

FY 2011 TUITION POLICIES FOR QUALITY FULL-DAY KINDERGARTEN GRANTEES

Office of Elementary School Services, Massachusetts Department of Elementary and Secondary Education (January 2010)

All school districts are required to provide a free, part-time kindergarten education for eligible children. Although the department strongly encourages all districts to offer full-day kindergarten free of charge, districts may charge tuition for hours beyond the 425 instructional hours required for part-time kindergarten.

Districts receiving state funds under the Quality Full-Day Kindergarten grant program that charge tuition must abide by the following requirements and submit a signed Statement of Assurance to the Office of Elementary School Services. All School Committees and the staff involved in kindergarten registration and determining income eligibility should also be informed of these policies.

1. Chapter 70 and SIMS data reporting: Children for whom tuition is charged for the second half of the full-day kindergarten program cannot be counted as full-time (1 FTE) students for Chapter 70 reimbursement. Identify these children correctly on the SIMS data submission in October. Use “KF” for children attending **K**indergarten for **F**ree and/or “KT” for children attending **K**indergarten, paying **T**uition.
2. Children on Individualized Education Programs (IEPs): Children on IEPs attend full-day kindergarten free of charge if their IEP specifies a full-day placement. If full-day kindergarten is not district-wide, space should be reserved for children with an IEP that specifies a full-day placement
3. Lotteries: If the demand for full-day kindergarten is greater than the space available, a lottery may be held. Lotteries must be equitable, conducted through a public process, and selections made by a disinterested party (a person who has no personal stake in the outcome and/or conflict of interest). Spaces may be reserved for children with IEPs that specify a full-day placement. Lotteries cannot be balanced by gender or at-risk status of the students.
4. Tuition cap: The Department of Elementary and Secondary Education reserves the right to cap the tuition charged to parents by grantees. The tuition cap for FY 2011 is \$4000. The average tuition in districts with grants is \$2716. Families earning 25% or less of the State Median Income (SMI) cannot be charged tuition. For families earning between 26 % and 50% of SMI, the maximum tuition on the sliding fee scale is capped at each level if the annual tuition is over \$3000. Refer to the attached sliding fee scale for the income levels.
5. Sliding fee scale: Grantees that charge tuition *must* implement a sliding fee scale to ensure equity for all families. Tuition increases gradually from the selected “free” point (e.g., eligible for free and/or reduced lunch, at or below 25% of SMI) up to full tuition (e.g., above 100% of SMI). In addition:
 - a. These districts must consider eligibility for *discounted or waived tuition* for any family that may be unable to pay the whole tuition due to unpredicted adverse circumstances at any time during the school year (e.g., serious illness of a parent, homelessness, loss of family business or job, foster care, grandparent/guardian age 65 or older and retired, etc.).

- b. Applications and information submitted by families for tuition assistance are protected by the Family Educational Rights and Privacy Act (FERPA).
 - c. These districts must send a copy of the sliding fee scale to the Office of Elementary School Services. This information is used for reporting to the state legislature.
6. Payment Options: Only one installment of tuition payment, including deposit payments collected at registration, may be collected before July 1st preceding the start of the school year. Districts *must* give families payment options for the remaining tuition. These options may include tuition collected in full prior to the start of school, on a monthly basis, or through a payment schedule with a minimum of 2 payments. In addition:
 - a. Families that do not honor their tuition commitment must be contacted directly (e.g. email, letter, and phone) to determine if unpredicted circumstances have limited their ability to pay, if an alternative payment option can be arranged or if a part-time kindergarten schedule is necessary.
 7. Deposits: Deposits to reserve a place in the full-day kindergarten are allowable if the amount is applied to the annual tuition. **Nonrefundable deposits are not permissible under this policy.** Deposits cannot exceed 10% of the annual tuition and should be adjusted for low-income families based on the sliding fee scale.
 8. Fees: Fees for extra-curricular events related to the full-day kindergarten program (e.g., field trips) must be included as part of the tuition. No additional costs may be charged.
 9. Use of tuition funds: Tuition collected for full-day kindergarten must be allocated to a revolving account to be used for the full-day kindergarten program.
 10. Written tuition policy: A written policy consistent with this policy must be made available to all families interested in full-day kindergarten in advance of enrollment. Information must include annual tuition, eligibility for the sliding fee scale, how to apply for tuition assistance, and any related policies. Information should be provided in the languages families can understand to ensure equal access.

Districts wishing to discuss any of the above requirements, should contact the Office of Elementary School Services at 781-338-6350 or ess@doe.mass.edu.

**FY 2011 TUITION POLICIES FOR QUALITY FULL-DAY
KINDERGARTEN GRANTEES**

Statement of Assurance

District Name: _____

Annual Tuition 2010-2011: _____

- This is projected tuition. If yes, the tuition will be set by _____ (insert date).
 This is the actual tuition for 2010-2011.

As a Quality Full-Day Kindergarten grant recipient, the district tuition policies for full-day kindergarten are in accordance with the terms of the Massachusetts Department of Elementary and Secondary Education's FY 2011 Tuition Policies. We agree to comply with all of the preceding requirements. We further agree that funds will be used as stipulated in the grant application and that supporting documents for expenditures will be made available for site visits and audits.

I do hereby certify all of the above and have attached a copy of the district's 2010-211 sliding fee scale.

Typed Name	Signature of Superintendent	Date
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Submit completed form by **April 30, 2010** to:
Massachusetts Department of Elementary and Secondary Education
Attn: Office of Elementary School Services
75 Pleasant Street
Malden, MA 02148-4906

2010-2011 Income Eligibility Table and Sliding Fee Scale Formula for Tuition in Districts with Quality Full-Day Kindergarten Grants

(Income Level Source: MA Department of Early Education and Care, 7/01/09)

Instructions: Use this income table to calculate the district's sliding fee scale. Start with the district-set annual tuition (not more than \$4000), then apply the formula in each row of **Column B**. Insert the district's annual tuition amount for each income level in the blank sliding fee scale provided on the next page. Additional income levels may be added, consistent with the scale. Districts charging over \$3000 annually *must* also cap the annual tuition for families earning between 25% and 50% of State Median Income (SMI) at the \$3000 levels. **Column C** is an *example* based on the average tuition for full-day kindergarten in MA (\$2700) and a 10-month payment schedule.

Income Eligibility Levels						Formula for district tuition		
	Family of Two	Family of Three	Family of Four	Family of Five	Family of Six	Column B To calculate fee scale: Annual tuition: \$ _____	Column C: EXAMPLE Ave. tuition = \$2700	
	Monthly	Monthly	Monthly	Monthly	Monthly	Formula	Annual	Monthly
Up to 25%	\$0 - \$1,323	\$0 - \$1,634	\$0 - \$1,945	\$0 - \$2,256	\$0 - \$2,567	Must be free	Free	Free
26 - 35%	\$1,324 - \$1,852	\$1,635 - \$2,287	\$1,946 - \$2,723	\$2,257 - \$3,158	\$2,566 - \$3,594	Free OR lesser of: 10% annual tuition or \$300	\$270	\$27
36 - 50%	\$1,853 - \$2,645	\$2,288 - \$3,267	\$2,724 - \$3,890	\$3,159 - \$4,512	\$3,595 - \$5,134	Free OR lesser of: 18% tuition or \$540	\$485	\$48.50
51 - 65%	\$2,646 - \$3,439	\$3,268 - \$4,248	\$3,891 - \$5,057	\$4,513 - \$5,866	\$5,135 - \$6,675	25% of annual	\$675	\$67.50
66 - 85%	\$3,440 - \$4,496	\$4,249 - \$5,554	\$5,058 - \$6,612	\$5,867 - \$7,670	\$6,676 - \$8,728	50% of annual	\$1,350	\$135
85 - 100%	\$4,497 - \$5,290	\$5,555 - \$6,535	\$6,613 - \$7,779	\$7,671 - \$9,024	\$8,729 - \$10,269	75% of annual	\$2,025	\$202.50
Above 100%	\$5,291+	\$6,536+	\$7,780+	\$9,025+	\$10,270+	100% of annual	\$2,700	\$270

Income Eligibility Levels						Formula for district tuition		
Column A % of SMI	Family of Seven	Family of Eight	Family of Nine	Family of Ten	Family of Eleven	Column B: To calculate fee scale: Annual tuition \$ _____	Column C EXAMPLE: Ave. tuition = \$2700	
	Monthly	Monthly	Monthly	Monthly	Monthly	Formula	Annual	Monthly
Up to 25%	\$0 - \$2,626	\$0 - \$2,684	\$0 - \$2,742	\$0 - \$2,801	\$0 - \$2,859	Must be free	Free	Free
26 - 35%	\$2,627 - \$3,676	\$2,685 - \$3,757	\$2,743 - \$3,839	\$2,802 - \$3,921	\$2,860 - \$4,002	Free OR lesser of: 10% of tuition or \$300	\$270	\$27
36 - 50%	\$3,677 - \$5,251	\$3,758 - \$5,368	\$3,840 - \$5,484	\$3,922 - \$5,601	\$4,003 - \$5,718	Free OR lesser of: 18% of tuition OR \$540	\$485	\$48.50
51 - 65%	\$5,252 - \$6,826	\$5,369 - \$6,780	\$5,485 - \$7,130	\$5,602 - \$7,281	\$5,719 - \$7,433	25% of annual	\$675	\$67.50
66 - 85%	\$6,827 - \$8,927	\$6,781 - \$9,125	\$7,131 - \$9,323	\$7,282 - \$9,522	\$7,434 - \$9,720	50% of annual	\$1,350	\$135
86 - 100%	\$8,928 - \$10,502	\$9,126 - \$10,735	\$9,324 - \$10,969	\$9,523 - \$11,202	\$9,721 - \$11,436	75% of annual	\$2,025	\$202.50
Above 100%	\$10,503 +	\$10,736 +	\$10,970 +	\$11,203 +	\$11,437 +	100% of annual	\$2,700	\$270

2010-2011 Income Eligibility Table and Full-Day Kindergarten Sliding Fee Scale

This is a blank income eligibility table and sliding fee scale that districts can fill-out and provide to families.

Determining family eligibility for reduced tuition: First, calculate a family's gross monthly income (to convert monthly income from weekly income, multiply by 4.33; to calculate monthly income from bi-weekly income, multiply by 2.17). Next, find the column with the family's size written at the top. Read down the column until you come to the correct monthly income, then read across to Columns C and D (monthly tuition is annual divided by 10) to determine a family's monthly and annual tuition. Payment schedules should be arranged accordingly.

	Family of Two	Family of Three	Family of Four	Family of Five	Family of Six	2010-2011 Tuition	
	Monthly	Monthly	Monthly	Monthly	Monthly	Annual	Monthly
Up to 25%	\$0 - \$1,323	\$0 - \$1,634	\$0 - \$1,945	\$0 - \$2,256	\$0 - \$2,567		
26 - 35%	\$1,324 - \$1,852	\$1,635 - \$2,287	\$1,946 - \$2,723	\$2,257 - \$3,158	\$2,566 - \$3,594		
36 - 50%	\$1,853 - \$2,645	\$2,288 - \$3,267	\$2,724 - \$3,890	\$3,159 - \$4,512	\$3,595 - \$5,134		
51 - 65%	\$2,646 - \$3,439	\$3,268 - \$4,248	\$3,891 - \$5,057	\$4,513 - \$5,866	\$5,135 - \$6,675		
66 - 85%	\$3,440 - \$4,496	\$4,249 - \$5,554	\$5,058 - \$6,612	\$5,867 - \$7,670	\$6,676 - \$8,728		
85 - 100%	\$4,497 - \$5,290	\$5,555 - \$6,535	\$6,613 - \$7,779	\$7,671 - \$9,024	\$8,729 - \$10,269		
Above 100%	\$5,291+	\$6,536+	\$7,780+	\$9,025+	\$10,270+		

State Median Income %	Family of Seven	Family of Eight	Family of Nine	Family of Ten	Family of Eleven	2010-2011 Tuition	
	Monthly	Monthly	Monthly	Monthly	Monthly	Annual	Monthly
Up to 25%	\$0 - \$2,626	\$0 - \$2,684	\$0 - \$2,742	\$0 - \$2,801	\$0 - \$2,859		
26 - 35%	\$2,627 - \$3,676	\$2,685 - \$3,757	\$2,743 - \$3,839	\$2,802 - \$3,921	\$2,860 - \$4,002		
36 - 50%	\$3,677 - \$5,251	\$3,758 - \$5,368	\$3,840 - \$5,484	\$3,922 - \$5,601	\$4,003 - \$5,718		
51 - 65%	\$5,252 - \$6,826	\$5,369 - \$6,780	\$5,485 - \$7,130	\$5,602 - \$7,281	\$5,719 - \$7,433		
66 - 85%	\$6,827 - \$8,927	\$6,781 - \$9,125	\$7,131 - \$9,323	\$7,282 - \$9,522	\$7,434 - \$9,720		
86 - 100%	\$8,928 - \$10,502	\$9,126 - \$10,735	\$9,324 - \$10,969	\$9,523 - \$11,202	\$9,721 - \$11,436		
Above 100%	\$10,503 +	\$10,736 +	\$10,970 +	\$11,203 +	\$11,437 +		

(Income Level Source: Department of Early Education and Care, 7/01/09)