

Canadian Montessori Academy



Financial Handbook 2010-2011

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An independent education can be affordable. This handbook outlines how payment plans, scholarships, bursaries, sibling discounts and tax credits can help make Canadian Montessori Academy an affordable choice for your child's education and quality child care.

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I. Fees at a Glance 2010-11

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
Elementary:	N/A	\$9,980	\$12,230
Middle School:	N/A	\$9,980	\$12,230

Tuition Fees Cover

All students:

Academic education, admission for sports athletics and cultural events.

compulsory field trips, first aid care, first aid supplies, and , library services, student counselling

outdoor education, sports and athletics training.

Each Program Fee Includes a Non-Refundable Component of \$1,300.

*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.

Payment Plans (Please see section III below)

Three payment plans are available (some restrictions apply)

Families should indicate their preferred payment arrangements on the Enrollment Agreement.

Tax credits are described at sections XX and XXI

Financial Assistance is described at section XXII



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, passionate, 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 ranging from Bachelors to Masters and Doctorates in a variety of disciplines.. 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 well rounded quality of learning in a stimulating, challenging, loving, nurturing, and exciting environment.

CMA also has a Teacher Training faculty consisting of three 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 through the Application and registration process at CMA.

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

II. 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 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, money order, bank draft or pre-authorized debit according to a payment schedule. .

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

This 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.

Registration Fee

\$250.00 New Students

When a family accepts the offer of admission, a one time registration fee of \$250.00 is due

The registration fee 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. To cancel a place for a new or returning student advise the school in writing before April 1, 2010.

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. The discounts are calculated based on the lowest fee.

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 siblings attended CMA concurrently. Regular, non-discounted fees will apply to the remainder of the school year for the continuing student.

Supply Fees

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

III. Payment Plans

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

Option A: Early Payment Option

The fee for tuition is due in full at registration.

Option B: Standard Payment Option

Payments are made in four instalments. Three consecutive, post-dated cheques of equal amounts are required with the first instalment. Pre-authorized debits can be set-up on the same payment schedule., (Monthly Bank Withdrawal), All payments are due on the first day of each month.

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

Option C: Monthly Payment Option

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

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

IV. Notification from Current Families of request to change programs

Written notification from a current Canadian Montessori Academy student's parent/ guardians, advising the school that they wish to change programs must be received by the Admissions Office no later than January 15. The school reserves the right to decline requests for program changes. An administration fee of \$150 will apply to each change request.

V. School Day

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

- **Full Day:** 9:00 a.m. – 3:45 p.m.
- **Half Day:** 7:30 a.m. – 1:00 p.m.
- **Corpore Sano Program:** 7:30 a.m. – 5:30 p.m. The Corpore Sano programs afford an extra opportunity for student education beyond the classroom. The natural campus setting provides an ideal environment in which children can discover their strengths and embrace new challenges while learning a variety of life skills. The Corpore Sano programs offered by the school are varied and age appropriate. They allow students and teachers to interact in an environment outside the classroom. Students and faculty often discover another dimension about each other while working together. Please refer the Corpore Sano Handbook for further information on this program.

VI. Early Drop Off and Late Pick Up Fees

Charges for casual extended care are:

- \$12.00 per hour or part thereof for Primary, Elementary and Middle School students
- \$14 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 \$25.00 charge. The late pick-up charge is \$30.00 for every 10 minutes or part thereof for pick up after 5:45 p.m.

Parents-Guardians are required to pick up their children by 5:30 p.m. latest.

VII. 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, Bank Draft or Pre-authorized debit.

Accounts for fees and extra charges that are outstanding at the time of the billing will be subject to late payment charges as shown below:

- a) late payment charges of 3 % per month, or part thereof will be charged on overdue accounts. Balances exceeding 90 days will be charged 5% per month.
- b) Failure to comply with the terms of payment may result in the student not being admitted to the school for the subsequent term or academic year. In addition the school may withhold marks and exercise other sanctions as it deems necessary for the collection of overdue accounts. 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 see below for banking details.

VIII. Payment of Tuition Fees and Personal Charges

Personal expenses and other incidental charges are billed monthly and can be paid by on-line banking or pre-authorized debit. Extra charges may include:

Tuition Refund Insurance
 Supplies and sundries
 Graduation and school pictures
 Adventure Expeditions
 Planner and year book
 Recreational entertainment
 NSF charges, wire and other bank charges
 School meal programs
 Late fees and extended care billings

IX. School Banking information

To be used only for the purposes of wire transfers or other bank deposits to the school's account. Please ensure your child's full name is on the transfer.

Canadian Montessori Academy (CMA) Bank: Royal Bank
 Address : 117 Centrepointe Dr. Nepean, ON K2G 5X3
 Transit No: 00084
 Account# 003 111-210-1
 Swift Code: ROYCCAT2
 Name: Tiny Tots Montessori Inc
 (aka) Canadian Montessori Academy(CMA)

Due to delays in clearing cheques from out of country, we ask that international families pay fees by a wire transfer

X. Student Banking

Students are encouraged to responsibly handle their own finances and have their own bank account at the Royal Bank or the Toronto Dominion Bank. As part of the program activities the elementary students will visit a bank and open a savings account. A teacher will sign for the parent/guardian for opening such an account. Parent/guardian has to visit the bank

with their child at a time and date convenient to them and amend the signature card at a later date and time. Parents are discouraged from sending money with students to school, except at an occasion when a bank account is being opened. Students are discouraged from using commercial vending machines during their field trips. Parents are encouraged to send suitable snacks for such occasions.

XI. 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 XIII and XIV 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.

XII. 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 Charges. Requests to delay the deposit of a cheque beyond the due date will also attract an administration charge each time. Any such requests to delay a deposit must be received in writing, at least 48 hours before the deposit date(excluding week-ends and public holidays). Any collection charges or legal fees incurred by CMA in collecting fees and charges due, will be payable by the parents.

XIII. 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 and 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. These amounts are mailed out ninety days after acceptance of the formal withdrawal request.

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.

XIV. 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.

XV. 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.

XVI. 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 deemed necessary. When Tuition Refund Insurance is introduced, the Tuition Refund Schedule D will be replaced.

XVII. 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.

XVIII. 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.

XIX. 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; 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.

XX. 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.

XXI. Child Care Expenses

Under current legislation, students 16 or under are eligible for a receipt for childcare expense tax deduction, depending upon residential status.

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 2009* was \$7,000 and per child eligible for Disability deduction was \$10,000.

***2009 deduction was not published as at the time of creation of this document, in November 2009.**

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

XXII. Financial Assistance Bursaries Scholarships

Children First Grant

Children First: School Choice Trust is Canada's first privately funded program that helps parents in financial need send their child(ren) to an independent school of their choice. Tuition assistance grants worth 50% of tuition (up to \$4,000 annually) are given out based on a lottery system.

Applications must be received by March 31st to be eligible for the following school year's grants. For additional information with application forms visit: www.childrenfirstgrants.ca

Where a grant is received on behalf of a child who has paid a part of the Tuition fees, the grant received will be credited against the outstanding balance.

CMA Bursaries

CMA budgets a small fund for bursaries, which is administered on a needs basis. Please inquire for details from the Vice-Principal.

XXIII. Children's Fitness Tax Credit

"Starting with the 2007 tax year, the Government of Canada allows a non-refundable tax credit based on eligible fitness expenses paid by parents to register a child in a prescribed program of physical activity.

The following information is for parents of children who are, at the beginning of the year in which an eligible fitness expense is paid, under the age of 16 or, if eligible for the [disability tax credit](#), under the age of 18."

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

"The Canada Child Tax Benefit is a tax-free monthly payment made to eligible families to help them with the cost of raising children under age 18."

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.

XXIV. 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.

Students transferring from another school are required to ensure that their student records are transferred to CMA by the school they attended before.

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.

CMA levies a fee to defray administrative costs in providing access to information.

XXV. Our Goal

We strive to make education at Canadian Montessori Academy accessible to students of diverse backgrounds. Canadian Montessori Academy does not discriminate on the basis of gender, race, religion, national or ethnic background in the administration of its admission and financial assistance policies.

We hope this Financial Handbook is informative and useful in assisting you to budget for an education at Canadian Montessori Academy. If you have any questions, please contact Sabena de Mel, Vice-Principal,

e-mail: sabena@montessori-academy.com. Tel: 613-727-9427 Ext. 131.

XXVI. Academic Program Tuition Fees – Schedule C

Academic Program Tuition Fees – Schedule C 2010 – 2011

Program	Half Day 7:30 – 1:00	Full Day 9:00 – 3:45	“Corpore Sano” 7:30 – 5:30
Infant:	\$12,330	\$13,650	\$15,800
Toddler:	\$9,600	\$11,350	\$13,900
Primary:*	\$8,350*	\$10,200	\$12,500
*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	\$10,200	\$12,500
Middle School:	N/A	\$10,200	\$12,500
Each Program Fee Includes a Non-Refundable Component of \$1,300.			

XXVII. Tuition Refund Schedule D 2010-11

Canadian Montessori Academy

Tuition Refund – Schedule D

	Annual Tuition	Refundable By CMA*		Tuition Refund Insurance
		Before March 1, 2010	March 2 to June 30, 2010	July 1, 2010 onwards**
INFANT				
Half Day	\$12,330	\$11,030	\$6,618	Tuition Refund Insurance
Full Day	\$13,650	\$12,350	\$7,410	Tuition Refund Insurance
“Corpore Sano”	\$15,800	\$14,500	\$8,700	Tuition Refund Insurance
TODDLER				
Half Day	\$9,600	\$8,300	\$4,980	Tuition Refund Insurance
Full Day	\$11,350	\$10,050	\$6,030	Tuition Refund Insurance
“Corpore Sano”	\$13,900	\$12,600	\$7,560	Tuition Refund Insurance
PRIMARY				
Half Day	\$8,350	\$7,050	\$4,230	Tuition Refund Insurance
Full Day	\$10,200	\$8,900	\$5,340	Tuition Refund Insurance
“Corpore Sano”	\$12,500	\$11,200	\$6,720	Tuition Refund Insurance
ELEMENTARY				
Full Day	\$10,200	\$8,900	\$5,340	Tuition Refund Insurance
“Corpore Sano”	\$12,500	\$11,200	\$6,720	Tuition Refund Insurance
SPECIAL NEEDS				
Half Day	\$12,000	\$10,700	\$6,420	Tuition Refund Insurance
Full Day	\$30,000	\$28,700	\$17,220	Tuition Refund Insurance

*Refunds are based on withdrawal date

**After July 1st, tuition refunds requests are made directly with Dewar Insurance Company

XXVIII. Tuition Refund Schedule D 2010- 2011

Canadian Montessori Academy

Tuition Refund – Schedule D

	Annual Tuition	Refundable By CMA*		Tuition Refund Insurance
		Before March 1, 2010	March 2 to June 30, 2010	July 1, 2010 onwards**
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Half Day	\$12,330	\$11,030	\$6,618	Tuition Refund Insurance
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Half Day	\$9,600	\$8,300	\$4,980	Tuition Refund Insurance
Full Day	\$11,350	\$10,050	\$6,030	Tuition Refund Insurance
“Corpore Sano”	\$13,900	\$12,600	\$7,560	Tuition Refund Insurance
PRIMARY				
Half Day	\$8,350	\$7,050	\$4,230	Tuition Refund Insurance
Full Day	\$10,200	\$8,900	\$5,340	Tuition Refund Insurance
“Corpore Sano”	\$12,500	\$11,200	\$6,720	Tuition Refund Insurance
ELEMENTARY				
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“Corpore Sano”	\$12,500	\$11,200	\$6,720	Tuition Refund Insurance
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Half Day	\$12,000	\$10,700	\$6,420	Tuition Refund Insurance
Full Day	\$30,000	\$28,700	\$17,220	Tuition Refund Insurance

*Refunds are based on withdrawal date

**After July 1st, tuition refunds requests are made directly with Dewar Insurance Company

.....
Parent/ Guardian

.....
Parent/ Guardian

(Please sign and return this copy to CMA)