



COMPREHENSIVE FEE POLICY

This policy was approved by the Governing Council on November 30, 2016.

Purpose

The purpose of this policy is to define types of fees that may be imposed upon students prior to, during, or upon completion of the school year. Additionally, this policy states Mountain Phoenix's expectations with regard to collection of fees, and actions taken in the event of non-payment of fees.

Student Materials Fee

These fees are typically assessed at the beginning of the school year. These fees supplement the school's costs for expendable materials for each student (such as, but not limited to: recorders, eurythmy shoes, beeswax crayons, main lesson books, and other supplies). These fees may be adjusted annually, and may differ in amount between grade levels. The amounts of the fees are published in the School's Parent Handbook prior to the beginning of each school year. Student fees are not refundable after October 1 of each year.

Field Trip & Other Activities/Program Fees

These fees are a condition of a student's participation or attendance at a school-sponsored activity or program. These fees may include: registration fees, entry fees, transportation fees, additional supply/material fees. The amounts of these fees are communicated as needed, and will fluctuate between the activity or program. See the school's Field Trip Policy for more details.

Late Pick-Up Fees

If the parent arrives between 4:00 – 4:15 p.m. they will be charged a late fee of \$25. They may either pay at that time (with cash or check), or the amount will be posted to their Jeffco account. After 4:15, the family will be charged the \$25 late fee, plus \$5 for every 5 minutes past 4:15. For instance, a parent who arrives at 4:25 will be charged \$35. If we have not had contact with a parent/guardian by 4:15, the front office will call the WRPD and request that she accompany the child until the parent arrives. If an officer is not able to reach a parent/guardian or emergency contact, she will make the decision to call Social Services.

Lost, Damaged or Overdue Fees

These mandatory fees are assessed in instances when a student has lost, damaged or failed to return in a timely manner, any materials that are property of the School. The amounts of these fees are determined by the School on a case-by- case basis, but will never exceed the actual cost borne by the School for replacement of the materials. Further details follow:

Library Materials and Instructional Resources

All library materials are the property of Mountain Phoenix and are on loan to students for their use during the school year. Students are responsible for the proper care of library books and must maintain them in good condition. Library books must be covered as instructed by the teacher.

Technology Resources

All computers and technology resources that are the property of Mountain Phoenix are on loan to students for their use during the school day as required. Students are responsible for the proper use and care of school computers and equipment. Students/parents will be responsible for the replacement cost or repair cost of computers or technology equipment that are unduly damaged while in the student's care.

Bank-incurred Charges

Should the school incur bank charges related to returned payments (checks, EFTs, etc), a \$20.00 charge (for each instance of return due to insufficient funds or other reason) will be invoiced to the parent. Payment of returned check fees will be due within five (5) school days of notice. Failure to pay such fees may result in any of the actions described in the "Non-payment of Fees" section of this policy. In the event a check is returned, the School may, at its discretion, require cash prepayment for participation in future activities or programs.

Payment Terms for Fees

Student Material Fees are to be remitted to the School within 30 calendar days of notice or at the time of annual student registration. Field Trip or other activity fees are to be remitted to the School prior to the date of the activity or program.



Non-Payment of Fees

Invoices and/or Statements of Account will be issued to the parents of any student who has not remitted payment of fees as described above. Any outstanding fees at the end of an academic year will automatically be added to a student's registration fees the following year. If a student graduates or ends their enrollment, but has siblings who attend Mountain Phoenix, any outstanding balance for unpaid fees will be added to the youngest student's account for billing purposes.

Waiver

Selected fees may be waived for those students who meet the CDE eligibility requirements and guidelines set for free and reduced-price meals.

POLICY HISTORY

Original: proposed by Governing Council on October 26, 2016.

Adopted: approved on November 30, 2016.