



Chapel School
3 Lutheran Dr
Nashua, NH 03063
(603) 882-6142 x140
Direct Line (603) 589-0545
www.chapelschool.org
director@chapelschool.org

January 2019

Dear Families,

Registration for the 2019-2020 school year will begin in January per the following schedule:

Current Families

1. Pre-register online from **January 18th - January 22nd**
 - Pre-registration holds your place "in line" and is not required after the 22nd.
 - Completed paperwork (see step 2) is still required.
2. Deliver completed paperwork beginning **January 22nd**
 - Complete Registration Form with 1st & 2nd Core Class choices and Add-ons such as Early Drop Off, Lunch Bunch, Fireflies Extended Day, Lettercize and Literacy.
 - Pay Registration Fee of \$75 per child (maximum of \$150 per family).
 - For new siblings, provide current Immunization Record & Health Form (needs to be updated annually).
 - Deliver Forms and Payment beginning on **January 22nd** with a snow date of January 23rd. Forms will be processed in the order of pre-registration or time received if not pre-registered.
 - May 2020 Advance Payment for the Core Class is due on May 1, 2019.

Alumni & CTK Families

1. Complete Registration Form with 1st & 2nd Core Class choices and Add-ons such as Early Drop Off, Lunch Bunch, Fireflies Extended Day, Lettercize and Literacy.
2. Pay Registration Fee of \$75 per child (maximum of \$150 per family).
3. Pay May 2020 Advance Payment for the Core Class.
4. Provide current Immunization Record & Health Form (needs to be updated annually).
5. Deliver Forms and Payment beginning on **January 24th at noon** with a snow day of January 25th.

New Families

1. Complete Registration Form with 1st & 2nd Core Class choices and Add-ons such as Early Drop Off, Lunch Bunch, Fireflies Extended Day, Lettercize and Literacy.
2. Pay Registration Fee of \$75 per child (maximum of \$150 per family).
3. Pay May 2020 Advance Payment for the Core Class.
4. Provide current Immunization Record & Health Form (needs to be updated annually).
5. Deliver Forms and Payment beginning on **January 29th at noon** with a snow day of January 30th.

Staffing for each class will be determined before the start of the school year based on children's individual needs and class makeup.

Should you have any questions please do not hesitate to contact me. Additional information regarding the start of the school year will be distributed in June.

Warm Regards,

Dee Dee Thurber, Director

See reverse side for tuition fees



Chapel School
 3 Lutheran Dr
 Nashua, NH 03063
 (603) 882-6142 x140
 Direct Line (603) 589-0545
 www.chapelschool.org
 director@chapelschool.org

Tuition Rates for the 2019-2020 School Year

Please refer to the Schedule & Class Descriptions sheet for information regarding classes and bathroom/potty training requirements.

Class	Scheduled Days	Regular Hours and Fees	Early Drop Off/Late Pick Up Hours and Fees
2's - Pandas	Mon & Thurs	9:00-11:30 \$195/m	8:30-11:30 \$220/m
2's - Koalas	Tues, Wed & Fri	9:00-11:30 \$290/m	8:30-11:30 \$325/m
3's - Froggies	Mon & Thurs	9:00-11:30 \$160/m	8:30-11:30 \$185/m
3's - Puppies	Tues, Wed & Fri	9:00-11:30 \$235/m	8:30-11:30 \$270/m
4's/3's - Monkeys	Tues, Wed, & Thurs	12:30-3:00 \$225/m	12:30-3:30 \$260/m
4's - Monkeys +Friday AM	Above, plus Fri AM	12:30-3:00 T-Th 9:00-11:30 F \$275/m	12:30-3:30 T-Th 8:30-11:30 F \$320/m
4's - Hummingbirds	Mon – Thurs	9:00-11:30 \$315/m	8:30-11:30 \$360/m
4's - Hummingbirds 5 days	Mon – Fri	9:00-11:30 \$365/m	8:30-11:30 \$420/m
Kindergarten - Eagles AM	Mon – Fri	8:30-11:30 \$395/m	N/A N/A
Kindergarten - Eagles PM	Mon – Fri	12:30-3:30 \$395/m	N/A N/A
Lettercize	Mon for ages 3-5	12:30-3:00 \$75/m	12:30-3:30 \$85/m
Literacy	Fri for ages 3-5	12:30-3:00 \$75/m	12:30-3:30 \$85/m
Fireflies Extended Day	Tues-Thurs 12:30-3:00 for ages 3-5	1 d \$75/m, 2 d \$140/m, 3 d \$195/m Occasional use at \$25/day.	
Lunch Bunch	Mon – Fri 11:30-12:25	1 d \$25/m, 2 d \$50/m, 3 d \$70/m, 4 d \$90/m, 5 d \$110/m – Occasional use at \$8/day.	
Early Drop Off/Late Pick Up	Mon – Fri 8:30-9:00/3:00-3:30	1 d \$15/m, 2 d \$25/m, 3 d \$35/m, 4 d \$45/m, 5 d \$55/m – Occasional use at \$5/day.	

- A \$75 non-refundable registration fee is due at registration (maximum of \$150 per family).
- A total of 9 monthly tuition payments are collected.
- The last month's tuition for Core Class (May 2020) is paid in advance at time of registration (May 2019 for current families) and is refundable with two weeks' written notice.
- Tuition is payable monthly for the remaining payments, September through April.
- There is a \$10 discount for CTK members, active military, and 2nd, 3rd, 4th, etc. siblings.
- Tuition payments are due each month regardless of absences, including extended vacations.



2019-2020 Chapel School Schedule

Core Class Options

Each of our core class options follows a developmentally appropriate play-based curriculum and includes Outdoor Play, Yoga, Music, Brain Gym, Chapel Time, Mindfulness, and Handwriting Without Tears. The Faith Formation component is integrated throughout the day with Prayer Bear, Snack Prayer and Literature.

2-Year-Old Classes:



"Precious Pandas" Monday & Thursday 9-11:30 \$195/m, \$220/m with 8:30 early drop off

"Kind Koalas" Tuesday, Wednesday, & Friday 9-11:30 \$290/m, \$325/m with 8:30 early drop off

These classes are designed for a maximum of 10-12 children who turn 2 by September 30th. Children do not need to be potty trained. Two teachers lead this program.

Add-on Options:

Early Drop off at 8:30 & Lunch Bunch – See reverse side.

3-Year-Old Classes:



"Focused Froggies" Monday & Thursday 9:00-11:30 \$160/m, \$185/m with 8:30 early drop off

"Peaceful Puppies" Tuesday, Wednesday, & Friday 9:00-11:30 \$235/m, \$270/m with 8:30 early drop off

These classes are designed for a maximum of 15 3-year-old children who turn 3 on or before September 30th. At least two teachers lead this program.

"Mindful Monkeys" Tuesday, Wednesday, & Thursday 12:30-3:00 \$225/m*, \$260 with 3:30 late pick up

This multi-age class is designed for 16-20 3 and 4-year-old children who turn 3 or 4 on or before September 30th. Children need to be fully potty trained to be in this classroom. *Friday mornings can be added for an additional \$50 per month.* Two teachers lead this program.

Add-on Options:

Early Drop off at 8:30, Late Pick Up at 3:30, Lunch Bunch, Fireflies Extended Day, Lettercize and Literacy – See reverse side.

4-Year-Old Classes:



**"Harmonious Hummingbirds" Monday thru Thursday 9:00-11:30 \$315/m, \$360/m with 8:30 early drop off
or Monday thru Friday 9:00-11:30 \$365/m, \$420 with 8:30 early drop off**

This class is designed for a maximum of 20 4-year-old children who turn 4 on or before September 30th. Two teachers lead this program.

"Mindful Monkeys" Tuesday, Wednesday, & Thursday 12:30-3:00 \$225/m, \$260/m with 3:30 late pick up

This multi-age class is designed for 16-20 3 and 4-year-old children who turn 3 or 4 on or before September 30th. Children need to be fully potty trained to be in this classroom. *Friday mornings can be added for an additional \$50 per month.* Two teachers lead this program.

Add-on Options:

Early Drop off at 8:30, Lunch Bunch, Fireflies Extended Day, Lettercize & Literacy – See reverse side.

Kindergarten Classes:



"Eager Eagles" Monday thru Friday 8:30-11:30 OR 12:30-3:30 ----\$395/m

This class is designed for 5-year-old children ready for Kindergarten. Minimum class size of 5 is needed to run the program with one teacher.

Add-on Options:

Lunch Bunch, Fireflies Extended Day, Lettercize, Literacy– See reverse side.

If required minimum class sizes are not met, then groups may be combined to form a multi-age classroom.

2019-2020 Chapel School Schedule



Add-On Options

“Lunch Bunch” Ages 2-Kindergarten

M T W Th F 11:30-12:30 \$8/day occasional use, (discounts for monthly sign up)

1 day/wk \$25/m, 2 days/wk \$50/m, 3 days/wk \$70/m, 4 days/wk \$90 per month, 5 days/wk \$110/m

All age groups are welcome to attend Lunch Bunch. Students are to bring a nut-free lunch and drink and will eat together with the teachers. An activity such as games, taste testing, cooking, story and outdoor play are also part of the hour together.

“Early Drop Off” Ages 2-5

M T W Th F 8:30-9:00 \$5/day occasional use, (discounts for monthly sign up)

1 day/wk \$15/m, 2 days/wk \$25/m, 3 days/wk \$35/m, 4 days/wk \$45 per month, 5 days/wk \$55/m

Students in the Koalas, Pandas, Puppies, Froggies, and Hummingbirds are welcome to sign up for Early Drop Off on an ongoing or occasional basis as space allows. Parents may drop off anytime between 8:30 and 8:55.

“Late Pick Up” Ages 3-Kindergarten

M T W Th F 3:00-3:30 \$5/day occasional use, (discounts for monthly sign up)

1 day/wk \$15/m, 2 days/wk \$25/m, 3 days/wk \$35/m, 4 days/wk \$45 per month, 5 days/wk \$55/m

Students in the Monkeys, Bears or Fireflies Extended Day are welcome to sign up for Late Pick Up on an ongoing or occasional basis as space allows. Parents may pick up anytime between 3:05 and 3:30.

“Friendly Fireflies Extended Day” Ages 3-Kindergarten

T W Th 12:30-3:00 \$25/day occasional use, (discounts for monthly sign up)

1 day/wk \$75/m, 2 days/wk \$140/m, 3 days/wk \$195/m

Students age 3-6 and potty trained are welcome to join the Extended Day option with the Friendly Fireflies. This class will combine several components of Chapel School including Friendship Club focusing on social skills, outdoor exploration with Growing Up Wild, Handwriting Without Tears, Center Time, Yoga, Music, Brain Gym, Chapel Time, and Mindfulness. Students also participate in crafts, science and math activities.

“Lettercize” Ages 3-Kindergarten

Monday 12:30-3:00 \$75/m

This class is offered to children who are at least 3-5-years-old and potty trained by September 30th. Our enhancement program, offering the Get Set for School curriculum from Handwriting Without Tears, will introduce the children to kindergarten concepts and experiences, with small group instruction through playing games, singing songs, participating in arts and craft projects, and writing/copying in their own journals. The children will be exposed to phonemic awareness and will learn to hear the distinct sounds contained in words. The class will conclude with children enjoying some exercise and movement fun each day.

“Literacy” Ages 3-Kindergarten

Friday 12:30-3:00 \$75/m

This class is offered to children who are at least 3-5-years-old and potty trained by September 30th. Children explore a popular piece of children’s literature through process and product art, music and movement, puppetry, dramatic play, outside related activities, or cooking. Components of the Handwriting Without Tears program are incorporated into the program. Children may use chalkboards or modeling clay to learn about letter shapes, they may also sing songs that help to reinforce what they are learning to do physically with their hands. Children learn about the parts of a book, concepts about print, listening, new words, and word and concept connections.

If required minimum class sizes are not met, then groups may be combined to form a multi-age classroom.



Chapel School
 3 Lutheran Dr
 Nashua, NH 03063
 (603) 882-6142 x140
 Direct Line (603) 589-0545
 www.chapelschool.org
 director@chapelschool.org

REGISTRATION FOR THE 2019-2020 SCHOOL YEAR

Student's Information

First Name: _____ Last Name: _____

Date of Birth: _____ Boy Girl Nickname: _____

Preferred name for classroom labels/name tags
 and for your child to learn to recognize and write: First Name or Nickname

Home Address: Street: _____ Apt: _____

City: _____ State: _____ Zip Code: _____

Food Allergies: None Yes (please list) _____

Parent or Guardian's Information

Parent/Guardian Mrs. Ms. Miss Mr.

Parent/Guardian Mrs. Ms. Miss Mr.

First Name: _____

First Name: _____

Last Name: _____

Last Name: _____

Address: _____

Address: _____

Same as above

Same as above

Home Phone: _____

Home Phone: _____

Cell Phone: _____

Cell Phone: _____

Cell Phone Provider: _____

Cell Phone Provider: _____

Email to use for eNews and communication: _____

Email to use for eNews and communication: _____

Are you a member of Christ the King Church? Yes \$10 discount/month No

Office Use Only:

Pandas	Koalas	Puppies	Froggies	Monkeys	Hummingbirds	Eagles
Early Drop Off	Late Pick Up	Lettercize	Literacy	Fri AM 4's	Fireflies	Lunch Bunch

Please see reverse side for class selection.

Chapel School Class Selection

All children must be 2-5 years old as of Sept 30, 2019 to enroll.

Instructions & Information:

1. Read the enclosed **Class Descriptions** and **Tuition Rate** information for age and potty training requirements, as well as schedules and fees.
 2. Choose your 1st and 2nd choices for class options.
 3. Select any Add-On choices.
- The yearly tuition is divided into 9 monthly payments due the 1st of the month from September 1st through April 1st. The May payment for regular tuition (not Add-On programs) is due in advance, at time of registration (due May 1, 2019 for current families).
 - The registration fee is \$75 per student with a maximum of \$150 per family.
 - There is a \$10 monthly discount for CTK members, Active Military, and for 2nd, 3rd enrolled siblings.

Select Classes: Choose 1st & 2nd Choices. For 5 days per week, select the 2 classes as 1st choice.

Select 1 st Class Choice(s):	Select 2 nd Class Choice(s):
___ 2's - Precious Pandas	___ 2's - Precious Pandas
___ 2's - Kind Koalas	___ 2's - Kind Koalas
___ 3's - Focused Froggies	___ 3's - Focused Froggies
___ 3's - Peaceful Puppies	___ 3's - Peaceful Puppies
___ 4's - Harmonious Hummingbirds ___ Add Friday AM	___ 4's - Harmonious Hummingbirds ___ Add Friday AM
___ 3's/4's - Mindful Monkeys ___ Add Friday AM	___ 3's/4's - Mindful Monkeys ___ Add Friday AM
___ Kindergarten Eager Eagles AM	___ Kindergarten Eager Eagles AM
___ Kindergarten Eager Eagles PM	___ Kindergarten Eager Eagles PM
Choose Add-On Options:	
Early Drop Off – 8:30-9:00	___ Mon, ___ Tues, ___ Wed, ___ Thurs, ___ Fri
Late Pick Up – 3:00-3:30	___ Mon, ___ Tues, ___ Wed, ___ Thurs, ___ Fri
Lunch Bunch	___ Mon, ___ Tues, ___ Wed, ___ Thurs, ___ Fri
Fireflies Extended Day	___ Tues, ___ Wed, ___ Thurs
Lettercize	___ Mon,
4's Friday AM	___ Fri
Literacy	___ Fri



Chapel School
3 Lutheran Dr
Nashua, NH 03063
(603) 882-6142 x140
Direct Line (603) 589-0545
www.chapelschool.org
director@chapelschool.org

FINANCIAL AGREEMENT

I, _____ hereby enroll my child,
_____, at Chapel School and **regardless of my child's**
absences, agree to pay the rate of:

\$ _____ per month for Class
\$ _____ per month for Early Drop Off/Late Pick Up *(if applicable)*
\$ _____ per month Lunch Bunch *(if applicable)*
\$ _____ per month for Fireflies Extended Day *(if applicable)*
\$ _____ per month for Lettercize *(if applicable)*
\$ _____ per month for Friday AM 4's *(if applicable)*
\$ _____ per month for Literacy *(if applicable)*
\$ _____ per month Sibling, CTK, Active Military \$10 discount

\$ _____ total per month

I understand that the May tuition for the regular class schedule (which I am paying in advance) acts as a security deposit for the school and that I will forfeit said payment should I decide to withdraw my child without giving two weeks written notice as is required by school policy. I understand that the May tuition for Add On Options will be due on May 1, 2020.

I understand and agree with the tuition procedures as listed below:

- All monthly tuition checks are made payable to **Chapel School** and mailed or delivered to the tuition mailbox at the school.
- Tuition payments are due on the first (1st) day of each month; prompt payments are greatly appreciated.
- A late fee of \$15 must be included with payments not received by the fifth (5th) day of the month.
- The school reserves the right to dismiss a student whose tuition is two months in arrears. However, every effort will be made to work with those experiencing financial difficulty. Please let us know so we might help in any way we can.
- No refund will be given for withdrawal without 2 weeks written notice.

Parent's Signature

Date

NOTE TO PARENT/S or GUARDIAN/S:

The licensing authority for this program is the Bureau of Licensing and Certification, Child Care Licensing Unit. Child care programs are required to post a copy of the statement of findings and corrective action plan for the most recent visit in a location which is accessible to parents, and must maintain copies of the statement of findings and corrective action plan for the preceding visit and make them available for parents to review upon request. Statements of findings and corrective action plans are also available on-line at <http://childcaresearch.dhhs.nh.gov> or by calling the unit at 1-800-852- 3345, extension 9025 or 603-271-9025.

During licensing, monitoring, and complaint investigation visits to licensed programs the department shall speak with children regarding the care they receive at the program, if in the judgment of the licensing coordinator the children's response would be valuable in determining compliance with licensing rules. Licensing staff are experienced in working with children and trained to interview in a manner that is respectful and non-leading. However, if you do not want your child interviewed, or if you wish to be informed prior to your child being interviewed you must give the family child care provider, center director, site director or designee, and update annually, a signed dated statement indicating your preference.

For more information about Child Care Licensing please visit our website at:
<http://www.dhhs.state.nh.us/oos/cclu/index.htm>

Registration Instructions:

1. Complete Registration Form
2. Provide current health form and immunization record, unless already on file for current students. These forms need to be updated each year after child's annual physical.
3. Pay \$75 registration fee (maximum of \$150 per family)
4. May 2020 Advance Tuition Payment (not required for Add On Options) is due at time of registration for new families. Current families pay the May 2020 tuition on May 1, 2019.