



2600 Massachusetts Avenue, Lexington, MA 02421 • 781-862-8489 • office@myweekdayschool.org • www.myweekdayschool.org

Application Procedure

APPLICATIONS FOR THE COMING SCHOOL YEAR (2019-2020) will be available in 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 Application Fee of \$50 will have a spot held. In mid-January, parents will receive a packet containing additional enrollment forms and the green Enrollment Agreement which must be returned with the tuition deposit by April 1, 2019 or within 30 days, whichever is later. *Please note: we fill spaces in the order in which we receive applications. Some classes fill quickly, so the sooner we receive your application and enrollment agreement, the better chance you have of getting your preferred options.*

In May, we will give you the remaining 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 (turns 5 before September 1, 2020), but 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 tuition deposit.

APPLICATIONS FOR THE CURRENT SCHOOL YEAR will be accepted on a rolling basis after September, provided we have space in a 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 Short Form Application with the non-refundable application fee of \$50, the Long Form Application, the Enrollment Agreement with tuition deposit (prorated based on start date), Permission Forms 1 & 2, Photo Permission form, 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, at least one teaching day after you return all the forms to the office.

HOW TO COMPLETE THE APPLICATION: Begin by filling out the Short Form Application. The options we offer are listed at the bottom and organized by age group. Find your child's age group and indicate how many and which days you prefer. If your first choice is not available, we will notify you of available options to see if there is a way to accommodate your schedule.

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.

School begins after Labor Day and runs through June 12, 2020.

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. We require 30 days' notice of withdrawal and require payment through those 30 days.

2019-2020 TUITION RATES AND FEES

MORNING PRESCHOOL PROGRAM 9:00 AM to Noon (preschool) or 9:00 AM to 1:00 PM (Pre-K)

<u>Application Fee:</u>	\$50.00 per child
<u>Capital Fund Fee*:</u>	\$100.00/family/year

*In lieu of designated adult fundraising events, we have 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>
-----------------------------	----------------------------------	------------------------

PRESCHOOL (child will NOT turn 5 before Sept. 1, 2020)

3 days/wk (9am-12pm)	\$4,980.00 + \$100 Capital Fund Fee	\$ 508.00/month
4 days/wk (9am-12pm)	\$6,430.00 + \$100 Capital Fund Fee	\$ 653.00/month
5 days/wk (9am-12pm)	\$7,760.00 + \$100 Capital Fund Fee	\$ 786.00/month

PRE-K (child will turn 5 before Sept. 1, 2020)

4 days/wk (9am-1pm)	\$7,910.00 + \$100 Capital Fund Fee	\$ 801.00/month
5 days/wk (9am-1pm)	\$9,610.00 + \$100 Capital Fund Fee	\$ 971.00/month

CFF-paid 4/1, Tuition divided into 10-payments due: 4/1, 7/1, 8/1, 9/1, 10/1, 11/1, 12/1, 1/1, 2/1 & 3/1
Ten equal monthly tuition payments as listed above; optional programs billed monthly beginning in September

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

St. John's Korean UMC discount: 10% off total tuition

Active Military discount: 10% off total tuition

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

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	\$15.00/per morning (discount for permanent sign-up)
<u>Daily Lunch Program</u> open to all Preschool children Noon - 1:00 PM	\$12.00/per lunch (discount for permanent sign-up)
<u>Extended Day</u> open to all children 1:00-3:00 PM	\$24.00/per afternoon (discount for permanent sign-up)
<u>Afternoon Enrichment Series</u> Pre-K only 1:00-3:00 PM one day per week	\$30.00/per afternoon (Series run 3 - 4 weeks)

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

1st year	\$1,200.00
2nd year	\$1,300.00