



## DEERFIELD COMMUNITY NURSERY SCHOOL REGISTRATION POLICIES FOR THE 2012-2013 SCHOOL YEAR

1. DCNS plans to offer Parent/Child classes; one Time with Tots class; one All By Myself class; two Three-Year-Old classes; and two Four-Year-Old classes.
2. Registration materials will be distributed to priority families prior to Thanksgiving break. **The deadline for submission is December 5<sup>th</sup> for all priority families.** After this date, they will lose priority status and be part of the general (open) registration process.
3. New families interested in registering their child(ren) may pay the registration fee at any time, but until the fee is paid, a place in a particular class cannot be guaranteed. New families will be assigned a number and called, in order, in December, after priority registration is over. **The registration fee is non-refundable unless a class is full.**
4. The registration fee is \$150 per enrolled child (\$40 per session for Time With Tots). The registration fee, which secures a place in a class for a particular child, is **non-refundable**, except as noted above. Children beginning in January will pay a \$75 registration fee. Families will receive a confirmation letter via email confirming a child's enrollment in a particular class.
5. PARENT/CHILD CLASSES (i.e. Infant Massage, Music and Movement, etc.): There is no registration fee for parent/child classes. Tuition will be \$75 for each five-week session. Total tuition is due at the time of registration.
6. TIME WITH TOTS: The registration fee of \$40 per session will hold your spot in Time With Tots. The total tuition is due on May 10, 2012 for Session 1 and November 10, 2012 for Session 2.
7. ALL BY MYSELF: On May 10, 2012 a **non-refundable** tuition payment will be due. The balance will be paid in eight (8) consecutive monthly payments, beginning September 10, 2012. The last payment will be due April 10, 2013.
8. THREE-YEAR-OLDS: On May 10, 2012 a **non-refundable** tuition payment will be due. The balance will be paid in eight (8) consecutive monthly payments beginning September 10, 2012. The last payment will be due April 10, 2013.

9. FOUR-YEAR-OLDS: On May 10, 2012 a **non-refundable** tuition payment will be due. The balance will be paid in eight (8) consecutive monthly payments beginning September 10, 2012. The last payment will be due April 10, 2013.
10. Tuition that is more than five (5) days delinquent will result in a \$5 late fee. Delinquent payments will be taken under advisement by the Board of Directors, which reserves the right to terminate any enrollment in the Nursery School when payments are more than thirty (30) days late. Before enrolling in additional programs (i.e. lunch and learn, camps, etc.) families must be paid in full on all tuition owed to the school.
11. Please note that tuition is due whether or not your child attends school.
12. A refund equal to one-half of the class fee for any semester long, single payment class will be granted if a family withdraws within the first 30 days of the class start date (e.g. Time with Tots).
13. If necessary, alternative payment arrangements may be made with the Treasurer, Accounts Receivable. A scholarship fund is available to those families demonstrating financial need. This information is kept confidential.
14. Any family wishing to pay tuition in fewer installments is encouraged to do so.
15. Release forms, conference forms, etc. will be mailed out in July 2012 and are to be returned no later than August 11, 2012. The non-refundable tuition deposit (May 10<sup>th</sup> payment) will be forfeited if the forms are not received by the fifth calendar day after August 11, 2012. The first person on the waiting list will then be contacted to fill the vacancy. **Completion of all of the forms confirms your child's placement in the fall.**
16. Once school is in session, the Registrar must be notified one (1) month in advance if a child is to be withdrawn. If the child is withdrawn from school before this time, the family is still financially responsible for the full month after notification of withdrawal. A written form, available from the Director, must be completed prior to the child's withdrawal date.
17. EXTENDED DAY LUNCH N' LEARN: Three- and four-year-old children may attend an optional lunch program during the week. The fee for this program is in addition to regular tuition payments. Note that there is a set fee for each session of the lunch program, and this fee will not be adjusted according to how many days a child attends. The only exception to this rule is when a child enrolls after the first session has begun. Three-year-old children will not begin the extended day lunch program until October.