

Pine Lake Montessori School Fee Schedule September 2022 – June 2023

Monthly Fee Schedule - 8:00 a.m. to 5:00 p.m.

Toddler Program		Fee
18 months to 3 years	5 Full-days	\$1700.00
Children's House Program		Fee
2½ to 6 years old	5 Full-days	\$1580.00
Lower & Upper Elementary Program		Fee
6 to 12 years old	5 Full days	\$1130.00
	Annual Elementary Books & Educational Materials	\$300.00

- Academic work hours: 8:30 a.m. to 4:00 p.m.

Monthly Extended Care:

7:00 am to 8:00 am	5:00 pm to 6:00 pm	Periodic / irregular a.m. or p.m. care
\$100.00 <small>a.m. care is subject to cancellation due to the lack of interest from the parents.</small>	\$100.00	\$15/half an hour (or part)

Upon Re-enrolment/Enrolment Please submit the following documents:

- Signed Enrolment/Re-enrollment Form, Pre-Authorized Payment Form, Code of Conduct Form, Child profile Form, and Student's Emergency Form
- **One month's tuition fee as Deposit, please add the extended hour fee if applicable. The Deposit is non-refundable and non-transferable.**
- Elementary Students - A cheque for \$300.00 as Elementary Educational books and materials fee.
- New Students – **a non-refundable and non-transferable registration fee of \$250.00.**
- A Void Check
- Up-to-date immunization information.
- Birth Certificate.

Please Note:

- **Method of Payments:** We only accept Pre-Authorized Payment for monthly fees. The Deposit payment, the Registration fee, and Elementary Educational books & materials fee must be paid by a personal cheque or Interac e-Transfer upon registration. The cheques must be issued to the order of Pine Lake Montessori School.
- Fees are for the 2022-2023 academic year - summer program is not included.
- **The Deposit (One month's payment) and Registration Fee (\$250.00) are non-refundable and non-transferable.**
- **Cancellation Policy:** Should the occasion arise that you wish to withdraw your child without penalty you must ensure that a **minimum of 60 days notice** from the first day of the withdrawing month is submitted **in writing** to administration, otherwise **2 full months tuition will be withheld. Despite the 60 days notice withdrawal, the Registration Fee and the Deposit are non-refundable and non-transferable.** This policy will be strictly adhered to.
- All full day students receive catered meals regardless of the chosen program.
- Late pick-ups (after 6pm) will be charged \$1.00 per minute per child, payable upon pick up to the faculty member in charge.
- Drop-offs before 8:00 am and Pick-ups after 5:00 p.m. when school is informed in advance are subject to extended care charges of \$15 per ½ hour or part. Any late pick up or early drop off without notification is subject to \$1.00/minute charge. The amount is payable to Pine Lake Montessori School through Interac e-transfer.