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## Schedule of Fees 2020-2021

Director: Elizabeth Guier  
[elizabeth@staffordacademy.org](mailto:elizabeth@staffordacademy.org)

### **Annual Registration & Tuition Rates:**

Registration and class fees are annual and non – refundable fees assessed for each student and are established to reserve classroom placement and to help cover the cost of participation in the Stafford Academy program.

#### **Registration:** (Due when application is submitted)

Daycare, Preschool and Pre – K	\$225.00
Kindergarten, Elementary	\$325.00

#### **Tuition Rates:**

<b>Preschool</b> (2 ½ and 3's class) 2 ½ year olds (Ratio 1 to 5)	\$3,000.00 or \$300.00/ month Jul-Apr
3 Year olds 2 days/wk (Tuesday & Thursday 8:45am – 11:45am)	\$2,800.00 or \$280.00/ month Jul-Apr
<b>Preschool</b> (3 ½ and 4's class) 3 days/wk (Monday, Wednesday, Friday 8:45am – 11:45am)	\$3,270.00 or \$327.00/ month Jul-Apr
<b>Pre – Kindergarten</b> 4 days/wk Half Day (8:45am – 11:45am)	\$4,140.00 or \$414.00/ month Jul-Apr
<b>Pre – Kindergarten</b> 5 days/wk Half Day (8:45am – 11:45am)	\$4,600.00 or \$460.00/ month Jul-Apr
<b>Kindergarten/Elementary</b> 5 days/wk Half Day (8:45am – 11:45am)	\$5,000.00 or \$500.00/ month Jul-Apr
<b>Kindergarten/Elementary</b> 5 days/wk Full Day (8:45am – 3:15pm)	\$6,200.00 or \$620.00/ month Jul-Apr

#### **Discounts:**

Multi student: Families enrolling multiple students from the same household will receive 15% off second student tuition.

\* Students enrolling after school begins will be charged on a prorated basis. Availability of all classes is subject to enrollment.



# Schedule of Fees 2020-2021

## Preschool / Daycare

**Director:**  
Elizabeth Guier  
**Our Hours:**  
7:30am - 5:30pm

**Registration Fee:**  
\$225.00

**Renewal Fee:**  
\$75.00  
Due with Registration Packet  
by May 31st for following  
school year

**Discounts:**  
15% off  
2nd child tuition

(All programs include preschool / daycare ages 2 1/2 and older)  
All tuition prices listed below are based on monthly payments.

	3 years old & up	2 1/2 Year old
<b>Full Time Child Care</b> ..... ( Five days a week, a minimum of 5 hours per day.)	\$895.00	\$1,085.00

<b>Part Time Full Day Child Care Options</b>		
4 full days per week.....	\$835.00	\$995.00
3 full days per week.....	\$735.00	\$875.00
2 full days per week.....	\$565.00	\$675.00

<b>Part Time Half Day Child Care Options</b>		
5 half days per week.....	\$735.00	\$880.00
4 half days per week.....	\$630.00	\$755.00
3 half days per week.....	\$495.00	\$595.00

2 half days per week.....	\$385.00	\$465.00
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<b>Extra Day Rate</b> ..... (Please send in request ahead of time)	\$75.00	\$85.00
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**Full Time Child Care**..... 7:30am - 5:30pm

**Half Time Child Care** ..... 7:30am - 1:00pm

- \* Student ratio for 2 ½ year olds 1 teacher per 5 students
- \* Student ratio for 3 year olds & up 1 teacher per 10 students

## School Care

**Hourly Rate / Stay and Play**..... \$12.00 per hour

**\*Note\*** \$2.00 per minute charge will be assessed  
if student is not picked up on time.

### Stafford Academy Financial Policy

All payments are due by the first of each month. Any payments received after the 10th are past due, and a late fee of \$35.00 will be assessed.

Your registration at Stafford Academy is viewed as an annual commitment for the entire year. Decisions regarding staffing, room assignments, curriculum, and equipment purchases are projected on the basis of annual enrollment. As a result, the following financial policies have been put into place. Please read and note them carefully. If you have questions, please contact the school office for clarification.

### Fees & Payments:

- Non-refundable registration and class fees are due and payable when the application is submitted.
- All tuition is charged on an annual basis.
- Tuition payments are billed on a 10-month basis and are due on the 1<sup>st</sup> day of the month. Payments begin July 1<sup>st</sup>, with the final payment due April 1<sup>st</sup>.
- A tuition discount will be given if paid in full by August 1<sup>st</sup>, or for those who register after August 1<sup>st</sup> and pay in full within 5 business days.
- Multiple student discounts will be given as follows for children in the same family: full price for the student in the highest grade, 15% off tuition for the student in the next highest grade, and as follows.
- From time to time there may be nominal fees charged for field trips and other school activities.
- A late fee of \$35.00 will be added for any student account not paid in full by the 10<sup>th</sup> of each month. A payment must be placed in the drop box in the office by 5:30pm by the 10<sup>th</sup> of the month.
- For students enrolling after July 10<sup>th</sup>, the first prorated payment for that month is due immediately, with the remaining payments due as stated above.
- For Students enrolling after July 1<sup>st</sup>, and the beginning of our 10 month billing cycle, tuition will be prorated for the remaining months of our 10 month billing cycle.
- Please make your checks payable to **Stafford Academy**. Payments can be dropped off in the school office. A drop box will be available for use in the Front Office between the hours of operation, or mailed to Stafford Academy, P.O. Box 2000, Wilsonville, Oregon 97070. Your envelope may be marked **“Attention: Stafford Academy.”** **Please do not offer tuition payments to staff members or send in backpacks.**
- A \$35.00 return check charge will be assessed if you check is returned for any reason. This is a charge in addition to any late fees that might be incurred for the first offense. Second offense a \$50 fee will be assessed, if three or more occurrences arise, we will no longer be able to accept checks as form of payments. We will require a cashier's check or cash for further payments.

### Early Withdrawal

As stated above, tuition is an annual fee assessed to enroll each student. In the case of withdrawal of a student before the end of the school year, the entire payment of the month they withdraw will be owed in full. In addition, **the following withdrawal fees will be assessed; \$350.00 for Kindergarten/Elementary grades, \$250.00 for Pre-K, and \$200.00 for Preschool/Daycare.** We understand that from time to time financial circumstances necessitate special arrangements. Please call the School office by the 1<sup>st</sup> of the month if you anticipate difficulty in making a timely payment. Stafford Academy reserves the right to revoke any special monthly arrangement with 30 days prior notice. A student may be discharged from school if payments are more than 30 days in arrears. Reinstatement will be considered on a case-by-case basis by the administration and/or the school board. A reinstatement fee of \$50.00 will be charged per occurrence.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Your registration at Stafford Academy is viewed as an annual commitment for the duration of a year. Decisions regarding staffing, room assignments, curriculum, and equipment purchases are projected on the basis of annual enrollment. Stafford Academy must also meet state requirements for teacher/student ratios. As a result, the following financial policies have been put into place. Please read and note them carefully. If you have questions, please contact the school office for clarification.

### **Fees & Payments:**

- Non-refundable registration and class fees are due and payable when the application is submitted.
- All tuition is charged on a monthly basis beginning the month that you enroll.
- The first month that you enroll may be prorated based on the day that your student begins.
- A tuition discount will be given if paid in full for the year by the end of the month your child is enrolled.
- Multiple student discounts will be given as follows for children in the same family: full price for the student in the highest grade, 15% off tuition for the student in the next highest grade, and as follows.
- From time to time there may be nominal fees charged for field trips and other school activities.
- For Preschool/Daycare monthly tuition is due on the 1<sup>st</sup> of the month and is year round beginning the month you enroll your student.
- A late fee of \$35.00 will be added for any student account not paid in full by the 10<sup>th</sup> of each month.
- In order to staff correctly any changes in status must be given in writing two weeks prior to the changes requested and will be changed based on enrollment and availability to make the needed change.
- If you withdraw or are inactive for two months or more and choose to re-enroll the full registration fee will reapply.
- A renewal registration fee of \$75.00 will be assessed every May.
- Stafford Academy is open from 7:30am – 5:30pm a \$1.50 per minute charge will be assessed for any child remaining at school past the allotted time.
- Families may have one week total of vacation credit toward their monthly billing per 12 month billing cycle. A two week notice must be submitted in writing and approved by the Director.
- Please make your checks payable to **Stafford Academy**. Payments can be dropped off in the school office. A drop box will be available for use in the Front Office between the hours of operation, or mailed to Stafford Academy, P.O. Box 2000, Wilsonville, Oregon 97070. Your envelope may be marked **“Attention: Stafford Academy.”** **Please do not offer tuition payments to staff members or send in backpacks.**
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### **Early Withdrawal**

As stated above, tuition is an annual fee assessed to enroll each student. In the case of withdrawal of a student before the end of the year, the entire payment of the month they withdraw will be owed in full. In addition, **the following withdrawal fees will be assessed; \$200.00 for Preschool/Daycare.** We understand that from time to time financial circumstances necessitate special arrangements. Please call the School office by the 1<sup>st</sup> of the month if you anticipate difficulty in making a timely payment. Stafford Academy reserves the right to revoke any special monthly arrangement with two weeks prior notice. A student may be discharged from school if payments are more than 30 days in arrears. Reinstatement will be considered on a case-by-case basis by the administration and/or the school board. A reinstatement fee of \$50.00 will be charged per occurrence.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_