

ST. ELISABETH'S NURSERY SCHOOL

556 Vernon Avenue, Glencoe, IL 60022

847-835-0609

www.stelisabethsnurseryschool.org

2010-2011 ENROLLMENT APPLICATION

DATE DUE for *Returning Students*: November 13, 2009

DATE DUE for *New Students*: November 20, 2009

Personal Information

Today's Date _____

Child's Name _____ Circle one: M/F

Nickname _____

Would you like it used in school? _____

Date of Birth _____

Address _____

Home Phone # _____

Father's Name _____

Work Phone # _____ E-Mail _____

Contact Preference: Phone _____ or E-Mail _____

Mother's Name _____

Work Phone # _____ E-Mail _____

Contact Preference: Phone _____ or E-Mail _____

Other siblings (names and dates of birth):

Have older siblings attended St. Elisabeth's Nursery School? _____

Scheduling for Morning Pre-School Program

Please circle the days that you would like your child to attend school: choose three days for three-year-olds and four days for four-year-olds. We will strive to accommodate your preferences; however, such accommodation cannot be guaranteed.

-1st choice: M T W Th F

-My schedule is flexible _____

-2nd choice: M T W Th F

Tuition

The tuition rate for the 2010-2011 school year is \$1000 per day. Total tuition is based upon the number of days that your child attends school: **\$3000** for three days; and **\$4000** for four days.

School Health and Other Administrative Forms

Before a child is allowed to attend St. Elisabeth's Nursery School, completed health/medical forms must be on file. If your child is accepted into St. Elisabeth's Nursery School, these health/medical forms will be mailed to you together with other administrative forms in the late spring or early summer. We ask that you return these forms no later than July 1, 2010.

Board of Directors

St. Elisabeth's Nursery School is governed and operated by a volunteer Board of Directors comprised of parents of children currently enrolled at the school. Because the number of families that make up the community at St. Elisabeth's Nursery School is so small, one parent from each family is strongly encouraged to serve on the Board. Someone from the Nominating Committee will contact you in the spring to provide you with information regarding positions and responsibilities.

Publicity

Please let us know how you heard about St. Elisabeth's Nursery School:

The following are due with your application: (1) a \$200 deposit; and (2) an initialed Deposit, Tuition & Withdrawal Policy Statement (attached).

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DEPOSIT, TUITION & WITHDRAWAL POLICY

DATE DUE for Returning Students: November 13, 2009

DATE DUE for New Students: November 20, 2009

DEPOSIT

A \$200 deposit is due with your application to St. Elisabeth's Nursery School. If your child is accepted, this deposit is non-refundable and shall be applied toward tuition for the school year. If your child is placed on a waiting list, this deposit shall be held until the waiting list is closed on the first day of school. If your child is not accepted into the program from the waiting list by the first day of school, this deposit shall be returned to you at that time. If you do not wish to have your child placed on the waiting list or you wish to withdraw your child from the waiting list prior to the first day of school, this deposit shall be returned at the time that you provide notice to the Enrollment Committee.

TUITION

Tuition payments are divided into three equal payments. The first payment is due within three weeks of your child's acceptance into St. Elisabeth's Nursery School as a requirement for reserving your child's place in the program. The second payment is due on May 1, 2010. The third and final payment is due on September 1, 2010. **As such, your child's tuition shall be paid in full prior to the beginning of the school year.** Please contact the President of the Board of Directors of St. Elisabeth's Nursery School to discuss alternative tuition arrangements if necessary.

St. Elisabeth's Nursery School is a non-profit organization and depends on tuition payments to meet expenses, so please pay promptly. If either the second or the third tuition payment is more than 30 days late, a 5% late charge will be imposed. Please direct any questions concerning payment schedules to the Assistant Treasurer of the Board of Directors of St. Elisabeth's Nursery School.

WITHDRAWAL

All tuition payments are non-refundable. If you withdraw your child from St. Elisabeth's Nursery School **on or before May 1, 2010**, you are not liable for the second and third tuition payments. If you withdraw your child from St. Elisabeth's Nursery School **after May 1, 2010**, you are liable for the second and third tuition payment.

Exceptions to Withdrawal Policy

1. Withdrawal before September 1, 2010.

If you withdraw your child from St. Elisabeth's Nursery School **before September 1, 2010** and the Board of Directors fills the subsequent vacancy **before September 1, 2010**, the Board of Directors will refund the tuition payments previously made except for a \$250 withdrawal fee.

If you withdraw your child from St. Elisabeth's Nursery School **before September 1, 2010** but the Board of Directors cannot fill the subsequent vacancy until **after September 1, 2010**, you will be liable for tuition on a per-week, pro-rata basis until the week that the replacement student begins to attend St. Elisabeth's Nursery School. In addition to the per-week, pro-rata tuition, you will be liable for a \$250 withdrawal fee. Any other tuition payments previously made will be returned to you.

2. Withdrawal after September 1, 2010.

If you withdraw your child from St. Elisabeth's Nursery School after September 1, 2010 and the Board of Directors fills the subsequent vacancy, you will be liable for tuition on a per-week, pro-rata basis until the week that the replacement student begins to attend St. Elisabeth's Nursery School. In addition to the per-week, pro-rata tuition, you will be liable for a \$250 withdrawal fee. Any other tuition payments previously made will be returned to you. **Based upon prior history, it is highly unlikely that the Board of Directors will be able to fill a vacancy after the commencement of the school year.**

Please initial here to indicate that you have read and consent to this Deposit, Tuition & Withdrawal Policy: _____.