

St. Andrew's Nursery School & Kindergarten

Admission Procedures 2011 - 2012

Admission for Entrance 2011

Now is the time to register your child for classes in St. Andrew's Nursery School and Kindergarten beginning in September 2011. 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 is 2 by March 1. For the January 2 1/2 term, the cut-off is 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 are given priority. Registration materials for the above-mentioned groups must be submitted by January 5, 2011 to receive priority placement. Please note, while applications may be submitted prior to this date, they will not be processed. The date on which you submit your application does not influence your placement.

Registration materials for the community-at-large parents who are interested but have no prior affiliation with our school will be processed beginning January 10, 2011. While applications will be accepted before January 10, 2011, they will not be processed. Applications for new families will be processed in the order in which they are 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. Please be sure to give 3 choices for the 3 and 4 year old applications.
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, 2011. We do not refund the deposit of \$200 if postmarked after March 1, 2011. We regret that we are unable to place anyone without a deposit.
3. Teacher requests cannot and will not be accepted. The teachers and director work diligently to balance the classes to provide a positive educational experience. Notification of class placement will be made during the week of february 7 unless we have a number of snow days.

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Children are accepted at St. Andrew's without regard to race, color, national origin, religious beliefs, or gender.

CLASS TIMES

Morning Classes:

2-2 1/2 & 3's.....	8:45am - 11:15am
4's.....	8:55am - 11:25pm
5's.....	8:55am - 11:25pm

Afternoon Classes:

All Classes.....	12:05pm - 2:35pm
Kindergarten.....	8:55am - 2:35pm

TUITION

2 1/2 yr. - 2 Day.....	\$2,020
2 1/2 yr. - 2 Day - January Term.....	\$1,300
3 yr. - 2 Day.....	\$1,800
3 yr. - 3 Day.....	\$2,700
4 yr. - 4 Day.....	\$3,600
4 yr. - 5 Day.....	\$4,120
5's.....	\$4,120
Kindergarten.....	\$7,880

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 expenses for facility 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 illness. 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. Please stop by the office to pick up a form. You can apply by mail or online. Forms must be submitted as soon as possible because scholarships are limited.

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Child's Name: _____ Male Female

Name Usually Called: _____ Date of Birth: _____

Street Address: Phone: _____

City/State/Zip: _____

Parent 1 (Primary Contact): _____ 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

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CLASS PREFERENCE

We will do our best to honor your choice, 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.

We cannot honor requests for placement. Final decisions are made at the discretion of the Director.

Children must be the age of the program for which they are applying, i.e., a child must be 4 years old by October 1, 2011 to be placed in the 4 year old class.

Children applying for the 2 1/2 year old class must be 2 by March 1, 2011 so that they will be 2 1/2 by September 1, 2011.

Children applying for the 5's must be 5 by December 31, 2011.

Please number your preferences (1=First Choice, 2=second choice, 3=third choice).
3 & 4 year olds must give 3 choices.

2 1/2 Year Olds (Sept. Term)	3 Year Olds	4 Year Olds	5's (must be 5 by 12/31/11)
___ Mon. & Tues. AM	___ Mon., Tues., AM	___ Mon., Tues., Wed., Thur. AM	___ Mon. to Fri. AM
	___ Wed., Thur., Fri. AM	___ Mon., Tues., Wed., Thur. PM	___ Mon. to Fri. PM
	___ Wed., Thur., Fri. PM	___ Mon. to Fri. AM	
		___ Mon. to Fri. PM	
2 1/2 Year Olds (Jan. Term)	Kindergarten		
___ Mon. & Tues. PM	___ Mon. to Fri.		

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 received: _____

Church Mem. Yes No

Siblings Yes No

Previous App. Yes No

Fee paid _____

Check # _____

WL _____

Place _____

Dt Out _____

Ret Dt _____