

Mountain View Whisman School District

Preschool Fee Agreement

Mountain View Whisman School District (MVWSD Preschool Program) fees are determined based on a family's gross, monthly income and the school district's current Preschool Fee Schedule. A family must provide one complete month of income verification in order for a fee determination to be made. If a family chooses not to provide income verification, they will be charged the highest rate.

Preschool fees are charged and collected as follows:

1. The calculation of annual tuition takes into account calendared closures, holidays and breaks and has been divided into 10 equal, monthly payments. **The first payment is due at enrollment and is non-refundable.** Once fees for the first month of service have been collected, the child's space will be held until the following month's payment is due.
2. After the first month's payment at the time of enrollment, fees for the remainder of the school year are due on the 15th of each the month prior to service. The final payment for the school year is due on April 15th. You will not receive a monthly bill.

Payment Schedule:

Payment Date:	Payment for the month of:
1. Spring Enrollment (April – July)	August
2. August 15 th	September
3. September 15 th	October
4. October 15 th	November
5. November 15 th	December
6. December 15 th	January
7. January 15 th	February
8. February 15 th	March
9. March 15 th	April
10. April 15 th	May/June

3. Payments can be made by money order/cashier's check or personal check made out to the "MVWSD Preschool Program" OR through the school district's online payment system (if available). Cash will not be accepted. There is a charge of \$25 for returned checks.
4. A late fee of \$25 will be charged for payments received after the 15th.
5. Payments not received by the 15th of the month in which they are due are considered delinquent. If full payment and late fees are not received within a week after the due date, the child's enrollment may be terminated. A written notice will be issued to inform families that are delinquent on their fees of the following: (1) the total amount of unpaid fees; (2) the fee rate; (3) the period of delinquency; and (4) the date by which services will be terminated. If a child is removed from a full-day class due to delinquent payment(s), the family can choose to enroll in a free, part-day space if they are eligible for State Preschool and if space is available.

Classroom Assignment: _____

6. There will be no refunds or adjustments to fees for absences, vacations, holidays or unused preschool services due to the discontinuation of services. If a child is asked to stay home from the preschool program for any length of time due to disruptive or dangerous behavior, in accordance with policies in the Family Handbook, no refund will be given. If enrollment is terminated due to failure to comply with program requirements or policies, no refund will be given.
7. Families who qualify for free, part-day State Preschool based income eligibility, Child Protective Services, McKinney-Vento or CAL-Works status, can enroll in full-day, district preschool at a reduced rate (according to the current fee schedule). ***In order to receive the reduced, full-day rate families must enroll in part-day State Preschool AND adhere to all State Preschool attendance and absence policies as detailed in the Family Handbook (including a 10 day limit on vacation days for the entire school year).*** Unexcused or excessive absences can result in termination from the preschool program.
8. Families who qualify for free, part-day State Preschool because they live within the attendance boundary of Castro Elementary School but do not meet State Preschool low-income requirements are NOT eligible for the full-day, reduced tuition rate.
9. Families who are receiving the reduced rate, must report increases in household income in accordance the State Preschool policies. Increases in income may affect a family's eligibility for State Preschool and may increase monthly tuition.
10. Parents/guardians agree to reimburse Mountain View Whisman School District for any bank charges relating to but not limited to returned checks. If MVWSD brings action to enforce this agreement, the parents/guardians must fully reimburse MVWSD for any and all costs associated with the collection of the unpaid amount, including but not limited to, court costs, attorney fees, collection agency fees and MVWSD staff time associated with the process to collect the unpaid balance. Upon termination of services for nonpayment of delinquent fees, the family shall be ineligible for MVWSD preschool services until all delinquent fees are paid.
11. Parents/guardians are expected to give a minimum of 30 days written notice prior to ending their preschool services by submitting a "Termination of Preschool Services" form to the Preschool Office. Parents will still be responsible for the fees during that 30-day period. There are no refunds for unused days of service.
12. Prorated payments for start dates after the 7th of the month or as a result of the discontinuation of services with 30 days written notice will determined based on the prorated fee schedule included in this agreement.
13. If a family experiences a hardship that reduces their income, they may apply for a reduction of their monthly fee based on the current fee schedule and upon verification of their new gross income. Families can request to have their monthly fees reduced no more

than one (1) time per school year and only with a 30 day, written notice by submitting a "Fee Reduction Request" form to the Preschool Office.

14. Fees are assessed per child. Families will receive a discount for multiple children enrolled in the Preschool Program. One child will be assessed at the full rate for the family and a discount of \$25 per month will be applied to every child thereafter.
15. Employees of the Mountain View Whisman School District, who are not eligible for State Preschool, will be charged the minimum, non-subsidized fee on the current Fee Schedule.
16. In addition to the monthly fee and in lieu of registration fees, families may be asked to make a contribution of \$25 per child, per school year to help pay for field trips. This contribution will be requested by the classroom teacher and is non-refundable.
17. Parents/guardians will receive a 30-day written notice of any rate/fee change.

18. Fee Determination:

Gross monthly income: \$ _____ not provided Eligible for sibling discount: yes no

My total monthly fees are: _____ - _____ = \$ _____
Monthly Fee Sibling Discount TOTAL MONTHLY FEES
(if applicable) (due on the 15th of each month)

Checks made payable to: **MVWSD Preschool Program**

Prorated fees:

Preschool services for my child will begin on _____. Prorated fees for start dates after the 1st of the month are as follows:

Regular Monthly Tuition	1 st – 7 th of the month (100%)	8 th – 14 th of the month (75%)	15 th – 21 st of the month (50%)	22 nd – end of the month (25%)
\$300.00	\$300.00	\$225.00	\$150.00	\$75.00
\$400.00	\$400.00	\$300.00	\$200.00	\$100.00
\$500.00	\$500.00	\$375.00	\$250.00	\$125.00
\$650.00	\$650.00	\$487.50	\$325.00	\$162.50
\$950.00	\$950.00	\$712.50	\$475.00	\$237.50
\$1,050.00	\$1,050.00	\$862.50	\$525.00	\$262.50
\$1,150.00	\$1,150.00	\$862.50	\$575.00	\$287.50
\$1,250.00	\$1,250.00	\$937.50	\$625.00	\$312.50

Current/first month's tuition	\$ _____
Tuition/fees for the next month of service is due today if enrolling on or after the 15 th of the month	\$ _____
TOTAL DUE AT ENROLLMENT	\$ _____

I have read, understand and agree to all policies as outlined in the Mountain View Whisman School District (MVWSD) Preschool Program's Fee Agreement.

_____ (Parent Signature) _____ (Date) _____ (Child's Name)

Classroom Assignment: _____