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## *Application Procedure*

**APPLICATIONS FOR THE 2024-2025 SCHOOL YEAR** are available throughout the year. New families are strongly encouraged to tour the school with their child before applying. Tours will be available all year by appointment.

- 1) Short Form Application with non-refundable application fee of \$75 for returning families, \$100 for new families (typically winter) holds spot for a limited time
- 2) Enrollment Packet 1 (typically early spring)
  - a. Long Form Application
  - b. Enrollment Agreement\* to be returned with the non-refundable Holding Fee (secures the space for your child in September)
  - c. MWS Parent Handbook
- 3) Enrollment Packet 2 (typically late spring)
  - a. Permission forms
  - b. MWS Health Guidelines
  - c. Request for Annual Health Form from pediatrician
- 4) First invoice of regular billing cycle, due August 1
- 5) Enrollment Packet 3 (typically in mid to late August)
  - a. Permission Forms (Emergency Release Authorization/Carpool List)
  - b. Developmental History (new or returning students)
  - c. Individual Health Care Plan (for children with medical issues/allergies)

**APPLICATIONS ON A ROLLING BASIS:** will be accepted if space permits. All required forms and fees will be due as outlined above but with an accelerated schedule. Once received, the start date will be set, with a minimum of two full teaching days after all forms are received in the office to allow time for paperwork to be processed.

**TO APPLY FOR 2024-2025:** Complete and return the Short Form Application and application fee. The program options we offer are listed on the application and organized by age group and schedule.

**CLASS AND TEACHER ASSIGNMENTS:** These will be determined in August and communicated to parents when finalized. Specific requests can be made but cannot be guaranteed.

*\* When you sign the Enrollment Agreement, you are making a commitment to pay tuition for the entire school year (from the start date through June), even if you withdraw your child before school ends in June. We will prorate tuition for children who enter MWS after the start of school. Note that planned deferred starts will be billed according to the MWS billing schedule and a weekly Deferred Start Fee will be charged until the child is eligible to start.*

## 2024-2025 TUITION RATES AND FEES

### MORNING PROGRAMS

9:00 AM to Noon (Preschool) or 9:00 AM to 1:00 PM (Pre-K)

Tuition + CFF\* rates:

School Year Tuition + CFF\*

Holding Fee (non-refundable)

#### **PRESCHOOL (child was born Sept. 1, 2020 or later)**

3 days/wk (9am-12pm)	\$6,960.00 + \$100 Capital Fund Fee	\$696.00
4 days/wk (9am-12pm)	\$9,030.00 + \$100 Capital Fund Fee	\$903.00
5 days/wk (9am-12pm)	\$10,870.00 + \$100 Capital Fund Fee	\$1,087.00

#### **PRE-K (child was born before Sept. 1, 2020; is kindergarten eligible for Fall 2025)**

4 days/wk (9am-1pm)	\$10,570.00 + \$100 Capital Fund Fee	\$1,057.00
5 days/wk (9am-1pm)	\$12,840.00 + \$100 Capital Fund Fee	\$1,284.00

Application Fee: \$75 per child for returning families / \$100.00 per child for new families

Capital Fund Fee (CFF)\*: \$100.00/family/year

Volunteer Commitment fee\*\*: \$50/family/year

\* Capital Fund Fee (CFF) of \$100/family/year in lieu of designated adult fundraising events to fund partial scholarships and cover capital expenses formerly covered by fundraising. Due with Holding Fee.

\*\* Volunteer Commitment Fee is billed with Sept invoice and refunded in June to families who help with any of our many family events.

*Remaining tuition is divided into equal payments due on the first of the month, payable in advance, beginning Aug 1<sup>st</sup>. Final tuition payment due on April 1, 2025.*

*Deferred Start Fee—If a child enrolls prior to the start of the school year but starts late due to eligibility, a Deferred Start Fee will be assessed at \$30/week for a 3-day program, \$40/week for a 4-day program, and \$50/week for a 5-day program.*

### OPTIONAL PROGRAMS (before and after school childcare; billed monthly beginning in September)

<u>Early Drop Off</u> open to all children 8:00 - 9:00 AM	\$20.00/per morning (Prepaid monthly discount \$16-partial/\$14-all days)
<u>PRESCHOOL Lunch Bunch</u> Noon - 1:00 PM	\$16.00/per lunch (Prepaid monthly discount \$14-partial/\$12-all days)
<u>Extended Day</u> open to all children 1:00-3:00 PM	\$26.00/per afternoon (Prepaid monthly discount \$24-partial/\$22-all days)
<u>Afternoon Enrichment Series</u> Pre-K only 1:00-3:00 PM one day per week	\$38.00/per afternoon (Series run 3 - 4 weeks)

### TUITION DISCOUNTS AND FINANCIAL AID

<u>Multiple child discount*:</u>	10% off total tuition for 2 children in the school at the same time
	15% off total tuition for 3 children in the school at the same time
<u>St. John's Korean UMC discount*:</u>	10% off total tuition
<u>Active Military discount*:</u>	10% off total tuition

*\*Please note: Only ONE tuition discount may be applied.*

Scholarships: Partial need-based tuition scholarships are available. Please inquire in the office.

TEACHING ASSISTANT TUITION CREDIT: (interested parents must complete TA training and all EEC requirements to become a Teaching Assistant)

1st year	\$1,600.00	2nd year	\$1,700.00
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