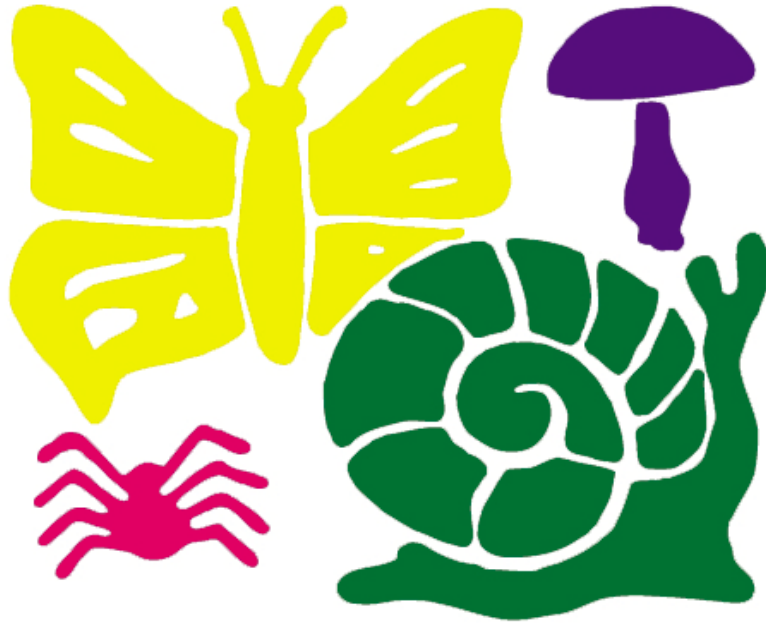


# Discovery School



## Standing Rules

Revised December 2010

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# 1 Tuition

## 1.1 Tuition Payments

- A. Tuition fees include all fees incurred during the given month (e.g. extended day, cultural arts, monthly tuition) and retroactively for early and late care, drop-ins and any other outstanding balances incurred during the school term.
- B. Tuition checks shall be given to the Office Manager by adults only.
- C. Any returned checks shall incur a \$25 fee for each occurrence.
- D. An automatic payment plan can be set up with the office manager.
- E. Tuition for summer camp must be prepaid in advance of camp starting.

## 1.2 Tuition Penalties

Discovery School's program is a non-profit organization, which operates primarily on the tuition fees from each child. Therefore, it is essential that your fees be paid promptly and regularly. As such the following penalties will be enforced:

- A. Tuition is due on the 1<sup>st</sup> of the month. Payments received ***after the 10<sup>th</sup>*** of the month are considered late. Late payments will be penalized \$25 per tuition invoice, per month, unless prior arrangements have been made.
- B. Any child picked up over fifteen minutes late will be charged a minimum of one hour at the extended care rate, which is invoiced the following month.
- C. Past Due Accounts: Discovery School shall use the following procedures to address accounts with past due balances:
  - 1. A *written warning* will be included on/with any invoices that have an outstanding balance *over 30 days*. If an account goes over 30 days past due, the individual(s) will be required to meet with the Office Manager to set up automatic debit or credit card payments for the remainder of the year. If automatic debit is used, and the amount is declined, then a \$25 NSF (non-sufficient fund) fee will be charged, and an automatic credit will have to be set up.

2. Failure to make payment arrangements will result in a *letter of withdrawal* sent from the Executive Board at 40 days past due and withdrawal of student(s) at 45 days. The position will no longer be guaranteed (it may be filled from the waiting list, at the Director's discretion). If the account is brought up-to-date and the position is still available, the child may return. In this case, the tuition for the period the child is withdrawn will still be due, and must be paid before the child can return to school.
- D. *All account balances must be paid by June 1.* No family shall be re-enrolled for the coming year that has an outstanding balance on June 1. Any previously registered spots will be forfeited. No family will be allowed to enroll in summer camp that still has an outstanding balance on June 1 until the balance is paid in full, and if the summer camp tuition has been paid.
  - E. The Office Manager and a member of the Financial Committee must approve any exceptions to the above procedure.

### **1.3 Discounts**

- A. Staff shall receive a discount of 5% per day per number of days worked in the week (example: 3 days = 15%).
- B. No discounts shall be given on supply fees.

### **1.4 Withdrawal of Student**

- A. One month's written notice prior to withdrawal is required. If a child is withdrawn without the 30 days' written notice, one month's tuition will be due.
- B. The month's tuition is not returned or prorated.
- C. Tuition payments are required during temporary withdrawal to hold the students spot in class. Non-payment could result in the student's spot being filled from the waiting list.

## **2 Registration/School Fees/Required Forms**

### **2.1 Registration**

- A. Registration for the following school year shall begin on the first school day in February. Order of registration is as follows:

- 1<sup>st</sup> – Current Discovery School families
- 2<sup>nd</sup> – Alumni families
- 3<sup>rd</sup> – Families on current waiting lists
- 4<sup>th</sup> – New families shall register on the first school day in March.

- B. A family must pay a \$25 *non-refundable* processing fee in order to be placed on the Discovery School waiting list. This fee will be applied towards the registration fee if a spot becomes available.
- C. A *registration fee of \$100* will be collected at the time of registration for the first registered child; any other children residing at the same physical address will have a registration fee of \$50. These fees are *non-refundable*.
- D. All required paperwork must be completed, signed, and turned in with the appropriate registration fee before the family is considered fully registered for the upcoming school year.
- E. Current school families *will not* be allowed to register if a balance over 30 days exists on their account.

## 2.2 Supply Fees

- A. The supply fee is equal to one month's tuition of the class being registered for. Each child within a family registered will need to pay a supply fee; there are no discounts for multiple children for this fee. Likewise, scholarships are not awarded for supply fees.
- B. The supply fee is ***due by June 10***. If the supply fee is not paid by the due date it will result in cancellation of the registration and the registered spot will be lost and filled from the waiting list. No notices will be sent out with regard to late supply fees.
- C. Once paid, the supply fee will not be refunded, unless the position can be filled before the start of school. If the position is filled after the start of school, the Director MAY elect to return a prorated portion of the supply fee. This will be done at the Director's discretion.

## 2.3 Credit Card Transactions

- A. Any credit card transaction including tuition payments and merchandise (t-shirts, pizza lunch) of any amount will incur a flat fee of \$5.
- B. Donations made to the school (i.e. underwriting, carnival, benefit) paid by credit card will not incur the fee.

## 2.4 Required Forms

The following are forms that must be signed and on file in the office for a child to attend class:

- A. Health Form with appropriate physician signature. This form is due no later than *September 30* for **each** year of attendance. Any student without a completed form will not be allowed to return to class until the office has received a completed form for the current school year.
- B. Permission to access files (only once for each student)
- C. Personal Profile (one for each student, updated yearly)
- D. School Policy Notification (one per family)
- E. Corporation Membership Request (one per family)

## 3 Scholarships

### 3.1 Scholarship Selection

- A. The Scholarship Committee shall consist of the Office Manager, President of the Board, Treasurer and the Treasurer elect. The Scholarship Committee may seek outside consultation when they deem it necessary.
- B. The Scholarship Committee shall use income eligibility guidelines and a sliding scale tuition discount scale to determine scholarship awards. Income eligibility shall be determined using current year federal poverty guidelines, family income, and family size. Documentation of family income shall include prior year tax return and current year pay stub. The sliding discount scale will be determined each year based on the amount of scholarship funds available, the number of families eligible to receive scholarship, and the total scholarship dollars requested.
- C. Anonymity of the applicants will be maintained during the application and award process.
- D. The decision to grant scholarship monies rests solely with the Scholarship Committee. The School Director will not hear appeals regarding amounts awarded or decisions made by the committee.

### 3.2 Scholarship Application

- A. All applications shall be made to the Scholarship Committee by *April 1*.

- B. All information submitted will remain confidential.
- C. Applications must be completed in their entirety with all requested documentation attached to the application, in order to be considered. Incomplete or late applications will not be considered.
- D. Two exceptions to the April 1 deadline are the following:
  - 1. Students from the waiting list, who are accepted after April 1. In this case the family will have *15 days* from the time the position is accepted to submit the application.
  - 2. A family who suffers an extreme circumstance (such as a serious illness, a divorce, a death, or loss of employment that directly impacts the student's family) may submit an application to the scholarship committee to be reviewed.

### **3.3 Scholarship Recipients**

- A. All scholarship recipients shall be required to volunteer 1 hour per month, at Discovery School, for each \$20 in scholarship money received per month. The scholarship committee will maintain definitions of what constitutes volunteer hours.
- B. It is the scholarship recipients' responsibility to seek out opportunities to volunteer and to keep all hours recorded in a log kept by the Office Manager.
- C. If the required commitment has not been met, by the end of the first semester, scholarship will be discontinued for the remainder of the year. Failure to fulfill this reciprocal commitment shall result in ineligibility for future scholarships. There will be no recourse for reinstatement of scholarship.

## **4 School Policies**

### **4.1 Prospective/New Families**

- A. An information packet shall be given to all prospective families. The information packet shall contain a portion of the Discovery School Handbook, an accreditation flier, a Discovery School brochure, and a Tuition and Fee Schedule.
- B. Each newly enrolled family shall receive a copy of the Discovery School Handbook, the Standing Rules, and a corporate membership form.

## **4.2 Parent Involvement**

Because Discovery School is a parent owned cooperative, parental involvement is essential to the continued existence and success of the school. Parents are strongly encouraged to participate in several of the following ways:

- Executive Board Member
- Board Member
- Parent Club Member
- Room Parent
- Member of the Ways and Means Committee
- Chairperson (Pizza Lunch Coordinator, Room Parent Coordinator, Parent Club Coordinator, Box Tops Coordinator, Carnival Chair, Benefit Chair)
- General Membership meetings, held at least twice a year
- Open house, held twice a year

## **4.3 Community Relations**

- A. Public interest announcements are permitted in the newsletter on a space available basis.
- B. The School shall consider giving charitable donations or gifts on an individual basis with School Director and Executive Board approval.

## **4.4 Class Visitation**

- A. Age appropriate houseguests of Discovery School parents may attend class with prior permission of both the School Director and the teacher, with payment of \$10.00 per hour or a minimum of \$25.00.
- B. A child may only attend the class in which he/she is registered for. A registered child may attend a class on a day in which he/she is not registered for on a one-time basis only with prior arrangements made with the teacher and director. The appropriate class drop-in fees will be applied to the monthly tuition statement.

## **4.5 Babysitting**

To accommodate volunteer parents and staff members the school will arrange to provide for child care services for Board Meetings and Staff meetings with the following restrictions:

- A. Only board members' children shall be cared for during Board Meetings.
- B. Only staff members' children shall be cared for during Staff Meetings.

## **4.6 Field Trips**

- A. A child under 8 years old must be restrained in a child safety seat in accordance to current State Law. Parent and driver preferences will be honored beyond the legal requirements.
- B. Field trips shall be scheduled, preferably, on days other than board meetings.
- C. The school in most cases shall underwrite cost of field trips; if not a maximum of 50% may be requested from the parents.
- F. The parent driving and chaperoning other students will have their fees covered by the school in most cases.
- G. Parents attending, but not driving other students, will need to pay their own way. This would also include any guest children, if so allowed.

## **5 School Expenditures**

- A. Board members may seek reimbursement for expenses incurred on behalf of Discovery School business.
- B. Gifts to departing personnel and gifts given on behalf of Discovery School shall be decided on an individual basis, at the discretion of the Board. These shall be paid for from the Board funds.
- C. The Director is authorized to spend or contract for single expenditures up to \$2,500. The Board of Directors will approve all expenditures and contracts exceeding \$2,500.

## **6 Grievance Procedure**

The Discovery School Board of Directors encourages a healthy dialogue between teachers, parents, and administrators. It is our hope that members of our school community speak freely about concerns or grievances in an attempt to resolve them informally. Concerns should be expressed as soon as possible to allow an early and satisfactory resolution.

However, if an informal conference regarding a complaint fails to reach a satisfactory outcome, the concerned party (any person who is aggrieved by any action of the school, be it parent or employee) may initiate a formal grievance process described below. The formal complaint may be withdrawn at any time.

- A. The first step in the grievance process is to schedule a conference with the lead teacher to discuss any concern related to the classroom. If the grievance is unrelated to teacher or classroom then a conference with the Director should be arranged, see step C.
- B. If a resolution does not result at the parent/teacher conference, a conference with the Director should be arranged.
- C. Arrangements for a conference with the Director should be made within three (3) school days from the date of the parent/teacher conference or grievance. The Director will set the date of the conference. After the conference, which the student is not required to attend and the teacher may or may not attend at the discretion of the Director, the Director shall make a decision about the complaint.
- D. If not satisfied with the decision of the Director, the complainant has five (5) school days to make a written request for a conference with the Grievance Committee, whose role is to act as a mediator. The request should be directed to the School Board President, with a copy to the Director. The School Board President will convene a Grievance Committee which will consist at a minimum of the Board President, an impartial teacher, and another impartial board member. The School Board President will set a date for a conference with all parties present within seven (7) days of receiving written request. The committee acting as mediator will help define the problem, review the actions so far and suggest further ways in which it might be resolved. The committee will keep all discussion confidential and will keep an agreed written record of the meetings that are held and of any advice has given.
- E. A final decision will be rendered by the Grievance Committee within seven (7) school days from the date of the conference. The decision of the Grievance Committee on any grievance of any nature whatsoever, brought by any person or group, shall be and is final.