

## **CREEKSTONE MONTESSORI SCHOOL POLICY #704**

*Adopted:* January 23, 2023

*Creekstone Montessori School Policy #704*

*Revised:*

### **704 PRESCHOOL TUITION SCHOLARSHIP**

#### **I. PURPOSE**

The purpose of this policy is to provide guidelines for awarding tuition scholarships to preschool students at Creekstone Montessori School.

#### **II. GENERAL STATEMENT OF POLICY**

The Creekstone Board of Directors believes that parents have the responsibility to select the most appropriate educational programs for their children and that parental commitment to the educational program is a significant and positive choice. The Board also recognizes that the cost of preschool education can be a hindrance to some families. Scholarships support access to quality early education and care programs by bridging funding gaps and decreasing barriers for low-income families. Creekstone Montessori School is committed to providing scholarships to as many families as they are able to each year. Scholarships are dependent, each school year, upon funding availability.

#### **III. SCHOLARSHIP APPLICATION PROCESS**

##### **A. General Application**

1. Scholarship Applications will be available to families starting at the beginning of open-enrollment, and will remain open to new applications until funding is no longer available.
2. Applications will be posted on the school's website, will be linked on the open-enrollment application, and paper copies will be available upon request.

##### **B. Eligibility**

1. To qualify for preschool assistance the following criteria must be met:
  - a. Child must be 3 or 4 years of age by September 1st of the school year they are applying for.
  - b. To be eligible for a Scholarship, a child must live in a household with a family income equal to or less than 185% of the federal poverty level.
  - c. Awards will be based on income eligibility. Proof of income, including any applicable state aid, must be provided with the application to be considered.
  - d. Those at the lowest income level are eligible at the highest level of assistance.

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### C. Procedures

1. Each school year, the Board
  - a. Will make an effort to receive grant funding, for scholarships, for the next school year
  - b. Will consult with the Executive Board Treasurer, and Financial Business Partner, to develop and approve a scholarship budget for the next school year
  - c. Will distribute scholarship awards appropriately and any excess scholarship funding will be carried over into the next school year's available scholarship funding availability
  - d. If more applications are received than funding available, scholarships awards will be prioritized to those with the lowest income
2. Application Processing
  - a. Each scholarship application received will be initially reviewed for completeness by the Director of Compliance and Administrative Services
  - b. Each completed application will be reviewed and approved by the Executive Director
  - c. Scholarships will be awarded based on eligibility and funding availability
  - d. Scholarships are granted for the school year being applied for, and families must reapply each year to be reconsidered for the following year
3. Children of Staff Employed at Creekstone Montessori Charter School
  - a. Each year the Board and Executive Director will consider providing discounted tuition to children of staff, based on budgetary considerations
  - b. Children of staff employed at the school may apply and qualify for a scholarship, to be eligible for a discounted rate of tuition.

### D. Scholarship Award / Denial Notification

1. All effort will be made to notify applicants of their scholarship status within one (1) week of a decision. Notification will be made in writing via email.
2. Notifications of scholarship status must be sent to families prior to their Preschool Financial Agreements.

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### IV. REQUIRED FORMS

#### A. Application requirements

1. Completed scholarship application form - REQUIRED
2. Proof of Income
  - a. Previous years Federal Income Tax Statement, from all adult parents/guardians with financial responsibilities for the child being applied for (Note: black out SSN's) - REQUIRED
  - b. Copies of paystubs for the last month, from all adult parents/guardians with financial responsibilities for the child being applied for - REQUIRED
  - c. If applicable, copy of eligibility for WIC, National School Lunch Program, Medicaid, Child Care Assistance