

**Pittsford Nursery School**

## Located in the First Presbyterian Church of Pittsford, 25 Church Street, Pittsford, New York 14534

## Office: (585) 381-1390

**Pcns1952info@gmail.com**

**2018-2019 Parent Agreement and Registration Form**

**PCNS Time for Two’s**

**1. REGISTRATION:**

* Registration for the 2018-2019 school year will be guaranteed to the following from **December 1** **through December 15**: Current Board members and Committee Chairpersons, returning students from the 2017-2018 school year, and any siblings of those students. From **December 16 through December 31** registration is guaranteed to members of the First Presbyterian Church and siblings of alumni.
* Registration will open to the public on **January 1** and remaining spots will be filled on a first-come, first-served basis. However, in the event that more applications are received on any given day than there are remaining openings, applications will be time stamped. .
* **No registration preference will be honored after December 31.**

**2. AGE AND ADMISSION REQUIREMENTS:**

* A child must be two (but not three) by December 1 of the year he/she is enrolled.
* Proof of immunization against diphtheria, pertussis, tetanus, rubella, measles, mumps, HIB, Hepatitis B, polio and chicken pox as required by NY State law must be provided **before the first day of school**.
* It is the parents’ responsibility to inform PCNS of any special needs (medical, behavioral, Early Intervention, etc.) of their child.

**3. SCHOOL CALENDAR AND LOCATION:**

School will begin in mid-September and continue through mid May, with vacations following the Pittsford School District calendar. The school is located in the village on the lower level of the First Presbyterian Church of Pittsford. The parking lot and entrance to the school are in the rear of the church on Locust Street.

**4. CLASS CONFIGURATION:**

* Class configuration shall be determined by the Teachers, Director and the Officers of the School.
* PCNS considers factors such as student ratio (boy/girl mix), birth dates, tuition plans, and aide scheduling.
* PCNS will also *consider* other personal factors when placing a child (i.e. sibling bus schedules,

Car-pooling, teacher preference, class time preference, etc.)(See attached Placement Request Form).

* In the event that requests cannot be honored, PCNS will inform families by mid August.

**5. PARENT INVOLVEMENT:**

All parents must work at the school, assisting in the classroom on a rotating basis and driving on field trips. Parents can opt out of work days at the school by purchasing an opt-out package in advance, or paying the daily opt-out fee on a need basis. Parents' responsibilities are detailed in the Policy that is distributed before the start of school, or earlier upon request. All 2’s families are required to participate in one of the following events: Close School in May; All School Picnic Carnival in May; One Housekeeping Circle Night.

**6. REGISTRATION FEE:** A processing fee of **$50.00** is required for each application. The processing fees are returned only if your child is not accepted into the program. This fee holds your child's place only until **July 1, 2018,** when the first tuition payment is required. If the first tuition payment is not received by **July 1, 2018,** your child's place in the class will no longer be reserved.

**7. TUITION:**

**Tuition for the 2018-2019 school year will be as follows:**

2 day program Mon/Wed 9:00 – 11:00 AM **$1,065.00**

2 day program Tue/Thu 9:00 – 11:00 AM **$1,065.00**

**Helping days:**

2 day program 7 helping days\*

\*Based upon full enrollment of 9 students per class. Should a class not fill, parents may be required to work more days (i.e., one or two more per year).

**Buyout options:**

**2 day**

2 buyout days: $ 70

4 buyout days: $140

6 buyout days: $210

\* When a parent is unable to assist on a scheduled day, the parent may seek a replacement by switching with a parent in the same or another class. If a paid aide needs to be scheduled, a $30 fee will be charged to the parent.

Payment for the tuition is in three installments: July 1, September 1, and November 1. Parents will receive a bill for the tuition payment. If a tuition bill is not paid within two weeks of the due date, at the discretion of the Board of Directors, the parents may be asked to withdraw their child from the school. A 10% late fee will be charged on the tuition balance due if the tuition payment is not received by the due date. A $25.00 processing fee will be charged for any tuition, registration or other check made out to PCNS returned for insufficient funds.

**8. WITHDRAWALS AND REIMBURSEMENT:**

Enrollment is for the entire nursery school year. Tuition and any other associated fees will be automatically refunded or prorated only if a student’s withdrawal is based upon **written doctor’s orders, is at the request of the nursery school or is due to a family’s relocation,** as specified in the PCNS Policy**. The processing fee is never refundable.** The Nursery School Board of Directors, after consultation with the teacher and parent, may require the withdrawal of a child if the parents fail to comply with terms of the registration application or the Policy, or if the behavior or health of the child is detrimental to the welfare of the group or if the child is unable to function within the framework of the school’s program

*Pittsford Nursery School*

**2018-2019 Parent Agreement and Registration Form**

**PCNS Time for Two’s**

Please complete the following form and return it with the appropriate registration fee(s) to the Director:

**Teresa Zatyko, 25 Church Street, Pittsford, NY 14534**

Child's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name to use on name badge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Male Female

Home Address:

Street:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Father's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*The above information is used during the distribution of our class lists in August that are sent via email to all PCNS families. If you would NOT like your contact information distributed in this manner, please initial here \_\_\_\_*

Does your child have any medical concerns that we should be aware of (allergies, physical challenges, etc.)?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your child currently receiving any special services (speech, occupational therapy, etc.)? Yes No

If yes, please explain in detail using the back of this sheet if necessary:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Language spoken at home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do parents and child speak English? Yes No

Have you had children in PCNS before? Yes No

Are you a member of the First Presbyterian Church of Pittsford? Yes No

How did you first learn of the school? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list other siblings and dates of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please check your class and buy-out choices:**

**CLASSES OFFERED:**

\_\_\_ 2 day Mon/Wed. **morning** 9:00 – 11:00

\_\_\_ 2 day Tue/Thu. **morning** 9:00 – 11:00

**BUYOUTS\***

**2 day – appx. 7 helping days**

2 buyout days: $ 70

4 buyout days: $140

6 buyout days: $210

***\*Buyouts can only be purchased in advance. Buyout days purchased after July 1, 2018 will cost $50 per day.***

I have read the Parent Agreement and Registration Form and agree with the terms and conditions stated.

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For office use only: Check # \_\_\_\_\_\_\_\_\_ Cash $\_\_\_\_\_\_\_\_\_\_ Date Received: