of enrollment. This is an annual per child fee and will be charged each year.
2. When the Materials Fee is received by Alaya, enrollment will be confirmed.  
When written notice of withdrawal is received by the date specified on the Alaya Preschool Enrollment Confirmation form, \$125.00 of the fee will be refunded. After that time the Materials Fee is non-refundable.

**PLEASE TURN OVER**

## PARENT PARTICIPATION

1. Parents are required to work 3-hours on the Fall Environment Work Day, held on a Saturday. Alaya staff members also participate in this day. This is a great opportunity to meet other families and to help us maintain an uplifted environment for your child. There is a maintenance fee of \$60 (or \$20 per hour) if you do not attend the Fall Environment Work Day.
2. **IN ADDITION to the required Fall Environment Work Day each family is required to fulfill 10 Service Hours** of their time toward fundraising and miscellaneous work at Alaya. At the end of the school year families will be billed \$20 for every Service Hour not completed. In order to fit your time/comfort level we have the following three options in which you may fulfill your hours :
  - Fundraising events.
  - Miscellaneous handy work, or grounds work.  
(A list of the miscellaneous jobs will be available through the office. Any jobs outside of this list, or solicited by individual classrooms may not be eligible for Service Hour credit.
  - Purchasing of grocery script/coupons.
  - **\*DETAILS REGARDING SERVICE HOUR OPPORTUNITIES WILL BE GIVEN AT THE START OF SESSION\***

**\*\*\*Please note: 3 hours Fall environment day + 10 service hours = 13 HOURS TOTAL**

## OTHER POLICIES

1. Extra fees: Parents may be charged for costs incurred from extra programs such as gymnastics, Spanish, swimming or pottery, Garuda campout. These events will be posted in advance and will be billed on the monthly tuition statement.
2. There is a one-time application fee of \$35.00.
3. Returned checks (N.S.F.) will be charged \$25.00.
4. A late fee of \$5.00 for every 5 minutes or part thereof will be charged after your child's scheduled departure time. (ie: if you arrive at 12:31 for a 12:30 scheduled departure time you will be charged \$5.00, at 12:36 you will be charged \$10.00, etc.)

**Reminder – Pick up time is either 12:30pm (Tigers), 1:00pm or 3:30pm. It is essential for pick up time to be prompt. Late pick-ups impact our teachers who often have appointments or other schedules after the school day.**

5. Tuition rates are subject to change by the administration of Alaya Preschool.

## ENROLLMENT AGREEMENT

I hereby grant permission for my child to use all of the play equipment and participate in all of the activities of Alaya Preschool.

I hereby grant permission to apply sun lotion/sunscreen to my child as necessary during the hours my child is in attendance. Alaya will provide sunscreen unless I prefer an alternative brand for my child, in which case I will provide sunscreen labeled with my child's name for his/her use only.

I hereby grant permission for my child to leave the school premises under the supervision of a staff member for neighborhood walks and field trips, and for extracurricular activities in a vehicle. I understand that my child will be required to use a car seat, which will be provided by me. Colorado State law in effect as of Aug 1<sup>st</sup> 2003 stipulates that Children weighing less than 40 lbs be in a forward facing child restraint safety seat, children over 40 lbs be in a child restraint booster seat until they are at least 6 yrs old and at least 55" tall. Alaya will not transport children if they do not have car seats or boosters that meet the specifications of the state law stated above. I hereby grant permission for my child to ride on the RTD bus for field trips (car safety seats do not apply here).

I hereby grant permission for my child to be included in observations and evaluations connected within the school program. I understand that student observers will visit the classroom from time to time and I hereby grant permission for my child to be included in student observations. I hereby grant permission for my child to be included in videotapes or photographs to be used for instructional, promotional and/or information purposes connected with the program.

I hereby grant permission for the teacher or acting teacher to take whatever steps may be necessary to obtain emergency medical care if warranted. These steps will include, but are not limited to, the following: 1) attempt to contact parent or guardian; 2) attempt to contact child's physician; 3) attempt to contact parents through any of the persons listed on the emergency information card completed by the parents for Alaya; 4) if Alaya cannot contact the parents or the child's physician, Alaya Preschool will do any or all of the following: call another physician; call an ambulance; have the child taken to an emergency hospital in the company of a staff member. I will not hold Alaya Preschool responsible for anything that may happen as a result of incorrect or out-of-date information on the emergency information card.

1. I will submit Enrollment forms, including Emergency Contact cards and Immunization card on or before the first day of my child's attendance.
2. I will submit the Physical Exam form, signed by a doctor, within 3 weeks of my child's enrollment at Alaya Preschool
3. I will plan to attend Parent Teacher conferences (two per year).

The policies contained in this document supersede all prior policies.

**PLEASE SIGN THAT YOU HAVE READ THIS FORM ON THE ALAYA ENROLLMENT PACKET SIGNATURE PAGE  
AND RETAIN THIS COPY FOR YOUR RECORDS.**