

Admission Procedures

www.standrews-school.org

2020-2021

Now is the time to register your child for classes at St Andrew's Preschool and Kindergarten beginning in September 2020. If you would like to observe our school "in action," we invite you to make an appointment through the school office.

Please complete the attached application and follow the directions carefully. Failure to do so may hurt your chances of getting your first choice.

As demand may exceed our available space for many classes, especially our 4's class, you are encouraged to act promptly.

Our 2-1/2 birthday cut-off for the September term should be 2 by March 1. Our 2-1/2 birthday cut-off for the January term should be 2 by July 1. The 3 and 4 years olds must turn 3 or 4 by October 1 to be in those respective classes. For the Transitional K class, the birthday cut-off is 5 by December 31. Kindergarteners and Kindergarten Wrap must be 5 by October 1.

Please consider carefully the recommendations given by your child's current teacher for the most appropriate placement for your child.

Members of St. Andrew's Church, currently enrolled students, siblings of current or former students, and children of alumni are considered priority applicants. Applications for the above-mentioned groups must be submitted by **December 19, 2019** to receive priority placement. **Applications for the priority groups will be processed in the order they are received.**

Applications will be accepted immediately for the community-at-large families who are interested but have no prior affiliation with our school. These applications will be processed beginning **December 20, 2019**. **Applications for new families will be processed in the order they are received.**

If at any point in the application 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 \$550. This payment includes a non-refundable application fee of \$50. The remaining \$500 will be deducted from your final tuition payment or will be refunded if we receive **written notification** (mail or email) of non-acceptance of placement on or before **January 31, 2020**. We do not refund the deposit of \$500 if notification is received after **January 31, 2020**. We regret that we are unable to place anyone without a deposit.
3. At the very latest, notification of class selection and contracts will be mailed by JANUARY 10TH, 2020. If circumstances permit, you will be notified sooner. Specific teacher assignments will go out by May 2020.
4. **Please remember class placements will only be guaranteed when we receive your signed contract.**



St. Andrew's Preschool and Kindergarten
 419 South Street
 New Providence, NJ 07974
 908-464-4878 Phone
 908-464-2439 Fax

Tuition	www.standrews-school.org
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2020-2021

Class Times

2-1/2's.....	9:15 am — 11:45 am
3's.....	8:45 am — 11:45 am
Jan. 2-1/2's.....	9:15 am — 11:45 am
4's	8:55 am — 11:55 am
Transitional K...	8:55 am — 11:55 am
Kindergarten	8:55 am — 2:35 pm
K Wrap AM.....	8:55 am — 11:25 am
KWrap PM	12:00 pm — 2:35 pm

ENRICHMENT & EXTENDED CARE PACKAGES AVAILABLE

TUITION

2-1/2 yr. 2 day.....	\$2,430
2-1/2 yr. 3 day.....	\$3,645
2-1/2 yr. 2 day Jan. term.....	\$1,607
3 yr. 3 day	\$4,035
4 yr. 4 day	\$5,380
4 yr. 5 day	\$6,389
Transitional K 5 day	\$6,389
Kindergarten	\$9,195
K Wrap AM/day*	\$1,175
K Wrap PM/day*.....	\$1,325

*discounts available for multiple days

All classes will run pending sufficient enrollment

PAYMENT

Tuition is paid as follows:
 Registration and deposit will be \$550. \$50 is a non-refundable application fee and \$500 is the tuition deposit which will be deducted from your final tuition payment. Kindergarten students will pay an additional \$500 deposit that is due with the signed contract. First tuition payment of 50% of tuition monies is due on May 1 and second payment of 25% of tuition monies is due on September 15. Balance of tuition monies is due December 1. Tuition insurance is mandatory unless full tuition is paid in advance. If you enroll your child after May 1st, you must make the 50% tuition payment at the time of enrollment.

Tuition notices will be sent prior to due dates. Payment received more than ten 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.

Please reach out to the Director if a payment plan is necessary or the need for flexibility in payments arises during the school year.

A tuition discount will be given to families with more than one child attending at the same time and/or active members of St. Andrew's Episcopal Church.

TUITION INSURANCE

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

If your child withdraws or is dismissed from school, previously paid tuition fees are forfeited.

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).

A TRP brochure will be sent home with a contract. Please read the brochure carefully and understand that the refund amount varies. The TRP becomes effective on August 1 in the event of the 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 TRP brochure.

Participation in the plan is mandatory unless tuition fees for the year are paid in full by May 1. Participation is elective for those parents who pay in full by May 1, however, **the school strongly urges all families to participate.**

SCHOLARSHIPS

St. Andrew's offers a limited number of scholarships through the Tuition Aid Data Service (TADS). 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. If applying for scholarship consideration, St. Andrew's will waive the \$500 tuition deposit, and only requires the \$50 non-refundable application fee.



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Application for Admission	www.standrews-school.org
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2020-2021 Enrollment

Child's Name _____	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Name Usually Called _____	Date of Birth _____		
Street Address _____	Phone _____		
City/State/Zip _____			

Primary Parental Contact _____	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
E-mail Address _____	Cell Phone _____		

Secondary Parental Contact _____	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
E-mail Address _____	Cell Phone _____		

List Other Children in the Family _____

Child's Name _____	Date of Birth _____	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Child's Name _____	Date of Birth _____	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Child's Name _____	Date of Birth _____	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Child's Name _____	Date of Birth _____	Male <input type="checkbox"/>	Female <input type="checkbox"/>	

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

How did you hear about St. Andrew's Preschool and Kindergarten?

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

If yes, where and when?

CLASS PREFERENCE

We will do our best to honor your class selection. The age of your child, class balance, availability and teacher recommendation also factor into class placement.

Children applying for a 2-1/2 year old class should be 2 by March 1, 2020 so that they will be 2-1/2 by September 1, 2020.

Children applying for the January 2-1/2 year old class should be 2 by July 1, 2020 so that they will be 2-1/2 by January 1, 2021.

A child must be 3 years old by October 1, 2020 to be placed in a 3 year old class.

A child must be 4 years old by October 1, 2020 to be placed in a 4 year old class.

Children applying for the Transitional K class must be 5 by December 31, 2020.

Children applying for the Kindergarten or Kindergarten Wrap must be 5 by October 1, 2020.

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

2 day 2-1/2 year olds

_____ W & Th—AM

3 year olds

_____ W, Th & F—AM

4 year olds

_____ M, T, W & Th—AM or

_____ T, W, Th & F—AM

_____ M to F—AM

Transitional K

_____ M to F—AM

3 day 2-1/2 year olds

_____ W, Th & F—AM

Kindergarten

_____ M to F

2-1/2 year olds (Jan. term)

_____ W & Th—AM

K Wrap AM or PM

_____ Number of Days

If your child has any food allergies or a special medical condition that requires attention, check this box.

I agree to abide by the registration procedures outlined on the application.

Parent/Guardian Signature

Date

FOR OFFICE USE ONLY

Date rec'd _____

Church Mem. Yes No

Sibling Yes No

Prev. App. Yes No

Fee Paid _____

Check # _____