

Canadian Montessori Academy



Financial Handbook 2008/2009

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CANADIAN MONTESSORI ACADEMY (CMA) FINANCIAL HANDBOOK 2008-2009

Canadian Montessori Academy (CMA) is the premier Montessori school in the Ottawa area. We are both a Montessori school for children and the only internationally accredited Montessori Teaching institution in Eastern Ontario and Western Quebec. As a teaching institution we are current with the up-to-date research relating to child development and Montessori teaching practices. All this leads to a quality early learning in a stimulating, challenging, loving and nurturing environment for students. As an independent school, CMA does not receive the federal and provincial funding that public and Catholic schools receive. There are no provincial grants for Ontario Independent Schools that are available in other provinces. CMA relies on tuition fees, donations and other revenue sources.

This handbook is designed to help you plan for the financial requirements of sending your child or children to CMA. There are expenses beyond tuition that you will need to take into account, but not all potential costs will apply to all students. Please contact the Admissions Office (for new applicants), or the Administration Office for assistance should you have any questions.

On an annual basis the acceptance of the Rules and Regulations of Canadian Montessori Academy is a condition of enrolment.

1. SCHEDULE OF FEES AND FINANCIAL ARRANGEMENTS

To plan the operating budget, CMA must establish fees and make contractual commitments in advance of the academic year. Therefore, when a student is registered it is understood that a place is reserved for the entire school year and parents or guardians are responsible for all fees.

Tuition and other fees may be paid by: cheque, pre-authorized payment (automatic bank debit), money order, or bank draft.

Application Fee (non-refundable) **\$100.00**

There is an initial Application Fee, which is designed to cover the costs of processing the application. The application fee must accompany the application form. The application fee is non-refundable.

Initial Instalment (non-refundable) **\$ 1,300.00 (see Schedule 'A')**

The initial instalment forms part of tuition fees and is due upon registration. This fee is non-refundable unless CMA does not accept the application for admission.

Tuition Fee

The tuition fee consists of two parts:

- Initial Instalment (non-refundable)
- Balance of Fees

All fees are for the school year and do not include school holidays such as March Break and summer vacation.

Supply Fees:

Supply fees are in addition to tuition fees. Supply fees cover all consumable supplies.

Security Deposit**\$500.00 (New Students)**

The security deposit applies to all new students and is due at registration. Once enrolled, CMA without payment of interest will hold the amount for as long as the student remains at the school. When the student leaves CMA, the deposit is credited against outstanding fees or charges and the balance is returned to the person who paid the original deposit. Deposit refunds for graduating students are issued in late August to ensure that all charges have been made to the account. If the student has a sibling at the school, any credit balance will be transferred to the sibling's account.

Sibling Discounts

CMA offers a discount for families with two or more siblings at the school. The sibling discount for the second child is \$1,000; for the third or subsequent child/ children is \$2,000 each.

This discount is offered to parents who have two or more children concurrently attending Canadian Montessori Academy, provided the children attend CMA over the whole school year. Please note that if a student is withdrawn for any reason and receives a refund in accordance with **Schedule D**, then, all sibling discounts and registration incentives provided to the family will be deducted from any refundable amount due to the parent as a result of the withdrawal of the students.

2. TUITION FEE PAYMENT OPTIONS 2008-2009

CMA offers three payment options which are summarized below:

Option A: Annual Instalment Plan

The fee for tuition is due in full by December 31, 2007.

Option B: Four Instalment Plan

Four post-dated cheques of equal instalment payments or pre-authorized chequing (Monthly Bank Withdrawal), as follows:

- December 31, 2007 (Cheque)
- February 1, 2008
- March 1, 2008
- April 1, 2008
- For pre-authorized chequing include cheque marked "VOID"

Option C: Monthly Instalment Plan

Post-dated cheques OR Pre-Authorized Chequing, (Monthly Bank Withdrawal), as follows:

- Cheque dated December 31, 2007 representing application fee and initial instalment
- Eight equal payment instalments due on the first of every month commencing February 1, 2008.
- For pre-authorized chequing include cheque marked "VOID"

Program Hours

CMA offers two core options for the length of the school day:

- **Full Day:** 9:00 a.m. – 3:45 p.m.
- **Extended Day Including Corpore Sano Program:** 7:30 a.m. – 5:30 p.m.

Corpore Sano Programs – (Healthy Body)

The Corpore Sano Program consists of organized after school enriching activities such as:

- Aikido
- Science
- Dance
- Gymnastics
- Swimming
- Music

Early Drop Off / Late Pick-Up Fees

Charges for casual extended care are:

- \$8.00 per hour or part thereof for Primary, Elementary and Middle School students
- \$10 per hour or part thereof for Infant and Toddler students.

School hours of operation are between 7:30 – 5:30 p.m. Pick-up between 5:30 p.m. & 5:45 p.m. will result in a \$20.00 charge. The charge is \$30.00 for every 10 minutes or part thereof for pick up after 5:45 p.m.

3. PAYMENT OF TUITION FEES AND PERSONAL CHARGES

School fees become due and payable as specified in the Enrolment Contract under Schedule 'A', on the dates specified. Tuition and other fees may be paid by: Cheque, Cash, Money Order, Automatic Monthly Bank Withdrawal, or Bank Draft. CMA does not accept credit card payments.

- a) Interest, at the rate of 3 % per month, or part thereof will be charged on overdue accounts. Balances exceeding 90 days will be charged 5% interest per month.
- b) Any student whose account has not been paid by the required date will not be permitted to attend the School and will not receive evaluations or transcripts. Parents or guardians shall remain liable for payment of the annual tuition fees as outlined in Schedule A.
- c) Foreign students are required to pay the full year's fees on admission. CMA will issue acceptance letters to support application for a student visa. CMA will accept Tuition payments by bank transfer to the credit of Canadian Montessori Academy. Please contact us for banking details.

4. RESPONSIBILITY FOR FULL PAYMENT OF FEES

As places in the school are offered for the full duration of a school year, parents are responsible for payment of fees in full. Withdrawals prior to or during the school year are subject to withdrawal fees per Sections 7 and 8 below. Canadian Montessori Academy reserves the right to suspend or dismiss any student whose behaviour or cooperation is, in the opinion of the Principal, detrimental to the standards of the School.

CMA may also exercise this right if, in the opinion of the Principal, the behavior of a parent or guardian is detrimental to the standards of the School. On an annual basis the acceptance of the Rules and Regulations of Canadian Montessori Academy is a condition of enrolment. In the event of student suspension, dismissal, withdrawal or absence from the School for any reason, parents or guardians shall still be liable for payment of the fees. It is intended that the obligation to pay the annual fees for the entire academic year shall be unconditional, subject only to the stated cancellation and withdrawal policies set out at schedule D.

5. NSF CHARGES

Any cheque returned to CMA as “Non-Sufficient-Funds” or for any other reason not directly arising out of any action by CMA, will be subject to an NSF Cheque Charge of \$40.00; this could result in loss of chequing privileges. Requests to delay the deposit of a cheque beyond the due date will also attract a \$40.00 administration charge each time. Any such requests to delay deposit must be received in writing, at least 48 hours (excluding week-ends and public holidays), before the deposit date. There will be a charge of \$100.00 for any ‘stop payment’.

6. POST DATED CHEQUES

With the exception of payment of tuition fees, CMA will not accept post dated cheques for incidental charges such as casual extended care.

7. WITHDRAWALS

When a student is enrolled, it is intended that the place is reserved for the full year unless arrangements have been made in advance in writing with the Principal. Accordingly, parents are liable for full tuition fees and if, in unforeseen circumstances, a withdrawal must be made, CMA will refund a portion of the tuition as contained within Schedule D titled Refundable Amounts Schedule.

Withdrawal requests must be submitted in writing and signed by both parents. Withdrawal requests are considered at the end of the month in which the notice is received. Refund cheques are processed thirty days after the deemed termination date. Requests by e-mail are not accepted.

8. TERMINATION, CANCELLATION OR REPUDIATION OF THE CONTRACT

In the event that either party wishes to cancel, repudiate or terminate this contract, other than as otherwise stated herein, then, it is understood and accepted that any refunds or reimbursements arising as a result of the termination, repudiation or cancellation of this contract shall only be made in accordance with Schedule ‘D’ as applicable. And further, any damages shall be limited to the refundable amounts as outlined in Schedule ‘D’ as applicable.

9. FORCED SCHOOL CLOSING

In the unfortunate event of a forced school closing, (e.g. pandemic flu) the school will communicate with students and parents concerning any school work that may need to be completed during the closing. In the event that the school will need to remain closed for a significant period the school may extend the school year up to and including June 30th. The school may also schedule weekend classes. Tuition fees are non-refundable in the event of a forced school closing.

10. TUITION REFUND INSURANCE PLAN

We recognize that the regulations concerning responsibility for payment may cause hardship in some circumstances. There are a few insurance plans that cover the liability of parents or guardians for school fees in the event of a student’s prolonged absence, dismissal or withdrawal. CMA is looking into an optional tuition refund plan offered through insurance companies. If you are interested, please contact Administration.

11. MEDICAL REQUIREMENTS AND HOSPITAL INSURANCE

Under Ontario Law, all students are required to have the appropriate immunizations prior to entering the school. The Medical Officer of Health is required to enforce this regulation. By law, all students must satisfy this requirement. (Copies of these forms are enclosed.) All students must have health insurance coverage provided by Ontario Hospital Insurance Plan, another provincial health insurance plan or the equivalent thereof. Students who do not have coverage must provide satisfactory evidence of alternative insurance.

12. PERSONAL PROPERTY INSURANCE

CMA cannot accept responsibility for loss or damage to a student's personal property. Parents should ensure that students' personal belongings, including clothing, lunch boxes, computers, musical instruments and bicycles, are insured while at school.

13. INTERNATIONAL STUDENTS

The Government of Canada requires all non-Canadian students to have a valid student visa and/or a study permit before entering school. Certain exemptions exist for children of foreign diplomats and United Nations staff serving in Canada.

A letter of enrollment may be required to obtain or renew your student visa. To obtain a letter of enrollment, tuition fees must be paid in full.

14. INCOME TAX INFORMATION

The School issues tax receipts, as allowed by Revenue Canada, to provide tax relief to parents/guardians. These receipts are issued in late February.

Income tax legislation is subject to change and the information provided here is for information purposes only.

Child Care Expenses

Receipts for child-care expenses for students up to the age of 16 years are issued to parents for the portion of the tuition fees that relate to child care. In the case of Elementary & Middle school students this would include recess, extended care, March Break and summer programs.

Child-care expense receipts are automatically issued to all parents. It is the responsibility of parents to establish eligibility for this deduction. Parents can confirm their eligibility by contacting their District Taxation Office for a copy of the Revenue Canada Taxation Pamphlet titled "Child Care Expenses": <http://www.cra-arc.gc.ca> Form T778 Childcare expenses deduction. The basic deduction per child in 2006 was \$7,000 and per child eligible for Disability deduction was \$10,000. These amounts are subject to earned income and other limits.

Tuition Fees

Tuition fees (portion of Elementary and Middle School fees relating to education), are **not deductible for income tax purposes**.

Please contact the Accounting department should you require further information.

15. PERSONAL INFORMATION PROTECTION & ELECTRONIC DOCUMENTS ACT

Personal information is collected under the authority of the Education Act and will be used for the establishment and maintenance of the Ontario Student Record in accordance with the OSR Guideline (2000). Access to OSR Records may be obtained by contacting the Principal or the Chief Administrative Officer.

CMA is accountable for the personal information collected in the process of educating students. Consent is obtained in the annual enrollment contract and specifically when needed. Information is disclosed to CMA employees only as appropriate and with consent. Accuracy, retention, safeguards and individual access are ensured as required by law.

Academic Program Tuition Fees – Schedule C

Program	Half Day 9:00 – 11:45	Half Day Extended 7:30 – 1:00	Full Day 9:00 – 3:45	Full Day “Corpore Sano” 7:30 – 5:30
Infant:	\$8,585	\$10,330	\$13,350	\$15,450
Toddler:	\$7,630	\$9,370	\$11,116	\$12,861
Primary:	\$6,729	\$8,086	\$9,821	\$11,825
Elementary:	N/A	N/A	\$9,980	\$11,825
Middle School:	N/A	N/A	\$9,980	\$11,825

Non Refundable: Each Program Fee includes a non-refundable component of \$1,300.

Tuition Refund – Schedule D

	Annual Tuition	Refundable	Before March 1/08	Before Sept 30/08	Before Nov 30/08	Before Feb 28/09	After March 01/09
INFANT							
Half Day	\$8,585	\$7,285	\$7,285	\$5,100	\$2,914	\$729	No refund
Half Day Extended	\$10,330	\$9,030	\$9,030	\$ 6,321	\$ 3,612	\$ 903	No refund
Full Day	\$13,350	\$12,049	\$12,049	\$ 8,434	\$ 4,820	\$1,205	No refund
Full Day Extended	\$15,450	\$14,149	\$14,149	\$9,905	\$ 5,660	\$ 1,415	No refund
TODDLER							
Half Day	\$7,630	\$6,330	\$6,330	\$ 4,431	\$2,532	\$ 633	No refund
Half Day Extended	\$9,370	\$8,070	\$8,070	\$ 5,649	\$ 3,228	\$ 807	No refund
Full Day	\$11,116	\$9,816	\$9,816	\$ 6,871	\$3,926	\$ 982	No refund
Full Day Extended	\$12,861	\$11,561	\$11,561	\$ 8,093	\$4,624	\$1,156	No refund
PRIMARY							
Half Day	\$6,729	\$5,429	\$5,429	\$ 3,800	\$2,171	\$ 543	No refund
Half Day Extended	\$8,086	\$6,786	\$6,786	\$ 4,750	\$2,714	\$679	No refund
Full Day	\$9,821	\$8,521	\$8,521	\$ 5,965	\$3,409	\$ 852	No refund
Full Day - "Corpore Sano"	\$11,825	\$10,525	\$10,525	\$7,023	\$4,013	\$1,003	No refund
ELEMENTARY							
Full Day	\$9,980	\$8,680	\$8,680	\$6,076	\$3,472	\$868	No refund
Full Day - "Corpore Sano"	\$11,825	\$10,525	\$10,525	\$7,023	\$4,013	\$1,003	No refund
MIDDLE SCHOOL							
Full Day	\$9,980	\$8,680	\$8,680	\$ 6,076	\$3,472	\$ 868	No refund
Full Day - "Corpore Sano"	\$11,825	\$10,525	\$10,525	\$7,023	\$4,013	\$1,003	No refund

Canadian Montessori Academy

OUR MISSION

To inspire and empower students to achieve independence. To foster students' natural curiosity, and promote their intrinsic desire for life long learning so they may achieve their full potential in their pursuit of excellence within a global society

OUR VALUES

Values shape thoughts and actions; they help students explore what is morally important, socially significant and personally fulfilling. We recognize that strong, clear values are the foundation on which we build success. The ten core values that underlie the CMA experience are:

- Academic Excellence
- Love of Learning
- Desire to reach one's full potential as independent persons with a global perspective for bettering the earth and its community.
- Self respect and mutual respect
- Development of the whole person: body, mind and spirit.
- Embrace and adapt to change and new technology
- Social responsibility
- Internationalism and global citizenship
- Personal integrity
- Loving, supportive and nurturing environment.

OUR VISION

CMA's vision reflects our fundamental aspiration to become the pre-eminent Montessori school and Teaching Training Center in Canada. Our vision comprises five specific goals central to the school's mission.

Educational Excellence

To deliver a stimulating and diverse program that inspires and empowers students to achieve their full potential in their pursuit of excellence within a global society.

Teaching Excellence

To cultivate a reputation for Montessori teaching excellence and be the school of choice for outstanding teachers.

The CMA Advantage

To offer students the additional benefits of a bilingual Montessori education, technology, music, arts, leadership, within an international and multi-cultural environment.

Communications

To foster open, accurate, consistent and timely communications between the School and parents.

Long Term Viability

To provide the human and financial resources necessary to meet the School's goals and ensure its financial security and stability.