

APPLICATION FOR ENROLLMENT FOR THE 2018-2019 SCHOOL YEAR

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THE FOLLOWING ADDITIONAL ITEMS:

- **NEW FAMILIES:** \$295 non-refundable registration fee payable to RCNS for first child
- **NEW FAMILIES:** Proof of birth date – birth certificates and passports are both acceptable
- **RETURNING FAMILIES:** \$225 non-refundable registration fee payable to RCNS for first child
- **EACH ADDITIONAL CHILD IN THE FAMILY (NEW & RETURNING):** \$125 non-refundable registration fee

Child's Name _____, _____, _____
(last) (first) (middle initial)

Male _____ Female _____ Child's Date of Birth: ____/____/20____ Age: _____

Are you a new family to RCNS? ___ Yes ___ No Religious Affiliation (optional): _____

Are you a member of the Reformed Church of Bronxville? _____ If yes, date joined: _____

E-mail: _____@_____

Home Address: _____ City, State, Zip _____

Parent 1: _____ Parent 2: _____

Please check one: ___ Mother ___ Father Please check one: ___ Mother ___ Father

Home #: _____ Home #: _____

Cell #: _____ Cell #: _____

Occupation: _____ Occupation: _____

Business Phone: _____ Business Phone: _____

Marital Status: _____ Marital Status: _____

School program child is presently attending: _____

What school district do you live in? _____

SESSIONS: Number your choices in order of priority. Session availability is subject to sufficient enrollment. You will be waitlisted for your first choice.* For corresponding fees please refer to Registration & Tuition Fees section.

Twos

__ 2 day A.M.

__ 3 day A.M.

__ 2 day P.M.

__ 3 day P.M.

Threes

__ 3 day A.M.

__ 5 day A.M.

__ 3 day P.M.

__ 5 day P.M.

Pre-K (4 Year Olds)

__ 5 day A.M.

__ 5 day P.M.

Junior-K (5 Year Olds)

__ 5 day A.M.

Pre-K & Junior-K Applicants Only: What school will your child attend for Kindergarten? _____

EDUCATION:

Does your child receive any special services? () Yes () No

Please list any educational concerns you have for your child below. Include any services or evaluations your child has had. Include IEP or any pertinent paperwork. *Upon acceptance you will also need to make an appointment with the Director to discuss.*

HEALTH:

Please list any allergies or other health restrictions below:
Upon acceptance you will need to make an appointment with the school nurse to discuss.

REQUIRED SIGNATURES

1. CONTRACTUAL AGREEMENT

I have read the Reformed Church Nursery School Application Contract. I recognize my responsibility to attend Parent/Teacher Conferences and to observe all health and financial obligations. The information contained in this application is accurate to the best of my knowledge. I fully understand that this is a binding legal agreement for which I may be held financially responsible to the nursery school.

Agreed and Accepted: _____ **Date:** ____/____/____

Relationship to Child: _____

2. TRIP PERMISSION (DOES NOT APPLY TO TWO YEAR OLDS)

My child, _____, has my permission to participate in walking tours in the Village, accompanied by the teacher during the 2018-2019 school year.

Parent/Guardian Signature: _____

3. PHOTO USAGE PERMISSION (OPTIONAL)

- I give permission for the Reformed Church Nursery School to take and use my child's photograph in connection with school activities, field trips, projects, for use in school displays, class newsletters and the school yearbook.

Parent/Guardian Signature: _____

- I give permission for the Reformed Church Nursery School to take and use my child's photograph for use in website posts including Facebook and Instagram related to the preschool. We will not use the name of the child in any accompanying text or photo captions.

Parent/Guardian Signature: _____

The Reformed Church Nursery School admits students of any race, color, or national and ethnic origin. It does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admission policies, and scholarship programs.

PLEASE RETAIN THIS INSERT FOR YOUR RECORDS

REGISTRATION PRIORITY AND GUIDELINES

Completed applications are required for new and currently enrolled students for each new school year. A child is eligible for enrollment in a Nursery School program provided he or she meets the following age requirements for the enrollment year and we have received proof of all immunizations by September 2018.

Two Year Olds: 2 by December 31
Three Year Olds: 3 by December 31

Pre-K: 4 by December 31
Junior-K: 5 by December 31

Listed below is the order of priority for registration and the guidelines for the following school year:

- 1. Church Members**
- 2. Current Students: AM students requesting AM spots and PM students requesting PM spots**
- 3. Current PM students who want to register for AM spots and siblings of current students, Toddler Time and Tot Works and siblings registering for the first time**
- 4. Open Enrollment**

THE ENROLLMENT SCHEDULE IS AS FOLLOWS:

- 1. CHURCH MEMBERS: REGISTRATION IS FROM NOVEMBER 13TH-NOVEMBER 17TH:**
A "MEMBER OF THE REFORMED CHURCH OF BRONXVILLE" IS DEFINED AS FOLLOWS:
At least one parent or legal guardian of the applying student must have:
 - Attended the new member class conducted by the Church and
 - been received by the Elders of the Church on or before November 19, 2017
- 2. CURRENT STUDENTS: Registration is from November 13th-November 17th:**
ALL CURRENT STUDENTS MUST APPLY DURING THIS PHASE. AM STUDENTS WILL BE GIVEN AM SPOTS & PM STUDENTS WILL BE GIVEN PM SPOTS. Application form and registration fee must be delivered to the Nursery School office during regular school hours (8:45 am-2:45 pm). At the end of the school day on Friday, November 17th, Church Members and Current Students will no longer have priority and may again register during Open Enrollment on Monday, December 4th.
- 3. CURRENT PM STUDENTS WHO WANT TO APPLY FOR AM SPOTS, TODDLER TIME & TOT WORKS AND NON-CHURCH MEMBER SIBLINGS WHO ARE REGISTERING FOR THE FIRST TIME. Registration is Monday, November 20th via e-mail: (margaret@reformedchurch.org).** Placement will be determined by the arrival time of your E-mail. Parents can e-mail the Nursery School between the hours of 8:00 PM-10:00 PM. In the E-mail please set forth the name and age of the child and the program for which you are registering. Please number your choices in order of priority. If you do not give more than one choice and your first choice is not available, you will not be given a placement or added to the waitlist. Your next opportunity to register will be during Open Enrollment on December 4th. Parents will be informed of their child's placement as soon as possible. Hard copy of the Application Form, Registration Fee, and a copy of your child's Birth Certificate must be delivered to the Nursery School office no later than Friday, December 1st. If all materials are not received by December 1st, you will lose your spot.
- 4. OPEN ENROLLMENT: REGISTRATION BEGINS MONDAY, DECEMBER 4TH**
Placement will be determined by the arrival time of your e-mail (margaret@reformedchurch.org). Parents can e-mail the Nursery School between the hours of 8:00 PM-10:00 PM. In the e-mail please set forth the name and age of the child and the program for which you are registering. Please number your choices in order of priority. If you do not give more than one choice and your first choice is not available, you will not be given a placement. Parents will be informed of their child's placement by Tuesday, December 5th

All Open Enrollment students must bring the following items to the RCNS office by Friday, December 8th:
 - Hard copy Application Form
 - Registration Fee
 - A copy of your child's Birth Certificate
 - If all materials are not received by Friday, December 8th you will lose your spot.

PLEASE NOTE:

- Only you may submit your child's application. Prior approval must be given by the Director to e-mail or carry a friend's application.
- All e-mails received prior to 8:00 PM will be disregarded. Only one e-mail per child will be accepted. Do not send more than one e-mail per child. Before 8:00 PM you will receive an out of office reply. You must submit again.
- The order of the e-mail is determined by the time it is received by the office. Unfortunately, the school may not be responsible for e-mails not received. **If you do not receive an automatic reply from Margaret confirming receipt of your application, please call the office to confirm receipt of the e-mail.**

REPEATING A YEAR: Any child repeating a year will be given priority status and every attempt will be made to honor placement in the session and program requested. Parents should inform the Director during the enrollment period of the possibility of the child repeating the class for the coming school year.

TWINS/TRIPLETS: Applications from the same family for children in the same program (i.e., twins/triplets) will be treated as a single application in order to ensure placement in the same program.

ASSIGNMENT OF TEACHERS: The assignment of enrolled children to a particular teacher shall be made at the discretion of the Director of the Nursery School.

CLASS SCHEDULES

2 YEAR OLDS:

2 DAY PROGRAM: Monday & Tuesday
3 DAY PROGRAM: Wednesday, Thursday & Friday
AM SESSION: 8:45–11:15
PM SESSION: 12:15–2:45

3 YEAR OLDS:

3 DAY PROGRAM: Wednesday, Thursday & Friday
5 DAY PROGRAM: Monday-Friday
AM SESSION: 8:45–11:15
PM SESSION: 12:15–2:45

Pre-K (4 YEAR OLDS):

5 DAY PROGRAM: Monday-Friday
AM SESSION: 8:45–11:15
PM SESSION: 12:15–2:45

Junior-K (5 YEAR OLDS):

5 DAY PROGRAM: Monday-Friday
AM SESSION: 8:45–11:15

***REGISTRATION & TUITION FEES**

REGISTRATION FEE: A non-refundable application fee of \$295 for the first child of new families and \$225 for the first child returning families and \$125 for each additional child must accompany your application form.

TUITION PAYMENTS: Payments are due on March 1st and July 16th, 2018. **\$1000 of the March 1st payment is non-refundable after May 1st.** After July 16th, applicant is in all circumstances (except withdrawal prior to July 16th in accordance with the procedures set forth below) liable for the full annual tuition. Continued attendance at the school is contingent upon prompt receipt of each tuition payment. The July 16th payment is payable even if a child withdraws or is dismissed after July 16th.

TWO YEAR OLDS

<u>TWO DAY PROGRAM</u>	\$4900	<u>THREE DAY PROGRAM</u>	\$6900
March 1, 2018	\$3200	March 1, 2018	\$4200
July 16, 2018	\$1700	July 16, 2018	\$2700

THREE YEAR OLDS

<u>THREE DAY PROGRAM</u>	\$6900	<u>FIVE DAY PROGRAM</u>	\$8500
March 1, 2018	\$4200	March 1, 2018	\$5200
July 16, 2018	\$2700	July 16, 2018	\$3300

PRE-K 4 YEAR OLDS

<u>FIVE DAY PROGRAM</u>	\$8500	<u>JR-K 5 YEAR OLDS</u>	
March 1, 2018	\$5200	<u>FIVE DAY PROGRAM</u>	\$8500
July 16, 2018	\$3300	March 1, 2018	\$5200
		July 16, 2018	\$3300

ACCEPTANCE AND CONTINUED ATTENDANCE: The Nursery School reserves the right to decide whether a child's admittance or continued attendance at RCNS is in the best interest of the Nursery School and/or the child.

WITHDRAWAL/REFUNDS: If a child is withdrawn prior to July 16th, \$1000 will be retained by RCNS, but the remainder of the March 1st payment will be refunded only if both: 1) notice of withdrawal is made in writing to the Director prior to July 16th of the school year AND 2) a tuition-paying student new to the Nursery School is enrolled to replace the tuition lost as a result of the withdrawal.

If a child withdraws or is dismissed for any reason any time after July 16th there will be no refunds and the July 16th payment will be nonetheless due and payable in all circumstances.

Refunds will be made in the order in which written notice of withdrawal is received by the Director.

RETURNED CHECK CHARGES: Bank fees charged to the Nursery School in connection with a returned check must be paid by the person who issued the check.

FAILURE TO PAY INSTALLMENTS OF TUITION: The space reserved for a child will be held only if the first installment of tuition is received by March 1, 2018. A child may begin classes in September only if the tuition is paid in full.

SCHOLARSHIPS: Financial assistance is offered to the extent funds are available to any who apply and qualify. Please consult with the Director. Confidentiality is strictly maintained.

JURISDICTION AND VENUE: The applicant hereby agrees to submit to the jurisdiction of the courts of the Village of Bronxville and waives any right to challenge such courts as an improper venue for the adjudication of any disputes that may arise out of this contract, including, but not limited to, any issues relating to the financial obligations to which the applicant has hereby agreed, whether or not the applicant's child has received any services from the Nursery School.

FOR OFFICE USE ONLY

Registration Fee Received: _____

Birth Certificate Received: _____

Confirmation Email Sent: _____

Entered in Database: _____