

ST. JOHN'S LUTHERAN NURSERY SCHOOL

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REGISTRATION FOR THE 2017-2018 SCHOOL YEAR

Attached are the necessary forms to register your child in our 2017-2018 nursery school programs. Please fill out completely, sign and return the **REGISTRATION PACKET** along with your child's **BIRTH CERTIFICATE**, and the **\$50.00 REGISTRATION FEE** (non-refundable and non-transferable). The **FIRST PAYMENT** (non-refundable after July 31, 2017) is due **JUNE 1, 2017** to the preschool office Monday through Friday (9:30 AM to 3:00 PM) or mail to the above address Attn: Preschool Office. The following programs will be offered for the 2017-2018 school year (all classes are subject to enrollment):

2 YEAR PLAY & LEARN PROGRAM

Children must be 2 years of age on or before Dec. 1, 2017 and do not have to be toilet trained.

Tues/Thurs AM	10:00-12:00	\$190.00 per month
Tues/Thurs PM	1:00 – 3:00	\$190.00 per month
Mon/Wed/Fri PM	1:00 – 3:00	\$240.00 per month

3 YEAR PROGRAM

Children must be 3 years of age on or before Dec. 1, 2017 and should be either completely toilet-trained OR working on toilet-training.

Tues/Thurs AM	9:30-12:00	\$195.00 per month
Tues/Thurs PM	1:00-3:30	\$195.00 per month
Mon/Wed/Fri AM	9:30-12:00	\$255.00 per month
Mon/Wed/Fri PM	1:00-3:30	\$255.00 per month

4 YEAR PROGRAM

Children must be 4 years of age on or before Dec. 1, 2017 and must be able to use the bathroom independently (COMPLETELY TOILET TRAINED).

5 day EXT AM	9:30-12:25	\$350.00 per month
5 day EXT PM	1:00-3:55	\$350.00 per month
Mon/Wed/Fri AM	9:30-12:25	\$275.00 per month
Mon/Wed/Fri PM	1:00-3:55	\$275.00 per month

TUITION DISCOUNTS are given as follows:

MEMBER DISCOUNT of \$10 per month is given to members of St. John's Lutheran Church, Holbrook. A **3% DISCOUNT** will be given to families that pay full year tuition up front. **MULTIPLE CHILD DISCOUNT** will be given to any family enrolling more than one child in our school during the same school year as follows: full tuition paid on the first child (higher tuition), **25% discount** on each additional child.

WAITING LIST - We will start a waiting list once a session closes out. Please note our waiting list policy on the back of the registration form.

(OVER)

**(THIS IS A COPY OF THE POLICIES AND PROCEDURES ON THE BACK OF THE
REGISTRATION FORM)**

1. We must see your child's **BIRTH CERTIFICATE** at the time of registration to verify his/her age. All children entering our 2 year old program must be 2 years of age on or before December 1, 2017 and do not have to be toilet trained. All children entering our 3-year old program must be 3 years of age on or before December 1, 2017 and should be either completely toilet-trained or working on toilet-training. All children entering our 4 year-old program must be 4 years of age on or before December 1, 2017 and **MUST BE ABLE TO USE THE BATHROOM INDEPENDENTLY (COMPLETELY TOILET TRAINED)**.
2. A **MEDICAL EXAMINATION** is required for each child attending our school and must be submitted **NO LATER THAN AUGUST 1, 2017**.
3. The **ANNUAL TUITION** of \$_____ (non-transferable) may be paid in full or ten (10) monthly installments of \$_____. A **\$50.00 REGISTRATION FEE (NON-REFUNDABLE and NON-TRANSFERABLE)** is due at the time of registration. The **FIRST PAYMENT** of \$_____ (**NON-REFUNDABLE AFTER JULY 31, 2017**) is due **JUNE 1, 2017**. The nine (9) **REMAINING PAYMENTS** are due on **THE FIRST OF EACH MONTH STARTING ON SEPTEMBER 1, 2017**. All tuitions must be **PAID IN FULL NO LATER THAN MAY 15, 2018**. **Please refer to our payment schedule.**
4. **LATE PICKUP FEE**: A fee of \$20.00 will be charged if your child is picked up from class after the designated dismissal time.
5. **WAITING LISTS**: We will start a waiting list once a session closes out.
6. **RETURNED CHECK POLICY**: There will be a **\$20 SERVICE FEE** for all checks returned to us. The amount of the check plus service fee must be **PAID IN CASH** (we do not re-deposit checks). If two or more checks are returned to us during the school year, the balance of payments must be paid in cash or money order.
7. **ALL CLASSES ARE SUBJECT TO ENROLLMENT. ALL ENROLLMENTS ARE CONSIDERED TO BE FOR THE ENTIRE YEAR** (September 2017 through June 2018). No refunds for tuition will be granted for the temporary removal of a child from school. We must receive **WRITTEN NOTICE** by the first of the preceding month if the child is to be withdrawn from the program.
8. Our **SCHOOL CALENDAR** basically follows Sachem School District except for Jewish holidays and, in addition, any days designated by the Nursery School Board.
9. St. John's Lutheran Nursery School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational or admissions policies and other school-administered programs.