



***Arlington Public Schools***  
***Business Office***  
***869 Massachusetts Avenue***  
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***Telephone 781-316-3511***

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Diane Fisk Johnson, Chief Financial Officer  
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January 10, 2012

Re: Kindergarten Fee Collections

Dear Members of the School Committee:

As of this reporting, there remain 33 kindergarten families who have not paid their fees or presented documented proof of financial need. This represents \$81,090 in revenue to the district.

Letters went out during the vacation week informing these parents that if full payment is not received by January 20 at 3pm, we will expect them to pick up their child or children at 11am on the day indicated for their school.

Beginning on January 30th with the Bishop School, followed by the Brackett on the 31<sup>st</sup>, Dallin on February 1<sup>st</sup>, Hardy on the 2<sup>nd</sup>, Peirce on the 3<sup>rd</sup> and finishing with the Stratton and Thompson on February 6<sup>th</sup>, we will remove the children of non-paying parents from their kindergarten classrooms at 11am. From that day forward, these children will become half day students only, and their parents will be responsible for them after 11am. I plan to make the calls to these parents on the morning of these days, and to be on site for pick up with the support of our truant officer.

Should parents fail to pick their children up at the new end of their school day, we will take what actions are necessary to ensure the safe care of the children until their parents can be located. However, they will not be returned to their classrooms.

For next year, we are going to change the kindergarten fee collection process. For the first time, deposits equal to 10% of the total fee or completely documented evidence of financial need will be collected at the time of registration in order for a child to be enrolled in a full day kindergarten class. If a deposit or completely documented evidence of financial need is not received, the child will be enrolled in a half day program.

Kindergarten registration packets will not be mailed out until after the School Committee gives final approval to the FY13 budget on March 8. Once the budget is final and the fees for FY13 are set, the Business Office will supply each school with a cover letter, explaining our financial requirements for full day kindergarten and the consequences of non-payment throughout the year, a check list of needed documents if applying for a fee reduction, and a promissory note establishing method of payment and electing either a 10 month or a full payment plan. Parents applying for financial assistance will still need to present a promissory note, in the event that reduced fees are owed. This financial information will be sent out with the kindergarten packet.



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At kindergarten registration events at each school, a representative from the Business Office will be on hand to check that financial information is complete at the time of registration, to answer any questions the parents may have about payment, and to collect deposits. Should parents refuse to pay a deposit or provide necessary documentation, their child will be enrolled in a half day program.

If, during the course of the year, parents fail to make scheduled payment within 21 days, their child will be moved to a half day program for the remainder of the year, or until payment is made.

We hope that this new process will generate greater clarity for parents about their financial options, and reduce the need for intensive enforcement over the course of the year.

Sincerely,

Diane Fisk Johnson  
Chief Financial Officer