



APPLICATION FOR ENROLLMENT
2's, 3's, 4's and 5's
2021-2022 School Year

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 2021.

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WITHDRAWAL/REFUNDS: If a child is withdrawn prior to August 1, \$1000 will be retained by RCNS, but the remainder of the April 30 payment will be refunded only if both: 1) notice of withdrawal is made in writing to the Director prior to August 1 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, there will be no refunds and the August 1 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 payment of \$1000 is received by February 15, 2021. 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.

SESSION OFFERINGS AND TUITION SCHEDULE

Please review the chart below and number your program choices in order of your preference.

This section must be filled out.

PROGRAM	ENTER ORDER OF PREFERENCE BELOW	DAYS	TIME	TOTAL TUITION	NON-REFUNDABLE DOWN PAYMENT DUE 2/15/21	PAYMENT DUE 4/30/21	PAYMENT DUE 8/9/21
2 day 2's am	#	M-T	8:45-11:15	\$5,400	\$1000	\$2600	\$1800
2 day 2's pm	#	M-T	12:15-2:45	\$5,400	\$1000	\$2600	\$1800
3 day 2's am	#	W-F	8:45-11:15	\$7,500	\$1000	\$4000	\$2500
3 day 2's pm	#	W-F	12:15-2:45	\$7,500	\$1000	\$4000	\$2500
5 day 2's am	#	M-F	8:45-11:15	\$12,000	\$1000	\$6500	\$4500
5 day 2's pm	#	M-F	12:15-2:45	\$12,000	\$1000	\$6500	\$4500
3 day 3's am	#	W-F	8:45-11:15	\$7500	\$1000	\$4000	\$2500
3 day 3's pm	#	W-F	12:15-2:45	\$7500	\$1000	\$4000	\$2500
5 day 3's am	#	M-F	8:45-11:15	\$9000	\$1000	\$4800	\$3200
5 day 3's pm	#	M-F	12:15-2:45	\$9000	\$1000	\$4800	\$3200
5 day 4's am	#	M-F	8:45-12:15	\$11,300	\$1000	\$6300	\$4000
5 day 4's pm	#	M-F	11:15-2:45	\$11,300	\$1000	\$6300	\$4000
5 day 4's Full Day	#	M-F	8:45-2:45	\$14,000	\$1000	\$7800	\$5200
5 day 5's Half Day	#	M-F	8:45-12:15	\$11,300	\$1000	\$6300	\$4000
5 day 5's Full Day	#	M-F	8:45-2:45	\$14,000	\$1000	\$7800	\$5200

All current students who want placement for the 2021-2022 school year must apply. Please follow the directions below.

LEVEL 1: MONDAY, JANUARY 11 – FRIDAY, JANUARY 15 drop applications in the mailbox outside RCNS

- 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 Full 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 Full Day Programs are guaranteed those spots

LEVEL 2: TUESDAY, JANUARY 19: 8:00 PM- via email to margaret@reformedchurch.org*

- Current 2's and 3's PM students who want to apply for AM spots
- Non-Church member siblings who are registering for the first time for a 2's, 3's, 4's or 5's program

LEVEL 3: WEDNESDAY, JANUARY 20: 8:00 PM via email to margaret@reformedchurch.org*

- Prior enrolled families who withdrew due to Covid-19

LEVEL 4: THURSDAY, JANUARY 21: 8:00 PM via email to 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 registration, please call 914-216-1249 to confirm receipt of the email.

ACCEPTANCE AND PLACEMENT

- **All students who applied from Level 1 must:**
 - **Drop off the completed application and application fee of \$300 for the first child and \$150 for each additional child in the RCNS mailbox the week of Monday, January 11.**
 - **A confirmation email will be sent to you by January 15. This email will contain class placement and the RCNS Registration Contract. Please sign and return completed contract and the \$1000 nonrefundable down payment by February 15, 2021.**
- **All students who applied from Levels 2, 3 & 4 will receive a confirmation email by the week of January 25, 2021. This email will contain class placement and the RCNS Registration Contract. Upon receipt of these items, please send in the following by February 15, 2021.**
 - **Completed Application**
 - **Application fee of \$300 for first child, \$150 for each additional child**
 - **Completed Registration Contract**
 - **\$1000 nonrefundable down payment**
 - **Application fee and nonrefundable down payment can be included in one check**