

2010-2011 Fall Enrollment Information

- ❖ **A non-refundable** enrollment/registration/supply fee of **\$275 + tax** is due with the fall enrollment application.
- ❖ August tuition is due at the time of registration; if you cannot pay at the time of registration, then pre-payment is required no later than **August 1, 2010** to reserve your child's space. **50%** of the August payment will be refunded if cancellation is made before **July 1, 2010**. **No refunds will be given after July 1, 2010.**
- ❖ **Enrollment Definitions:**
 - Drop-in:** Adding an extra day or extended hours occasionally, charged in half hour increments.
 - Extended Hours:** Are 7:30-8:30 and/or 3:30-5:30, charged in half hour increments.
- ❖ Extended hours can be contracted at a reduced rate of \$4.00 an hour at the time of enrollment. **Your first** schedule change per school year is free; additional schedule changes are \$25 each.
- ❖ Drop-in charges and occasional extended care **must be authorized in advance** by the Director; charges will be added to the following month's invoice.
- ❖ Invoices are issued at the beginning of the month, with payment due by the 17th. **A \$25 late fee is charged after the 17th**. Ponderosa reserves the right to disenroll a child if payment is not received by the first of the following month.
- ❖ Ponderosa offers a 16% multiple child discounts (highest tuition is billed at full price.)
- ❖ **New Mexico gross receipts tax will be added to charges.**
- ❖ Ponderosa observes the Los Alamos Public School Calendar for winter and spring breaks, and the LANL **holiday** and **snow day** schedules and delays.
- ❖ Monthly costs are the same each month, based on the amount of school days in the year, **except** August which is 3/4 month of the base tuition. Holidays and school closures do not reduce monthly tuition as monthly increments are distributed uniformly throughout the school year. Exception: drop-in hours, early and late fees, and accounting fees will vary. **No vacation credits are issued for fall and there are no credits for absences.**
- ❖ Phonetic readers (Sizzy Books) are a one time cost of \$39 + tax, collected when the child has arrived at that exciting point.