



TUITION & SPECIAL FEE SCHEDULE: 2010-11 SCHOOL YEAR

Class	Co-oping Tuition	Co-oping Tuition <10% sibling discount	Non-co-oping (Buyout) Tuition	Buy-Out Tuition <10% sibling discount	Special Fee
2-year old (2 day)	\$203	\$183	N/A	N/A	\$95
3-year old (3 day)	\$281	\$253	\$386	\$347	\$120
4-year old (4 day)	\$330	\$297	\$455	\$410	\$145

Tuition payments: Tuition is paid monthly on the first of each month and may be prorated to accommodate late enrollment. The school grants a ten percent (10%) tuition discount off the youngest child’s monthly tuition to families with two or more children enrolled during the same year.

Description of Fees: The Co-oping Tuition rate is the monthly amount you pay when you will “co-op” (participate) in your child’s class throughout the year. The Non-Co-oping Tuition rate (“Buyout”) rate is the monthly amount you pay when you do not co-op in your child’s class (this option is only available in the 3- and 4-year old classes). *If you have requested a buyout, you will be informed of your status in August. If you would like to request a buyout and have not yet done so, contact the Membership Chair no later than June 15th, 2010.* Families offered buyouts will be responsible for paying the additional tuition advance no later than Back to School Night. The Tuition Advance, equal to one-tenth of the yearly tuition payment, is applied as the June 2011 tuition payment. The Special Fee is a one-time fee used to defray the costs of supplies for all students. Please see below for the school’s withdrawal and refund policy.

Background Checks: Criminal and child protective services background checks are performed on ALL co-oping adults and cost \$21 per person. Background checks are valid for three years, so you do not need one if you have paid for one in the 2008-09 or 2009-10 school year. If you are adding a co-oping adult, please fill in the amount of the background check and correct the “TOTAL” line below.

Withdrawal and Refund Policy: If withdrawal occurs prior to the first day of school, members must give written notice by August 1, 2010 to the Membership Chairperson to receive a full refund of the Tuition Advance and the Special Fee. If withdrawal occurs after August 1, 2010, but before the start of school, no Tuition Advance will be refunded. However, all of the Special Fee will be refunded. After the start of the school year, members must give written notice of withdrawal to the Membership Chairperson at least 30 days prior to its effective date, in which case all of the Tuition Advance and 50% of the Special Fee will be refunded assuming family is current on tuition payments. If the child is withdrawn after January 1, 2011, no portion of the Special Fee will be refunded. If withdrawal occurs after March 15, 2011 no portion of the Tuition Advance or Special Fee will be refunded, regardless of notice.

Please keep the top portion of this form for your records and return the bottom portion with your payment by May 1st, 2010. **All checks should be made to Sleepy Hollow Preschool, Inc.**

Child’s Name: _____ Class: _____

\$ _____ Tuition Advance (June 2011 tuition) – Sibling Discount? Yes/ No

\$ _____ Special Fee

\$ _____ Background checks [\$23 x _____ (the number of co-oping adults)]

\$ _____ **TOTAL**