

Milestones Preschool: 2023-2024 Program & Tuition Schedule

Milestones offers programs for two-year old through Pre-Kindergarten (KPrep) children. Preschool students are enrolled in programs based on age and date of birth and for some by meeting a developmental milestone (i.e. potty-trained). Milestones enrolls children in programs that they will be in for the entire school year. Children are not moved on or near their birthdays. Milestones charges a registration fee per child at the time of enrollment. This fee is a one-time charge for students with continuous enrollment. Those that withdraw and return will be charged a re-registration fee.

Milestones tuition rates are based on either a 12-month/213-day academic school year, starting Thursday, July 13, 2023, through Friday, June 21, 2024, or a 10 month/180-day academic school year, starting Thursday, August 3, 2023 through Wednesday, May 22, 2024. Families will choose which program best fits their needs at the time of enrollment.

- 10 Month Program families will be responsible for monthly payments August 2023 – May 2024.
- 12 Month Program families will be responsible for July's payment and monthly payments August 2023 – June 2024.

Milestones does not offer tuition credits or adjustments beyond the established Personal Time Credit or Extended Leave of Absence option. Tuition is divided evenly over the school year and is not adjusted during extended school breaks. Families are responsible for their specific program's annual tuition unless they provide proper written notice of withdrawal outlined in our Withdraw/Refund Policy.

Preschool Programs and Hours of Operation: Milestones Preschool opens at 7:30 a.m. and closes at 5:30 p.m. Milestones offers a 5 Half-Day, a 5 Full-Day and a 5 Extended Day program for our 12-month or 10-month programs. Each of our programs consist of age-appropriate, teacher-directed and child-directed activities that focuses on cognitive and social-emotional skills, fine and gross motor development with limited screen time. Age-appropriate expectations allows for an environment of respect and safety. Details to Health & Safety Protocols, Student Conduct & Discipline, Medical Emergency and Visitors/Access to Students policies may be found in our Policies and Procedures Handbook for all preschool and charter school families.

Half Day Programs –

Milestones offers morning sessions for Twos, Threes and KPrep classrooms. The half-day session is offered from 8:15 a.m. – 12 noon. Students that need to be occasionally dropped off earlier than 8:15 a.m. will be charged a \$5.00 daily fee. Students that are picked up after their scheduled time will be charged a \$5.00 late pick-up fee. Frequent late pick-ups will be assessed a \$1 per minute late charge or charged the monthly Full-Day rate.

Full-Day Programs –

Milestones offers full-day programs for our Twos, Threes and KPrep Programs. Full-day hours are 8:15 a.m. - 3:30 p.m. The Twos and Threes programs include a daily nap. KPrep students will have a short quiet time after lunch. Students that need to be occasionally dropped off earlier than 8:15 a.m. will be charged a \$5.00 daily fee. Students that are picked up after their scheduled time will be charged a \$5.00 late fee. Frequent late pick-ups will be assessed a \$1 per minute late charge or charged the monthly Extended-Day rate.

Extended Day Programs -

Milestones offers extended day programs for our Twos, Threes and KPrep Programs. Full-day hours are 7:30 a.m. - 5:30 p.m. The Twos and Threes programs include a daily nap. KPrep students will have a short quiet time after lunch. Students that are picked up after 5:30 p.m. will be charged a late pick-up fee of a \$1.00 per minute. The fee will not be waived for families calling prior to a late pick-up.

Milestones Preschool Calendar 2023-2024 School Year

JULY	10	Preschool Faculty/Staff Return to Campus
	12	Welcome Back to School/Meet the Teacher (Times TBA)
	<u>13</u>	<u>First Day of School (12 month Day Program)</u>
AUGUST	<u>3</u>	<u>First Day of School (10 Month Program)</u>
SEPTEMBER	4	Labor Day – No School – Entire Campus
OCTOBER	9 – 13	No School – Fall Break – Entire Campus
NOVEMBER	10	Veterans Day Recess – No School – Entire Campus
	20 - 24	No School – Thanksgiving Week – Entire Campus
DEC/JAN	25 - 5	Winter Break – No School – Entire Campus
JANUARY	15	Martin Luther King Jr. Day – No School – Entire Campus
FEBRUARY	19	Presidents’ Day - No School – Entire Campus
MARCH	11–15	Spring Break – No School – Entire School
	29	<u>Spring Recess – No School – Entire School</u>
MAY	<u>22</u>	<u>Last Day of School (10 Month Program)</u>
	23-27	Memorial Day – No School – Thursday, Friday & Monday
JUNE	<u>21</u>	<u>Last Day of School (12 Month Program)</u>

**Preschool Calendar reflects both our 10 Month (180 Day)
or 12 Month (213 Day)**

Procure App

Milestones utilizes Procure Solutions, a childcare management program. The Procure App will be used to sign-in/out students daily, to make tuition payments and communicate with the preschool teaching staff. Families will scan a QR Code at drop-off and pick-up for proper attendance. New families will receive an emailed invitation before the start of the school year from Procure.

Tuition Payments

Tuition is an annual fee based divided into monthly payments. The 12-month program’s July payment is a partial payment. Milestones tuition is due on the first school day of each month or on the 1st. All billing and payments will be made through the Procure App. Families enrolling after the start of the school year may have their first month’s tuition pro-rated based on the time of enrollment.

Registration Fee - \$100 per child - One-time fee for children with continuous enrollment in preschool programs.
Reenrollment Fee Due to Withdrawal - \$50 per child – Families that have withdrawn prior to the end of their program and plan to return later in the year or the following school year.

Multi-Student Tuition Discount

Milestones offers a 10% tuition discount for families with more than one child paying for monthly preschool tuition (Twos, Threes or KPrep). The discount will be taken from the monthly total. No discounts are given to K-8th Grade Extended Day fees.

Program Changes

Milestones requires changes to your child’s program to start at the beginning of a new month. Families requesting a change their program (i.e. half-day to full-day) must notify the office in writing at least two weeks prior to the start of a new month. Changes will be granted if a spot is available in the requested program.

Withdrawal/Refund Policy

Milestones requires families provide written notice for withdrawal for all tuition paid programs. For families withdrawing on or before December 23, 2023, a 30-day notice is required. Which would come in the form of a 30-day notice, one month of tuition or a combination of the two. Families that withdraw between December 24, 2023 and March 31, 2024, will be required to provide a 45-day notice or a month and a half of tuition or a combination of the two. Families will be responsible for their remaining tuition balance if notification of withdrawal is made on or after April 1, 2024. Refunds will be given to families that have remitted tuition beyond the 30-day or 45-day notice. No refunds will be given for registration fees paid. Families may receive copies of their child's school records after all financial obligations have been met. Families choosing to withdraw will not be considered for first in-line availability for upcoming school year enrollment spots.

Personal Time Credit

Milestones will offer a half of a month's tuition credit to preschool program families once per school year. This credit will be available after a family has made a minimum of three full monthly payments. July is not considered as a full month. This credit does not have a cash value, will not rollover to the next school year and can only be used when a child is absent for a minimum of 5 days to receive a ¼ month credit or 10 days for a ½ a month credit. This credit may not be used as payment for tuition owed due to withdrawal. Families are required to request this credit in writing. Based on payment method or frequency, the credit may be seen with the following month's charge. Milestones will grant a credit "after the fact" due to an emergency absence. That credit will be reflected in next month's charge. Milestones will not refund a prior tuition payment. Credit may not be used during school breaks, as families are not charged for those days.

Extended Leave of Absence

Milestones, within reason, will work with families of preschool students that require an extended leave of absence. The leave will be granted to families that have paid a minimum of three full monthly payments. July is not considered as a full month. An extended leave requires more than two full weeks of consecutive absences. Families are required to request leave in writing. Parents should communicate with both the classroom teacher and office personnel regarding specific dates. Those that have a child enrolled in a tuition paid program may hold their child's spot by paying 50% of their monthly tuition. This may be done for no more than one month or four weeks per school year. Families may combine the **Personal Time Credit** with the **Extended Leave of Absence** and provide a half a month's tuition and be absent for 6 weeks. Families that are absent for more than 6 weeks per school year will be required to either pay the entire monthly tuition or will be withdrawn. Withdrawn students may not be considered for the first in-line enrollment available for the following school year and will be charged a reenrollment fee.

School Meals: Milestones will provide breakfast and afternoon snacks free of charge to our preschool students. Lunch may be purchased for a daily fee. Meals served comply with the USDA's National School Lunch Program requirements. Families that qualify under the USDA program may also receive free or reduced lunches prices lunches. Applications are available in the school office. Preschool students will be provided non-flavored fat-free or 1% milk and filtered water. On occasion, 100% fruit juice may be offered with afternoon snacks. Menus will be provided monthly for review. Families providing their child's lunch should bring them to school in lunchboxes labeled with your child's first and last names. Regardless of lunch participation, all students should bring a filled, re-fillable water bottle to school daily labeled with their first and last names. Filtered water is available to refill their water bottles when required.

Items to be supplied by parents/guardians:

- Supply List Items (to be provided before program start date)
- Diapers (Twos)
- Extra set of clothes stored in clear plastic bag (Ziploc)with your child's first and last name (2 sets for Twos)
- Refillable water bottle/sippy cup, labeled with child's first and last name.
- Lunch in a labeled lunch boxes/containers with child's first and last name. (Those not participating in our lunch program)
- Blanket for naptime use (Full-Day/Extended day students – Twos & Threes)

- Blankets will be laundered regularly on campus.

Milestones Preschool Tuition – 2023-2024 School Year

Twos - Maximum 1:8 ratio, children required to be two by October 1, 2023.

Growing vocabularies, expressing feelings and the introduction of colors, shapes, letters, and numbers are focused on in our two-year old room. In addition to fine and gross motor development, two-year old self-help skills, like potty-training, hygiene and dressing, are supported by our teachers. Story time, music & movement and group play allow for cognitive and social growth.

Twos	Monthly	July
Half	\$ 610.00	\$ 290.00
Full	\$ 725.00	\$ 325.00
Extended	\$ 830.00	\$ 370.00

10 Month Program families will be responsible for monthly payments August 2023 – May 2024.

12 Month Program families will be responsible for July's payment and monthly payments August 2023 – June 2024.

Threes - Maximum 1:13 ratio, children are required to be completely potty trained. No diapers or pull-ups.

Children are required to be three by October 1, 2023.

Teachers will help our students make discoveries for themselves both academically and socially. Becoming a responsible member of the classroom community, feeling confident to take risks with activities and projects will allow for independence. Through circle time, books, table work and a print-rich environment supports preliteracy skills, as does math and science skills with sorting, patterning, and counting.

Threes	Monthly	July
Half	\$ 598.00	\$ 272.00
Full	\$ 715.00	\$ 310.00
Extended	\$ 822.00	\$ 358.00

10 Month Program families will be responsible for monthly payments August 2023 – May 2024.

12 Month Program families will be responsible for July's payment and monthly payments August 2023 – June 2024.

Teachers will help our students make discoveries for themselves both academically and socially. Becoming a responsible member of the classroom community, feeling confident to take risks with activities and projects will allow for independence. Through circle time, books, table work and a print-rich environment supports preliteracy skills, as does math and science skills with sorting, patterning, and counting.

KPrep (Fours) - Maximum 1:15 ratio, children required to be four by October 1, 2023.

The KPrep program is structured around a phonics-based curriculum. This program offers teacher & child directed, challenging activities in the various subject areas of literacy, math, science, and social studies. Circle time/calendar, table work, fine & gross motor and hands on activities are utilized in preparing our students for their school age years. Age-appropriate expectations allows for an environment of respect and safety.

KPrep	Monthly	July
Half	\$ 586.00	\$ 264.00
Full	\$ 700.00	\$ 300.00
Extended	\$ 786.00	\$ 346.00

10 Month Program families will be responsible for monthly payments August 2023 – May 2024.

12 Month Program families will be responsible for July's payment and monthly payments August 2023 – June 2024.

