

Selection from Winton Road Nursery School Bylaws

Parent Responsibilities and Withdrawal & Refund Policy

PARENT RESPONSIBILITIES

Parent members shall participate as follows:

- A. Attend the General Meetings called by the Board of Directors.
- B. Attend the Orientation Meeting and scheduled parent conferences.
- C. Attend the social work day in the fall before school begins, including buyout families. If attendance is not possible, the board and or staff shall assign an acceptable alternative task during the school year.
- D. All parents, including "buy-out" parents, help with fundraising by making a suitable donation not to exceed \$75.
- E. Have the child examined by a Doctor within a year prior to the opening of school. The child shall have all required immunizations.
- F. Return appropriate medical forms to the school prior to the beginning of the school year. The child will not be able to attend school until the forms are submitted.
- G. Provide transportation for the child to and from school.
- H. Big Nursery parents shall provide a snack for the entire Big Nursery school on a rotating basis. Young Nursery parents provide a snack for their entire Young Nursery class on a rotating basis.
- I. Serve on two parent teams, accept a Board position of officer, coordinator, or team leader, or choose the "buy-out*" option. Young Nursery parents are required to assist in the classroom or choose the "buy-out" option. Parents must provide child care for siblings while working in the classroom. Child care will be provided for full board meetings, as volunteer staffing permits.
- J. A \$600 buy-out option exempts a family from the required parent teams and / or young nursery classroom assisting requirements. Should a family fail to fulfill their obligation for volunteering, the family will become obligated for the applicable buy-out fee. Families will receive notice in writing of their unmet responsibilities and will work with the board chair to complete their duties. If the family has met with the chair and continues to be unable to fulfill their obligation to one or both teams beyond January 1st, the Board reserves the right to vote to add the buy out fee to the family account balance to the current and / or any future enrollment years.

TUITION AND FEES

- A. **Tuition** shall be set annually, and is defined as the sum of money charged by Winton Road Nursery School for a student to attend the school for an academic year. Tuition is paid as follows:
- Four (4) equal payments, due April 1 (deposit), June 1, September 1, and November 1 prior to and during the academic year in which the student is enrolled;
 - One (1) payment of full tuition, due April 1 prior to the academic year in which the student is enrolled;
 - Or a different schedule by special arrangement with the Operations Manager.
- B. The **deposit** is defined as 25% of the annual tuition as defined in Section A, and is non-refundable, except as described in the Refunds section below. This payment is applied to the family's tuition and is not released back to the family.
- C. The **application fee** shall be set annually and is defined as the amount due upon application. This fee is non-refundable and non-transferable.
- D. The **buyout fee** shall be set annually and is defined as an optional fee charged to a family account at their request, to be relieved of their obligations as a parent volunteer with the exception of the annual social work day, supporting school fundraisers (max \$75), and providing snacks on a rotating basis. This fee is refundable until September 1, and not refundable after September 1.
- E. The **Registration Contract** represents a binding agreement between WRNS and the student's parents which obligates the student's parents to pay to WRNS the full **tuition** for the entire year covered by the Registration Contract pursuant to the terms of the Registration Contract, and which obligates WRNS to provide a space in its classes for that student for that school year, provided there is sufficient enrollment in the class. If class enrollment is not sufficient, WRNS may, in its discretion by Board vote, cancel that class.
- F. **Instructional weeks** are defined as the approximately 40 weeks in an academic year for Big Nursery and 39 weeks for Young Nursery. When calculating a **tuition** refund, the number of **instructional weeks** rounded up to the nearest whole week is used.
- G. **Paid in Full Discount** is defined as a 3% discount on each student's **tuition** when a family pays in full by **April 1**, prior to the year of enrollment. This can be combined with the **sibling discount**.
- H. **Sibling Discount** is defined as a 2% discount on each student's **tuition** for families with more than one child enrolled simultaneously in the same school year. This can be combined with the **paid in full discount**.
- I. The **late fee** is defined as a \$30 charge applied to family accounts that are more than ten (10) days past due.

REFUNDS

- A. The **application fee** is non-refundable and non-transferable. The application fee is assessed per student. The **buyout fee** is fully refundable before September 1, and not refundable after

September 1. The **buyout fee** is assessed per family.

B. As provided in the Registration Contract, parents are obligated to pay the full **tuition** for the entire school year covered by the Registration Contract. The only exceptions to this obligation are as follows:

1. **Illness or Physical Condition:** At any time during the year, a student that develops a condition or illness that in the written opinion of their physician will keep them from attending school for 4 consecutive weeks OR fully participating in school activities. In this case the family may request a **tuition** refund less the number of instructional weeks that have occurred before the withdrawal date.
2. **Extreme Financial Hardship:** At any time during the year, if a family experiences extreme financial hardship due to the loss of employment or major life event, a family may request a **tuition** refund less the number of instructional weeks that have occurred before the withdrawal date. Proof of a change in financial status should be submitted to the Board alongside the refund request.
3. **Relocation:** Prior to February 1st of the academic year in which the child is enrolled, if a family is relocating more than 15 miles from WRNS and provides 30 days notice of their withdrawal date, a family may request a **tuition** refund less the number of instructional weeks that have occurred before the withdrawal date. If the date of a relocation is after Feb. 1, the family must give notice prior to Feb. 1 in order for the refund request to receive consideration.

C. Voluntary Student Withdrawal:

1. Before and on April 1, if a family elects to withdraw a student after returning their signed **registration contract** for the upcoming school year for any reason not listed in Refunds: Section B, Paragraph 1-3, the withdrawing family forfeits the **application fee**.
2. After April 1 and until September 1st, if a family elects to withdraw a student for any reason not listed in Refunds: Section B, Paragraphs 1-3, the withdrawing family may request a **tuition** refund, and forfeits the **application fee** and **deposit** provided for in the registration contract to defray administrative costs of the registration process.
3. After September 1st, and before February 1st, if a family elects to withdraw a student for any reason not listed in Refunds: Section B, Paragraphs 1-3, the withdrawing family may request a **tuition** refund, and forfeits the **application fee** and **deposit**, plus charges incurred for the number of **instructional weeks** the student has attended beyond the first 10 weeks of school.
4. After February 1st, if a family elects to withdraw a student for any reason not listed in Refunds: Section B, Paragraphs 1-3, no refunds will be granted.

D. School-Mandated Student Withdrawal

1. Prior to July 15th, in the event that WRNS cancels a class or modifies the class days based upon insufficient enrollment or for any other reason, all **deposits** and **tuition** payments shall be refunded. Said refunds shall not require Board approval. The **application fee** is non-refundable.

2. After September 1st and before February 1st, if the student is requested to withdraw by the Board OR there is a mutual agreement between the Board and the student's parents that the student should withdraw, the family may request a **deposit** and **tuition** refund less the number of **instructional weeks** that have occurred, given that prior to the withdrawal may be requested provided the conditions below are met.
 - i. The student shall have completed six (6) consecutive weeks of classes.
 - ii. The student's parents have attended at least two (2) parent-teacher conferences. A parent-teacher conference is defined as a pre-arranged meeting, of at least 15 minutes, with at least one (1) parent of the child, and the appropriate WRNS teacher and support personnel (as determined by the Operations Manager). Attendance of both parents may be required at the discretion of the teacher.
 - iii. The operations manager and the student's teacher shall have observed in class and shall have submitted written statements recommending the withdrawal of the student.

Provision for Late Payment

1. All payments made later than ten (10) days after the due date will be subject to a **late fee** of \$30.00.
2. Failure to remit the first **tuition** payment within ten calendar days of the initial due date may result in the loss of enrollment after written notice, at the Registrar's discretion.
3. If the June 1st **tuition** payment has not been made by September 1st (and enrollment has not previously been rescinded), the child will not be able to attend school until payment (including applicable late fees) is made. Failure to pay the installments due in September and November within 20 calendar days of the due date will also preclude the child from attending school until payment (including applicable **late fees**) is made.
4. In cases of financial hardship, parents should contact the Operations Manager and make special arrangements.

Provision for Returned Payments and Chargebacks

1. If an ACH payment is made on Jovial and is returned, the school will charge the family a \$10 fee. If an ACH or Credit Card payment results in a chargeback, the school will charge the family a \$25 fee. These fees are the cost that Jovial charges and represent no markup.
2. The family may request a refund for these fees in the event of a school accounting error, financial hardship, or other extreme circumstance.