

**The Community School**

P.O. Box 111  
82 Main Street  
Maynard, MA 01754  
978.897.9708  
communityschool@verizon.net



**2023/2024 ENROLLMENT RESERVATION**

Please complete this registration form for each child you wish to enroll for the 2023/2024 School Year and return to Michelle L. Grace at [communityschool@verizon.net](mailto:communityschool@verizon.net) or P.O. Box 111 Maynard, MA 01754

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Tuition Rates 2023/2024 School Year**

**9 am to 12 pm**

2 Days \$300/month  
3 Days \$450/month  
4 Days \$580/month  
5 Days \$700/month

**9 am to 1 pm**

2 Days \$400/month  
3 Days \$600/month  
4 Days \$800/month  
5 Days \$900/month

**Please Indicate your Child's Schedule Below**

**Note: You may only choose one schedule for all days (either until 12 pm or 1 pm)**

	Monday	Tuesday	Wednesday	Thursday	Friday
9 am to 12 pm					
9 am to 1 pm					

Parent (s) Printed Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**For office use only**

Registration fee of \$50.00 (Due with Form)  
Received \_\_\_\_\_ Check Number \_\_\_\_\_

Deposit for June 2024 tuition payment (Due August 1<sup>st</sup>, 2023)  
Received \_\_\_\_\_ Check Number \_\_\_\_\_

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### Tuition Policies and Procedures 2023/2024

The monthly tuition is based on a school year's tuition, September through June, divided into 10 equal payments. **No reductions are made for absences, holidays, weather related cancellations or school vacations.**

<b>Payment:</b>	<b>All payments are due by the Last Day of the month in advance.</b> Invoices for monthly tuition are sent through our Family Engagement Application, Procure, ten days before the end of each month. There is a Late Fee of \$10.00 for tuition not paid by the due date. There is a Returned Check Fee of \$15.00.
<b>Payment Options</b>	Payments can be made through our Family Engagement Application, Procure, via ACH transactions. This is our preferred method of payment. However, checks, money orders, and cash are still acceptable forms of payment.
<b>Registration Fee:</b>	\$50.00 per child, per year, nonrefundable, not applicable to tuition.
<b>Enrollment Deposit:</b>	A deposit of one month's tuition is required by August 1 <sup>st</sup> prior to your child's September enrollment. This deposit is credited towards the following June tuition of that same school year.
<b>Extended Day Option:</b>	We do offer an Extended Day Lunch Bunch Option. Children enjoy lunch and activities between 12 pm and 1 pm. Additional tuition fees apply and are noted on the Enrollment Reservation Form.
<b>Late Pick-up:</b>	Pick-up time is 12:00 PM. Please pick up in a timely manner. After 12:05 there will be a late fee of \$1.00 per minute.
<b>Sibling Discount</b>	A monthly tuition discount of 10% is given off the lowest rate of one student for families with multiple Students enrolled at The Community School.
<b>Withdrawals:</b>	Three weeks written notice is required prior to any withdrawal within the school year. The enrollment deposit is nonrefundable unless we can fill your child's space.
<b>Emergency Closings:</b>	No refunds, exchanges or credits are given for emergency or weather-related closings whether the program closes for all or part of the day. If we need to shut down due to COVID-19 we will provide a shortened remote program during that time.
<b>Federal Tax ID:</b>	04-2505376

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_