

Pittsford Nursery School

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

Pcns1952info@gmail.com

## Office: (585) 381-1390

**2017-2018 Parent Agreement and Registration Form**

**Young Kindergarten, a Transitional Kindergarten Program**

***A five day enrichment program for your child who is not quite ready for kindergarten***

**1. REGISTRATION:**

* Registration for the 2017-2018 school year will be guaranteed to the following from **December 1** **through December 15**: Current Board members and Committee Chairpersons, returning students from the 2016-2017 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, a lottery will be held.
* **No registration preference will be honored after December 31.**

**2. AGE AND ADMISSION REQUIREMENTS:**

* The child must be five (but not six) 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:**

* School will begin in mid-September and continue through mid June, 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. PARENT INVOLVEMENT:**

Parentswill be invited by the teacher to help out various times throughout the year.

**5. REGISTRATION FEE:**

A registration fee of **$50.00** is required for each application. **Please make checks payable to Pittsford Nursery School**. The registration fees are returned only if your child is not accepted into the program. This registration fee holds your child's place only until **May 1, 2017,** when the non-refundable deposit is required. As stated below, 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.

**6. TUITION: $2,875.00; Class Time 8:45-11:35**

**Activity Fee: $25.00**

Covers the expenses of field trips for the school year.

Payment for the tuition is in four installments: A non-refundable **$155** deposit by May 1, and **$2640** in three payments by 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.

Financial Aid is available for those who qualify, through the Jacqueline LaBella Scholarship Fund. If interested, please contact Teresa Zatyko in the school office.

**7. WITHDRAWALS AND REIMBURSEMENT:**

Enrollment is for the entire nursery school year. Tuition 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**.** In other circumstances if a withdrawal request is submitted a) before July 1st (with a 14 day grace period), all tuition monies, minus the non-refundable deposit and the registration fee, b) before September 1st, 2/3 of what has been paid will be refunded, minus the non-refundable deposit and the registration fee, c) after November 1st, tuition is non-refundable (unless for the reasons outlined above) 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. If the class is full (15 students) and a request for withdrawal occurs, prorated tuition reimbursement will be considered only if the vacancy is subsequently filled. The reimbursement will be prorated up until the spot was filled.

*Pittsford Nursery School*

**2017-2018 Parent Agreement and Registration Form**

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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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Home Address: Street:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_

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

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

Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 list any school programs your child has attended\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TUITION: $2,795.00**

Payment for tuition is in three installments: July 1, September 1 and November 1.

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:

Check $ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_