

Canadian Montessori Academy



Financial Handbook 2009-2010

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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 Montessori teaching practices, especially as it relates to current brain research into learning and child development.

We have a staff of loving, dedicated, experienced and well qualified teachers to nurture and educate our students. Our faculty has AMS or AMI Montessori credentials and the majority hold university degrees in a variety of disciplines ranging from Bachelors to Masters and Doctorates in Education. Their non-montessori qualifications include professional qualifications such as nursing, interior design, physical education, colour consulting, art, music, accounting and management consulting. This rich array of qualifications and experience leads to a quality of learning in a stimulating, challenging, loving and nurturing environment.

CMA also has a Teacher Training faculty consisting of several university professors with doctorates. These very senior education experts are in regular contact with our faculty regarding developments in education.

As an independent school, CMA does not receive federal and provincial funding that public and Catholic schools receive. There are no provincial grants for Ontario Independent Schools that are available in some other provinces. CMA relies on tuition fees, donations and other revenue sources.

This handbook is designed to help you follow the financial procedures pertaining to your child's CMA. There are expenses beyond tuition that you will need to take into account, but not all potential costs apply to all students. Please contact Administration should you have any additional inquiries.

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

I. 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 for the full school year.

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

The initial Application Fee is designed to cover the costs of processing the application and must accompany the application form. This fee is non-refundable.

Initial Instalment

Non Refundable \$1,300.00

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), explained above
- Balance of Fees

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

Security Deposit

Refundable \$250.00 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 and non-returning 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.

Supply Fees

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

Sibling Discounts

Sibling discounts are offered to families who have two or more children concurrently attending Canadian Montessori Academy, provided the children attend CMA over the whole school year.

The school offers a 10% sibling discount on the fees, to the second sibling which is computed on all tuition fees except the Application Fee. CMA offers a 20% sibling discount for the third child and a 30% discount for the fourth, and subsequent children who concurrently attend Canadian Montessori Academy, provided the children attend CMA over the whole school year.

Please note that if a child is withdrawn for any reason, all sibling discounts and registration incentives provided to the family will be re-computed at the date of withdrawal or termination. The incentives will apply only to that part of the school year when both siblings attended CMA. Regular, non-discounted fees will apply to the remainder of the school year for the continuing student.

II. Tuition Instalment Options

CMA offers three instalment options for the payment of fees which are summarized below:

Option A: Annual Instalment Option

The fee for tuition is due in full at registration.

Option B: Four Instalment Option

Four consecutive post-dated cheques of equal instalments or pre-authorized chequing, (Monthly Bank Withdrawal), for the same period payable on the first day of each month.

- For pre-authorized chequing please include a blank cheque marked "VOID"

Option C: Monthly Instalment Plan

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

- One initial instalment and seven equal, consecutive instalments payable on the first day of every month.
- For pre-authorized chequing please include cheque marked "VOID"

III. School Day

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

- **Full Day:** 9:00 a.m. – 3:45 p.m.
- **Corpore Sano Program:** 7:30 a.m. – 5:30 p.m. The Corpore Sano program consists of organized after school enriching activities. Please refer to our Parent Handbook for further information on this program.

IV. Early Drop Off and Late Pick Up Fees

Charges for casual extended care are:

- \$10.00 per hour or part thereof for Primary, Elementary and Middle School students
- \$12 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. and 5:45 p.m. will result in a \$20.00 charge. The late pick-up charge is \$30.00 for every 10 minutes or part thereof for pick up after 5:45 p.m.

V. 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.

Foreign students are required to pay the full year's fees upon 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.

VI. Payment of Tuition Fees and Personal Charges

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 policies per Sections VIII and IX 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. 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.

VII. 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 a deposit must be received in writing, at least 48 hours (excluding week-ends and public holidays), before the deposit date. Deposits delayed at the request of parents will also result in interest charges, when the delay is beyond seven days of the due date. There will be a charge of \$100.00 for any 'stop payment'.

Any collection charges or legal fees incurred by CMA in collecting fees and charges due, will be payable by the parents.

VIII. 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 entitled Tuition Refund Schedule.

The calculation of refunds is based on the last date on which the child attends school or the date of receipt of the written notice, whichever is later. The date of notice is the date on which the withdrawal request is received by the school in writing and signed by both parents. The withdrawal procedure includes a meeting between the parents and the Principal to discuss matters relating to the withdrawal including the transitioning of the child to a different environment.

IX. 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.

X. 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.

XI. Tuition Refund Insurance Plan

We recognize that CMA regulations concerning responsibility for payment of fees for the whole year 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. It is the responsibility of parents to protect their fee payments with such insurance, if they deem it necessary.

XII. 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. 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.

XIII. 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.

XIV. 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 is generally required to obtain or renew the student visa. To obtain a letter of enrollment, tuition fees must be paid in full. The enrolment form and the receipt of payment of fees are two documents requested by Canada Immigration for granting a student visa.

XV. Income Tax Information

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

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, Corpore Sano, March Break and Summer Programs.

Child-care expense receipts are issued to all parents by the end of February. 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. Their telephone number is: 1-800-959-8281.

The basic deduction per child in 2007* was \$7,000 and per child eligible for Disability deduction was \$10,000.

****2008 deduction was not published as at the time of creation of this document, in November 2008.***

Tuition Fees

Tuition fees (portion of Elementary and Middle School fees relating to education), are **not deductible for income tax purposes**. However, the portion of the tuition fees that relate to child care is deductible. CMA issues a receipt to identify this part of the child care expenses.

Proposed Legislation

There is proposed legislation to provide tax relief to parents who send their children for physical development and arts classes (after school and on weekends) When such legislation is in effect you could receive a separate receipt for the applicable portion of the fees paid. (e.g. corpore sano fees)

Please contact Accounting should you require further information.

Child Tax Benefit

There is a child tax benefit available to parents with children under six years old. Please contact Administration if you require a copy of the information booklet and application forms.

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

XVI. Personal Information Protection and Electronic Documents Act

Personal information is collected under the authority of the Education Act and is 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 on a need to know basis. Accuracy, retention, safeguards and individual access are ensured as required by law.

XVII. Academic Program Tuition Fees – Schedule C

Academic Program Tuition Fees – Schedule C 2009 – 2010

| Program | Half Day 7:30 – 1:00 | Full Day 9:00 – 3:45 | “Corpore Sano” 7:30 – 5:30 |
|--|-------------------------|-------------------------|-------------------------------|
| Infant: | \$10,330 | \$13,350 | \$15,450 |
| Toddler: | \$9,370 | \$11,116 | \$13,550 |
| Primary:* | \$8,086* | \$9,980 | \$12,230 |
| Primary Half Day is available only to students under 5 years of age. Students aged 5 and older are accepted for Primary Full Day or Corpore Sano Programs only. | | | |
| Elementary: | N/A | \$9,980 | \$12,230 |
| Middle School: | N/A | \$9,980 | \$12,230 |
| Each Program Fee Includes a Non-Refundable Component of \$1,300. | | | |

XVIII. Tuition Refund Schedule D

Tuition Refund – Schedule D 2009 – 2010

| | Annual Tuition | Refundable | Withdrawal Date | | | | |
|----------------------|----------------|------------|---------------------|----------------------------|--------------------------|--------------------------|-------------------|
| | | | Before March 01/ 09 | March 02/09 to Sept. 30/09 | Oct. 01/09 to Nov. 30/09 | Dec. 01/09 to Feb. 28/10 | After March 01/10 |
| INFANT | | | | | | | |
| Half Day | \$10,330 | \$9,030 | \$9,030 | \$ 6,321 | \$ 3,612 | \$ 903 | No refund |
| Full Day | \$13,350 | \$12,050 | \$12,050 | \$ 8,434 | \$ 4,820 | \$1,205 | No refund |
| “Corpore Sano” | \$15,450 | \$14,150 | \$14,150 | \$9,905 | \$ 5,660 | \$ 1,415 | No refund |
| TODDLER | | | | | | | |
| Half Day | \$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 |
| “Corpore Sano” | \$13,550 | \$12,250 | \$12,250 | \$ 8,575 | \$4,900 | \$1,225 | No refund |
| PRIMARY | | | | | | | |
| Half Day | \$8,086 | \$6,786 | \$6,786 | \$ 4,750 | \$2,714 | \$679 | No refund |
| Full Day | \$9,980 | \$8,680 | \$8,680 | \$ 6,076 | \$3,472 | \$ 868 | No refund |
| “Corpore Sano” | \$12,230 | \$10,930 | \$10,930 | \$ 7,651 | \$4,372 | \$ 1,093 | No refund |
| ELEMENTARY | | | | | | | |
| Full Day | \$9,980 | \$8,680 | \$8,680 | \$6,076 | \$3,472 | \$868 | No refund |
| “Corpore Sano” | \$12,230 | \$10,930 | \$10,930 | \$ 7,651 | \$4,372 | \$1,093 | No refund |
| MIDDLE SCHOOL | | | | | | | |
| Full Day | \$9,980 | \$8,680 | \$8,680 | \$ 6,076 | \$3,472 | \$ 868 | No refund |
| “Corpore Sano” | \$12,230 | \$10,930 | \$10,930 | \$ 7,651 | \$4,372 | \$1,093 | 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 lifelong 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.