

**My Weekday School, Inc.
2600 Massachusetts Avenue
Lexington, MA 02421
781-862-8489**

office@myweekdayschool.org
www.myweekdayschool.org

Application Procedure

APPLICATIONS FOR THE COMING SCHOOL YEAR (2018-2019) will be available the first week of December. New families are strongly encouraged to tour the school with their child before submitting an application; tours will be available all year by appointment.

Parents who file an application and pay the non-refundable Registration Fee of \$200 within 2 weeks will be guaranteed a spot in the school for the following September. *Please note: we fill spaces in the order in which we receive applications; some classes fill quickly. The sooner we receive your application, the better chance you have of getting the class you wish.*

In May, we will give you all the forms needed to complete your child's file for the coming year. We encourage you to fill them in and return them to school at your earliest convenience.

If your child will be age-eligible for kindergarten in September, yet you are considering another year at MWS, we advise you to submit an application *now* to reserve a space for your child and keep your options open. You can make a final decision after the April conference with the teacher. If you decide by May 1 to send your child to kindergarten, we will refund the \$200 Registration Fee.

APPLICATIONS FOR THE CURRENT SCHOOL YEAR will be accepted on a rolling basis after September, provided we have space in the class appropriate for your child. We strongly encourage prospective families to tour the school with their children before submitting an application. To complete the Enrollment process, you must submit all the required forms and fees: the white Application with the non-refundable Registration fee of \$200, the green Enrollment Agreement (your commitment to pay for the school year, prorated to reflect your child's start date), Permission Forms 1 & 2, the Annual Health Form, Health Guidelines, and *Birth, Health, and Family History* form. When we receive all your forms, we will give you a start date for your child, usually one teaching day after you return all the forms to the office.

HOW TO COMPLETE THE APPLICATION: Please fill out both sides of the white application. The classes we offer are listed at the bottom and organized by age group. Find your child's age group and number your first and second choices, if there is more than one option. If you check off one class as your only option, we will notify you if we *cannot* honor that choice. If you indicate more than one option and your first choice is not available, we will assign your child to your second choice, if available, and we will place your child on the waiting list of your first choice.

CLASS AND TEACHER ASSIGNMENTS: Please note that it is not necessary to select a teacher for your child. While we do try to honor parent requests, final class placement will be decided by the Directors who consider children's ages, developmental levels, and the balance of the class as a whole. You will be notified in May as to your day assignment. Teacher assignments are finalized later in the summer.

→When you sign the green Enrollment Agreement, you are making a commitment to pay tuition for the entire school year (September through June), even if you move and withdraw your child before school ends in June. We will prorate for children who enter MWS after September.

→A registration fee of \$200 must accompany every application.

2018-2019 TUITION RATES AND FEES

MORNING PRESCHOOL PROGRAM 9:00 AM to Noon

<u>Registration Fee:</u>	\$200.00	Enrolling 1 child
	\$300.00	Enrolling 2 or more children (same school year)

Capital Fund Fee: \$100.00/family/year

Due to very poor attendance at MWS adult fundraising events in recent years, we have canceled the Annual Auction and incorporated a Capital Fund Fee (CFF) of \$100/family/year into our rates to cover unavoidable capital equipment repairs & replacement formerly covered by fundraising.

<u>Tuition + CFF rates:</u>	<u>School Year Tuition + CFF</u>	<u>Monthly payment</u>
2 days/wk	\$3,380.00 + \$100 Capital Fund Fee	\$ 435.00/month
3 days/wk	\$4,788.00 + \$100 Capital Fund Fee	\$ 611.00/month
4 days/wk	\$6,180.00 + \$100 Capital Fund Fee	\$ 785.00/month
5 days/wk	\$7,460.00 + \$100 Capital Fund Fee	\$ 945.00/month

CFF-paid 6/1, Tuition divided into 8-payments due: 6/1, 9/1, 10/1, 11/1, 12/1, 1/1, 2/1 & 3/1
Eight equal monthly payments as listed above

Multiple child discount: 10% off total tuition 2 children in the school at the same time
15% off total tuition 3 children in the school at the same time

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

EXTRA OPTIONS (before and after school child care)

<u>Early Drop Off</u> open to all children 8:00 - 9:00 AM	\$12.00/per morning (discount for permanent sign-up)
<u>Daily Lunch Program</u> open to all toilet-trained children Noon - 1:00 PM	\$12.00/per lunch (discount for permanent sign-up)
<u>Extended Day</u> open to all toilet-trained children Noon - 3:00 PM	\$36.00/per afternoon (discount for permanent sign-up)
<u>Afternoon Enrichment Series</u> 4 & 5 year olds only (Series run 3 - 4 weeks) Noon - 2:00 PM one day per week	\$30.00/per afternoon

TEACHER ASSISTANT TUITION CREDIT: (interested parents must attend a 7-session TA Training program the spring before becoming a Teacher Assistant)

1st year	\$1,100.00
2nd year	\$1,200.00

School begins after Labor Day and runs through June 14, 2019.