

419 South Street
New Providence, NJ 07974
908.464.4878 phone
908.464.2439 fax

St. Andrew's

Nursery School & Kindergarten

Admission Procedures

www.standrews-school.org

2012-2013

Now is the time to register your child for classes at St. Andrew's Nursery School and Kindergarten beginning in September 2012. If you would like to observe our school "in action," we invite you to make an appointment through the school office.

Please complete the enclosed application and follow the directions carefully. Failure to do so may hurt your chances of getting your first choice. As demand exceeds our available space for many classes, you are encouraged to act promptly.

Our 2-1/2 birthday cut-off for the first term should be 2 by March 1. For the January 2-1/2 term, the cut-off should be 2 by July 1. The 3 and 4 year olds must turn 3 or 4 by October 1 to be in those respective classes. For the 5's class, the birthday cut-off is 5 by December 31st. Kindergarteners must be 5 by October 1.

Members of St. Andrew's Church, currently enrolled students and siblings of current or former students, and children of alumni are considered priority applications. Registration materials for the above-mentioned groups must be submitted by January 4, 2012 to receive priority placement. **Applications for the priority groups will be processed in the order they are received.**

Registration materials will be accepted immediately for the community-at-large families who are interested but have no prior affiliation with our school. These registrations will be processed beginning January 9, 2012. **Applications for new families will be processed based upon the date they were received.**

If at any point in the registration process you decide that St. Andrew's is not the choice for your child, please notify the school.

REGISTRATION PROCEDURE:

1. Complete the enclosed application form. If there is more than one class offering, please number your preferences.
2. Return the application form with a deposit of \$250. This payment includes a non-refundable application fee of \$50. The remaining \$200 will be deducted from your final tuition payment or will be refunded if we receive written notification of non-acceptance of the placement on or before March 1, 2012. We do not refund the deposit of \$200 if post-marked after March 1, 2012. We regret that we are unable to place anyone without a deposit.
3. At the very latest, notification of class selection will be mailed DURING THE WEEK OF JANUARY 30TH. If circumstances permit, you will be notified sooner. Specific teacher assignments will go out in May 2012.

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Tuition	www.standrews-school.org
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2012-2013

CLASS TIMES:

Morning Classes:

2-2 1/2 & 3's.....8:45am - 11:15am

4's.....8:55am - 11:25pm

Afternoon Classes:

All Classes.....12:05pm - 2:35pm

5's Full Day.....8:55am - 2:35pm

Kindergarten.....8:55am - 2:35pm

TUITION

2 1/2 yr. 2 Day.....\$2,150

2 1/2 yr. 2 Day January Term..\$1,400

3 yr. - 2 Day.....\$1,900

3 yr. - 3 Day.....\$2,850

4 yr. - 4 Day.....\$3,800

4 yr. - 5 Day.....\$4,350

5 yr - 5 Day, Half Day.....\$4,350

5 yr - 5 Day, Full Day.....\$6,850

Kindergarten.....\$8,250

PAYMENT

Tuition is paid as follows: Registration and deposit will be \$250 (\$50 is a non-refundable application fee and \$200 is the tuition deposit and will be deducted from your December tuition payment). Kindergarten students will pay an additional \$500 deposit that is due with the signed contract. First tuition payment is due on July 1 and second payment is due December 15. Tuition insurance is mandatory unless full tuition is paid in advance.

Tuition notices will be sent prior to due dates. Payment received more than 10 days after these due dates will result in a \$25 late fee. There is a \$25 returned check fee and \$50 if returned a second time.

Should you have a problem meeting the above payment schedule, please make an appointment with the Director to discuss an alternate plan.

A tuition discount will be given to families with more than one child attending at the same time.

TUITION INSURANCE

Students are enrolled for the academic year, and this enrollment carries with it the obligation to pay tuition in full for the entire school year with no adjustments of fees made by the school for absences, withdrawals or dismissals for any reason. The school budgets its finances based upon enrollment and its

continuing facility expenses and faculty salaries. Therefore, in the interest of protecting your investment, we have made arrangements for you to insure your obligation under the Tuition Refund Plan (TRP). Please read your brochure carefully and understand that the refund amount varies. The TRP becomes effective on August 1 in the event of a student's inability to attend school due to an injury or sickness. Coverage for withdrawal or dismissal for any other reason does not become effective until the fifteenth day after attendance begins; this plan is fully described in the enclosed brochure.

The school offers you the TRP as a means to insure your annual financial obligations under the terms of the accompanying Enrollment Contract. Participation is mandatory in the plan unless tuition fees for the year are paid in full by July 1. Participation is elective for those parents who pay in full by July 1. Please read the enclosed brochure and if you have any questions, don't hesitate to ask.

SCHOLARSHIPS

St. Andrew's offers a limited number of scholarships through the Tuition Aid Data Service (TADS). Please stop by the office to gather additional information. You must apply on-line through TADS, and all applications are confidential. Applications should be submitted as soon as possible because the scholarship pool is limited.

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Application for admission

www.standrews-school.org

2012-2013 enrollment

Child's Name: _____ Male Female

Name Usually Called: _____ Date of Birth: _____

Street Address: _____ Phone: _____

City/State/Zip: _____

Parent 1: _____ Occupation: _____

Business Name: _____ Business Phone: _____

Business Address: _____ Cell Phone: _____

Email: _____

Parent 2: _____ Occupation: _____

Business Name: _____ Business Phone: _____

Business Address: _____ Cell Phone: _____

Email: _____

List Other Children in the Family

Child's Name: _____ Male Female Date of Birth: _____

Child's Name: _____ Male Female Date of Birth: _____

Child's Name: _____ Male Female Date of Birth: _____

Child's Name: _____ Male Female Date of Birth: _____

Are you a member of St. Andrew's Episcopal Church? Yes No

How did you hear of St. Andrew's Nursery School & Kindergarten? _____

Does your child have any previous nursery school experience? Yes No

If yes, where and when? _____

Has your child previously applied to St. Andrew's Nursery School? Yes No

CLASS PREFERENCE

We will do our best to honor your class selection. However, we base our decision on the age of the child, class balance, availability, teacher recommendation, and where we feel your child would be best placed.

Children must be the age of the program for which they are applying:

- Children applying for the 2-1/2 year old class should be 2 by March 1, 2012 so that they will be 2-1/2 by September 1, 2012.
- Children applying for the January 2-1/2 year old class should be 2 by July 1, 2012 so that they will be 2-1/2 by January 1, 2013.
- A child must be 3 years old by October 1, 2012 to be placed in a 3 year old class.
- A child must be 4 years old by October 1, 2012 to be placed in a 4 year old class.
- Children applying for the 5's classes must be 5 by December 31st, 2012.
- Children applying for Kindergarten must be 5 by October 1st, 2012.

When applicable, please number your choices of classes (for example, 1=first choice, etc.)

<p>2-1/2 year olds ____ Mon. & Tues. AM</p>	<p>3 year olds ____ Mon. & Tues. AM ____ Wed., Thurs. & Fri. AM</p>	<p>4 year olds ____ Mon., Tues., Wed. & Thurs. AM ____ Mon., Tues., Wed. & Thurs. PM ____ Mon. to Fri. AM</p>	<p>Kindergarten-FullDay ____ Mon. to Fri.</p>
<p>2-1/2 year olds (January Term) ____ Mon. & Tues. PM</p>	<p>5 year olds ____ Mon. to Fri. Full Day ____ Mon. to Fri. PM</p>		

If you would like to be considered for Financial Aid, please contact the School Office.
 If your child has any food allergies or a special medical condition that requires attention, check this box.

I understand that enrollment at St. Andrew's Nursery School & Kindergarten carries with it the obligation to pay all tuition for the school year.

Parent's signature _____ Date _____

FOR OFFICE USE

Date rec'd _____

Ch. mem Yes No

Sib Yes No

Prev App Yes No

Fee paid _____

Check # _____

WL _____

Place _____

Dt Out _____

Ret Dt _____