



**APPLICATION FOR ENROLLMENT**  
**2's, 3's, 4's and 5's**  
**2020-2021 School Year**

**APPLICATONS WILL NOT BE ACCEPTED WITHOUT THE FOLLOWING ADDITIONAL ITEMS:**

- **ALL FAMILIES:** A \$300 non-refundable registration fee payable to RCNS for your first child. Each additional child is a \$150 non-refundable registration fee.
- **NEW FAMILIES:** Proof of birth date – birth certificates and passports are both acceptable.

Child's Name \_\_\_\_\_  
(last) (first)

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: \_\_\_\_\_

Home Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Parent 1: \_\_\_\_\_

Parent 2: \_\_\_\_\_

Please check one: \_\_\_ Mother \_\_\_ Father

Please check one: \_\_\_ Mother \_\_\_ Father

Marital Status: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_

Home #: \_\_\_\_\_

Home #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Cell #: \_\_\_\_\_

School program child is presently attending: \_\_\_\_\_

What school district do you live in? \_\_\_\_\_

**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, please make an appointment with the Director to discuss.

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**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.

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**SESSION OFFERINGS AND TUITION SCHEDULE**

**Please review the chart below and number your class choices in order of your preference. This section must be filled out.**

<b>PROGRAM</b>	<b>DAYS</b>	<b>TIME</b>	<b>ENTER ORDER OF PREFERENCE BELOW</b>	<b>TOTAL TUITION</b>	<b>PAYMENT DUE 3/15/20</b>	<b>PAYMENT DUE 8/1/20</b>
2 day 2's am	M-T	8:45-11:15	#	\$5,100	\$3100	\$2000
2 day 2's pm	M-T	12:15-2:45	#	\$5,100	\$3100	\$2000
3 day 2's am	W-F	8:45-11:15	#	\$7,200	\$4500	\$2700
3 day 2's pm	W-F	12:15-2:45	#	\$7,200	\$4500	\$2700
3 day 3's am*	W-F	8:45-11:15	#	\$7,200	\$4500	\$2700
3 day 3's pm*	W-F	12:15-2:45	#	\$7,200	\$4500	\$2700
5 day 3's am*	M-F	8:45-11:15	#	\$8,800	\$5400	\$3400
5 day 3's pm*	M-F	12:15-2:45	#	\$8,800	\$5400	\$3400
5 day 4's am	M-F	8:45-11:15	#	\$8,800	\$5400	\$3400
5 day 4's pm	M-F	12:15-2:45	#	\$8,800	\$5400	\$3400
5 day 4's Extended Day	M-F	8:45-1:15	#	\$12,000	\$7500	\$4500
5 day 5's Half Day	M-F	8:45-12:15	#	\$11,000	\$7000	\$4000
5 day 5's Extended Day	M-F	8:45-2:15	#	\$13,000	\$7800	\$5200

**\* For an additional fee, Lunch bunch will be offered to all 3's from 11:15-12:15 in the fall of 2020. More information to follow.**

**REGISTRATION FEE:** A non-refundable application fee of \$300 for your first child. Each additional child is a \$150 fee.

**TUITION PAYMENTS:** Payments are due on March 15<sup>th</sup> and August 1<sup>st</sup>, 2020. \$1000 of the March 15<sup>th</sup> payment is non-refundable. After August 1<sup>st</sup>, applicant is in all circumstances, liable for the full annual tuition.

**REGISTRATION GUIDELINES AND PRIORITIES**

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 2020.

**2's: 2 by December 31      3's: 3 by December 31      4's: 4 by December 31      5's: 5 by December 31**

**ACCEPTANCE AND CONTINUED ATTENDANCE:** RCNS 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 August 1<sup>st</sup>, \$1000 will be retained by RCNS, but the remainder of the March 15<sup>th</sup> payment will be refunded only if both: 1) notice of withdrawal is made in writing to the Director prior to August 1<sup>st</sup> 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 August 1<sup>st</sup> there will be no refunds and the August 1<sup>st</sup> 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.

**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 15<sup>th</sup>, 2020. 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 RCNS.

## 2020-2021 REGISTRATION SCHEDULE

All current students who want placement for the 2020-2021 school year must apply. Please follow the directions below.

### **LEVEL 1: TUESDAY, NOVEMBER 12<sup>TH</sup> – FRIDAY, NOVEMBER 15<sup>TH</sup> - applications should be dropped in the RCNS office.**

- All Church Members (current and new): These are active members of RCB participating in worship service and offering their prayers and gifts who are applying for 2's, 3's, 4's and 5's programs
- Current 2's AM Students are guaranteed AM 3's spots
- Current 2's PM Students are guaranteed PM 3's spots (see Level 2 for applying for AM programs)
- Current 3's AM students are guaranteed an AM spot in either half-day or extended day 4's AM programs
- Current 3's PM students are guaranteed a PM spot in the 4's PM program (see Level 2 for applying for AM programs)
- Current 4's AM & PM students applying for the 5's AM Half Day or Extended Day Programs are guaranteed those spots

### **LEVEL 2: WEDNESDAY, NOVEMBER 20<sup>TH</sup> 8:00 PM- via email to [margaret@reformedchurch.org](mailto:margaret@reformedchurch.org).\***

- Current 2's and 3's PM students who want to apply for AM spots
- Current 3's PM students who want to apply for AM or Extended Day 4's spots
- Current Toddler Time and Tot Works Students who are applying for the 2's program
- Non-Church member siblings who are registering for the first time for a 2's, 3's, 4's and 5's program

### **LEVEL 3: MONDAY, DECEMBER 2<sup>ND</sup> – 8:00 PM via email to [margaret@reformedchurch.org](mailto:margaret@reformedchurch.org) \***

- Open Enrollment is for all new families who are not church members

#### **\*PLEASE NOTE**

- There are limited AM spots available. Placement and waitlist for AM spots will be determined by the arrival time of your email.
- Emails received prior to 8:00 PM will be disregarded. Only one email per family will be accepted. Multiple children in one family can be included on one email. Before 8:00 PM you will receive an out of office reply and you must submit again.
- The order of the email is determined by the time it is received by the office. Unfortunately, the school is not responsible for emails not received.
- If you do not receive an automatic reply from Margaret confirming receipt of your application, please call 914-216-1249 to confirm receipt of the email.

## ACCEPTANCE AND PLACEMENT

- Acceptance letters will be mailed the week of December 16<sup>th</sup>.

## REQUIRED SIGNATURES

### **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 2020-2021 school year.

Parent/Guardian Signature: \_\_\_\_\_

### **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: \_\_\_\_\_

### **CONTRACTUAL AGREEMENT:**

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: \_\_\_\_\_

***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.***