

# HEARTPRINTS MONTESSORI

July 1, 2019

Dear Heartprints families,

The purpose of this letter is to provide you with information about our tuition rates and policy, which will be effective August 1st.

It has been our immense joy and privilege to care for and teach your child here at Heartprints Montessori. We have several goals for the upcoming school year. We seek to make sure our staff is equipped by having them attend professional development workshops. We desire to improve parts of our facility in order to make sure we have a safe and fun environment that encourages learning and exploration. We want to obtain additional Montessori materials, puzzles, crafts, books, toys, and supplies for our children's cognitive development. Finally, Heartprints works to meet and exceed licensing health and safety standards.

Some tangible goals and "wish-list" items we have for this upcoming school year are:

- Sensory tables/bins
- Tricycles
- Baby dolls
- Supplies for our school garden
- Matching mosaic pegboards
- Books and resources to teach emotional intelligence
- Do-a-dot markers
- Magnet wands and balls
- Updating and replacing missing or damaged Montessori materials
- Introduction of educational technology for older children.

**In order to meet these goals and provide high quality care for your child, we will be raising our rates by 5%.** This was a difficult decision to make but we realized our rates fell far behind other Montessori preschools in the nearby Tempe area. **We are sensitive to the diverse needs of our families, so we will be offering a variety of day options--2, 3, 4, or 5 days per week.**

We also will revamp our Before and After School Care structure. **Along with half and full day options, we will also be adding an extended day option.** This will be a great option for families who consistently need before and after school care. **If you are a family that needs Before and/or After School care every now and then, we will have a drop-in daily rate for both.** Please make sure to notify us in advance so we know if you will be dropping off early or picking up later than normal. This helps us to ensure appropriate staffing. The drop-in rate will

be added to the following month's tuition. **Please note that even if you unintentionally drop off or pick up outside your enrolled time, we will count that as a drop-in rate and add it to the following month's tuition.**

Along with the changes in tuition we are updating some of our tuition policies. **If a child is enrolled for 2, 3, or 4 days, those days must be set at enrollment and cannot be switched from day to day. If you need to switch days, you must provide 24 hour's written notice, staff approval, and depends on availability.** These changes will help us plan for enrollment and make sure we are compliant with licensing requirements for teacher to child ratios. We can also plan our activities for the day better when we know how many and which children will be present. **In order to maintain on-time tuition payments, we will also add a \$30 late fee for payments made after the 10th of the month** as well as a \$30 fee for any check or auto pay returned by the bank.

Additionally, we will also be reinstating our potty training policy. **If your child is at least two years old and is not completely potty-trained, a \$40 fee will be added to your monthly tuition.** Our teachers work diligently to help a child make the transition from diapers to toilet-use, but we also need your support at home to ensure success. This fee will cover the cleaning, supplies, and time needed to diaper the child and help make that transition.

We hope you understand why we are making the stated changes and know that we ultimately are making them in order to create a space where we can provide the best environment for your child. We love guiding the children as they learn and grow. If you have any questions, please do not hesitate to contact us.

**Please fill out, sign, and date the Tuition Contract form and return to Heartprints in order to confirm enrollment and adherence to the new policies by July 17th.**

**In order to secure your child's spot for Fall, you will need to submit two things to the office by July 17th:**

- **Tuition Contract (completed and signed)**
- **Parent Handbook Acknowledgement Form (signed)**

**Please drop these forms off at the office (to Cat) or email them to [heartprintsmont@gmail.com](mailto:heartprintsmont@gmail.com).**

Thank you,  
*Heartprints Montessori Staff*  
480-862-4818