

FY 2010 TUITION POLICIES FOR QUALITY FULL-DAY KINDERGARTEN GRANTEES

Office of Elementary School Services, Massachusetts Department of Elementary and Secondary Education (February 2009)

All school districts are required to provide a free, part-time kindergarten education for eligible children. The Department strongly encourages all districts to offer full-day kindergarten free of charge. Districts receiving state funds under the Quality Full-Day Kindergarten grant program may charge tuition for hours beyond the required 425 instructional hours for part-time kindergarten. These grantees 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 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 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 2010 is \$4000. The average tuition in districts with grants is \$2680. 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 who 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, etc.).
 - b. Applications and information submitted by families for tuition assistance is 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 who 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/or 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 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 2010 TUITION POLICIES FOR QUALITY FULL-DAY
KINDERGARTEN GRANTEES**

Statement of Assurance

District Name: _____

Annual Tuition 2009-2010: _____

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 2010 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.

Typed Name	Signature of Superintendent	Date
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FY 2010 Sliding Fee Scale for Tuition in Districts with Quality Full-day Kindergarten Grants: Income Table and Sliding Fee Scale

(Income Level Source: Department of Early Education and Care, 7/01/08)

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 and monthly tuition amounts for each income level in **Columns C** and **D**. 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 E** is an *example* based on the average tuition for full-day kindergarten in MA (\$2600) and a 10-month payment schedule.

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 2.167). 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, and then read across to **Columns C** and **D** to determine a family's monthly and annual tuition.

Income Table

Formula for district tuition

Example

Column A % of SMI	Family of Two	Family of Three	Family of Four	Family of Five	Column B To calculate fee scale: Annual tuition: \$ _____ <i>Formula</i>	Column C: District tuition	Column D: District tuition	Column E: <i>EXAMPLE</i> Ave. tuition = \$2600	
	<i>Monthly</i>	<i>Monthly</i>	<i>Monthly</i>	<i>Monthly</i>		<i>Annual</i>	<i>Monthly</i>	<i>Annual</i>	<i>Monthly</i>
Up to 25%	\$0 - \$1,266	\$0 - \$1,564	\$0 - \$1,861	\$0 - \$2,159	Must be free			Free	Free
26 - 35% SMI	\$1,267 - \$1,772	\$1,565 - \$2,189	\$1,862 - \$2,606	\$2,160 - \$3,023	Free OR lesser of: 10% annual tuition or \$300			\$260	\$26
36 - 50% SMI	\$1,773 - \$2,532	\$2,190 - \$3,127	\$2,607 - \$3,723	\$3,024 - \$4,318	Free OR lesser of: 18% tuition or \$540			\$470	\$47
51 - 65% SMI	\$2,533 - \$3,292	\$3,128 - \$4,065	\$3,724 - \$4,840	\$4,319 - \$5,614	25% of annual			\$650	\$65
66 - 85% SMI	\$3,293 - \$4,304	\$4,066 - \$5,316	\$4,841 - \$6,329	\$5,615 - \$7,341	50% of annual			\$1,300	\$130
85 - 100%	\$4,305 - \$5,063	\$5,317 - \$6,254	\$6,330 - \$7,446	\$7,342 - \$8,637	75% of annual			\$1,950	\$195
Above 100%	\$5,064+	\$6,255+	\$7,447+	\$8,638+	100% of annual			\$2,600	\$260

Income Table

Example

Column A % of SMI	Family of Six	Family of Seven	Family of Eight	Family of Nine	Column B: To calculate fee scale: Annual tuition \$ _____ <i>Formula</i>	Column C: District's tuition	Column D: District's tuition	Column E <i>EXAMPLE:</i> IF tuition = \$2600	
	<i>Monthly</i>	<i>Monthly</i>	<i>Monthly</i>	<i>Monthly</i>		<i>Annual</i>	<i>Monthly</i>	<i>Annual</i>	<i>Monthly</i>
Up to 25% SMI	\$0 - \$2,457	\$0 - \$2,513	\$0 - \$2,566	\$0 - \$2,625	Must be free			Free	Free
26 - 35% SMI	\$2,458 - \$3,440	\$2,514 - \$3,518	\$2,567 - \$3,596	\$2,626 - \$3,674	Free OR lesser of: 10% of tuition or \$300			\$260	\$26
36 - 50% SMI	\$3,441 - \$4,914	\$3,519 - \$5,026	\$3,597 - \$5,137	\$3,675 - \$5,249	Free OR lesser of: 18% of tuition OR \$540			\$470	\$47
51 - 65% SMI	\$4,915 - \$6,388	\$5,027 - \$6,534	\$5,138 - \$6,679	\$5,250 - \$6,824	25% of annual			\$650	\$65
66 - 85% SMI	\$6,389 - \$8,354	\$6,535 - \$8,544	\$6,680 - \$8,734	\$6,825 - \$8,924	50% of annual			\$1,300	\$130
86 - 100% SMI	\$8,355 - \$9,828	\$8,545 - \$10,052	\$8,735 - \$10,275	\$8,925 - \$10,498	75% of annual			\$1,950	\$195
Above 100%	\$9,829+	\$10,053 +	\$10,276 +	\$10,499 +	100% of annual			\$2,600	\$260