

For Registrars' Use Only

Date Rec'd. _____

Check No. _____ Amt. _____

Dutch Neck Presbyterian Church Cooperative Nursery School Application

Application for: _____ 2½ Year Olds _____ 3 Year Olds _____ 4 Year Olds

Child Information

First Name: _____ Last Name: _____

Date of Birth: _____ Gender: Male: _____ Female: _____

Street Address: _____

Town/State/Zip Code _____ Home Phone: _____

Parent Information:

Mother's First Name: _____ Mother's Last Name: _____

Father's First Name: _____ Father's Last Name: _____

E-mail: _____

CLASS DESIRED: Please indicate **first and second choice**. Class space is assigned on a **first received, first assigned basis**. If your first and second class choices are filled, you will be assigned a "third choice" class and be placed on a waiting list for your prior choices.

Two-and-a-Half Year Olds: 2 day _____ 2 day _____ (Must be 2½ by November 1)
(9 to 11:20 a.m.) (M-W) (T-Th)

***Three-year olds:** 2 day _____ 3 day _____ 3 day _____ 3 day _____
(9 to 11:30 or 12:30 to 3) (TTh a.m.) (TThF a.m.) (MWF a.m.) (TWTh p.m.)

***Four-year olds:** 3 day _____ 4 day _____ 4 day _____
(9 to 11:30 or 12:30 to 3) (MWF a.m.) (MTWTh a.m.) (MTWTh p.m.)

** MUST BE TOILET TRAINED*

Please indicate the following:

DNPCCNS Alumni: Yes ___ No ___ Dutch Neck Presbyterian Church Member: Yes ___ No ___

Name of last or currently enrolled child at DNPCCNS _____ Year _____

School District in which your child will attend school _____

Please remit the NON-REFUNDABLE registration fee of \$150.00 with this application form. Checks should be made payable to DNPCCNS.

"I acknowledge that I have read the information enclosed and agree to fulfill my co-op obligations while my child is enrolled in DNPCCNS. I also attest to the fact that all the information given on the registration forms by me is accurate and true."

Signature _____ Date _____

REGISTRATION POLICIES AND GUIDELINES

ENROLLMENT DATES - 2012 / 2013 School Year

1. **Priority Enrollment** will begin **Tuesday, January 17, 2012** for eligible families (currently enrolled, church members and alumni) and end **Monday, January 30, 2012, 3:30pm**.
2. **General Public Enrollment** will begin **Tuesday, January 31, 2012** and will remain open until all spots are filled.

PAPERWORK COLLECTION

1. Registration paperwork will be collected and time stamped by the Registrar on the first day of each enrollment period. Paperwork will be collected and time stamped by the main office when the Registrar is not available.
2. **Only paperwork for one family may be submitted at a time.** A registrant may submit additional forms (i.e. a friend's paperwork) but those forms will be time stamped as if received at the end of the line.
3. **Paperwork MUST be complete to be processed. This includes BOTH a 1st AND 2nd choice of class times. Failure to comply will result in a new time-stamp once the forms are completed.**

TIME STAMP & ORDER

1. Paperwork will be time stamped upon receipt to ensure priority order.
2. Paperwork received prior to the eligible enrollment period will be time-stamped at the end of the first day of the enrollment period.
3. Paperwork turned in to the office by hand after the first day of the enrollment period will be time stamped and placed in order of receipt.
4. Paperwork mailed in during the enrollment period will be time stamped at the end of the day received.

CLASS ASSIGNMENTS*

1. Class assignments will follow time-stamp order.
2. Children who are not assigned their first choice will automatically be placed on the waitlist for that class, honoring the same order.
3. If the first choice is not available, the second choice will be honored whenever possible. If the second choice is also unavailable (a rare occurrence), the child will be assigned to the third choice or an open class (if no third choice listed).

** PLEASE NOTE: The Director of Education reserves the right to make final decisions regarding placement to ensure that all children's educational needs are addressed. Parents will be contacted by the Director of Education to discuss this if such a change is deemed necessary.*

FOLLOW UP

1. Registrars will send an email to each registrant acknowledging receipt of paperwork.
2. Packets with class assignment and other relevant information will be sent out during the first week of March.

TUITION & FEES POLICY

School Year 2012-2013

2012-2013 Full Tuition*

Payments due are highlighted in gray. Payments may be paid in full in May 2012 or using the Payment Plan Schedule below.

	Due Date	2 ½ Year Old 2 Day	3 Year Old 2 Day	3 Year Old 3 Day	4 Year Old 3 day	4 Year Old 4 Day	Kindergarten Extension
Full Tuition		\$1750	\$1750	\$2425	\$2425	\$3000	\$3100
<i>Applied from Registration</i>		(\$100)	(\$100)	(\$100)	(\$100)	(\$100)	(\$100)
Total Due		\$1650	\$1650	\$2325	\$2325	\$2900	\$3000

2012-2013 Tuition Payment Plan Schedule

May 2012	GMM**	\$450	\$500	\$500	\$650	\$650	\$750
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September 2011 Payment Includes :

<i>Tuition</i>		\$400	\$400	\$600	\$550	\$725	\$750
<i>Housekeeping Fee</i> †		\$55	\$55	\$55	\$55	\$55	\$55
<i>Field Trip Fee</i>		\$0	\$25	\$25	\$30	\$30	\$0
September 2012	GMM**	\$455	\$480	\$680	\$635	\$810	\$805
November 2012	11/15	\$400	\$375	\$625	\$575	\$775	\$750
February 2013	02/15	\$400	\$375	\$600	\$550	\$750	\$750

*Pending approval at the May General Membership Meeting.

**General Membership Meeting. Kindergarten Extension tuition is due to the office the day of the meeting. All other tuition is to be remitted at the meeting.

† Housekeeping fees are levied once annually per FAMILY. If you have more than one child in the school, deduct this from other payments.

Fees Breakdown and Policy

Registration:	\$ 150.00	Non-refundable, \$100 will be applied to tuition
Housekeeping:	\$ 55.00	Paid annually once <i>per family</i> with September Tuition or with full tuition payment in May
Field Trip Fee (all 3 year olds)	\$ 25.00	Paid annually once <i>per child</i> with September Tuition or with full tuition payment in May
Field Trip Fee (all 4 year olds)	\$ 30.00	Paid annually once <i>per child</i> with September Tuition or with full tuition payment in May
Tuition Late Fee:	\$ 25.00	Levied 5 days after tuition due date.
Class Change Fee:	\$ 50.00	Non-refundable
Withdrawal Fee:	\$ 100.00	See details below

1. For all withdrawals, except those noted below, tuition will NOT be refunded for the portion of the school year the child has already attended. Tuition will also NOT be refunded for the portion of the school year the child's position remains vacant. When the vacancy is filled, a pro-rata portion of the tuition (calculated using a daily tuition rate) less any applicable withdrawal fee, will be refunded.
2. In the case of School-Initiated or Medical withdrawals, as described in Article XIII of the By-Laws, tuition will NOT be refunded for the portion of the school year the child has already attended. However, a refund will be issued without regard to the vacancy being filled.
3. No tuition will be refunded for any withdrawals effective after March 31.
4. A one hundred dollar (\$100) withdrawal fee will be levied for every withdrawal effective prior to the start of classes. After the start of classes, the withdrawal fee will be waived under the following circumstances:
 - Withdrawal is a School-Initiated or Medical withdrawal, as described in Article XIII of the By-Laws
 - All other withdrawals whereby the parent(s) is/are member(s) of the cooperative in good standing; i.e., fulfillment of co-op duties, full payment of tuition installments when due, proper advance notification of the withdrawal.
5. A fifty dollar (\$50) class change fee will be levied for each member-initiated class change made after June 30.
6. Housekeeping and Field Trip fees will be prorated by ½ for any student who starts as of February 1st or later in the school year.

RESPONSIBILITIES OF PARENTS IN THE CO-OP

1. Participation in the administration of the school, individually and through the Executive Committee.
 - Participation in the administration of the School through active service on one committee, as a trustee on the board, or as an executive board member.
2. Attendance at all General Membership meetings, usually three per year.
3. Fulfillment of helping parent responsibilities or participation in the Helping Parent Buy Out Option.
 - A **parent** is expected to be the helping parent. In the event of extenuation circumstances, another adult family member may fulfill this responsibility with prior approval and the signing of the state Disclosure form.
 - Prompt arrival on helping parent days. Parents should arrive at 8:45 AM or 12:15 PM for 3 & 4 year old classes and 9:00 AM for all 2 ½ year old classes.
4. Fulfillment of housekeeping duties.
5. Completion and return of all forms on time.
 - Keeping school records up to date – including changes in address, phone number, health status, and emergency numbers.
6. Prompt payment of tuition and other obligations.
7. Active service on at least one committee.
8. Participation in all fund-raising activities.
9. Adherence to the rules and regulations of the organization.
 - Prompt arrival of parents or caretakers at the beginning of each class to drop off their children.
 - Morning session begins at 9:15AM for 2's, 9:00AM for 3 & 4 's. Afternoon session begins at 12:30 PM.
 - Prompt arrival of parents or caretakers at the end of each class to pick up their children.
 - Morning session ends at 11:15 AM for 2's, 11:30AM for 3 & 4's and the afternoon session ends at 3:00PM.
10. Failure to fulfill your co-op obligations will result in the following:
 - First offense: letter of reprimand
 - Second offense: \$25 fine
 - Third and subsequent offenses will be school offenses. Three such offenses will be grounds for dismissal from DNPCNS. There is another \$25 fine levied for each offense.
 - Please note that payment of fines for failure to fulfill these obligations, though required, does not remove the failed obligations from your record. All offenses will carry over for the duration of your family's membership.

These rules are not intended to be punitive. Our intent is to make our school a happy cooperative that everyone may enjoy our program and facilities.