



## REFORMED CHURCH NURSERY SCHOOL 2024-2025 Application

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**PLEASE READ THE DIRECTIONS CAREFULLY AND BE SURE TO APPLY DURING THE CORRECT LEVEL**

### **LEVEL 1: TUESDAY, JANUARY 16 - FRIDAY, JANUARY 19**

**Drop completed applications with application fee and tuition downpayment in the RCNS office.**

- **Church Members:** active members of RCB participating in worship service and offering their prayers and gifts.
- **Current 2's AM Students:** are guaranteed 3's AM spots.
- **Current 3's AM & PM students:** are guaranteed 4's Full Day spots.
- **Current 2's PM Students:** are guaranteed 3's PM spots.
- **IMPORTANT:** If your child is a current 2's pm student and you want a 3's AM spot for the 24-25 school year, you must apply during Level 1 to guarantee a pm spot and then follow the directions in Level 3 to request an AM spot in place of your guaranteed pm spot.

### **LEVEL 2: TUESDAY, JANUARY 16: 8:00 PM via email to [admissions@reformedchurch.org](mailto:admissions@reformedchurch.org)**

- **Current 4's students who are not Church Members applying for a 5's spot.**
  - You must send an email to [admissions@reformedchurch.org](mailto:admissions@reformedchurch.org) at 8pm on January 16.
  - There are limited 5's spots available. Placement and waitlist for 5's spots will be determined by the arrival time of your email.

### **LEVEL 3: WEDNESDAY, JANUARY 17: 8:00 PM via email to [admissions@reformedchurch.org](mailto:admissions@reformedchurch.org)**

- **Current 2's pm students applying for 3's AM spots.**
  - You must send an email to [admissions@reformedchurch.org](mailto:admissions@reformedchurch.org) at 8pm on January 17. Please state that you have submitted your completed application for the 5 day 3's PM and that you would like to be placed in a 5 day 3's AM if it becomes available. Only children who have completed applications on file can apply for an AM spot
- **Current Toddler Time Students and non-Church member siblings applying for the first time for a Toddler Time, 2's, 3's, 4's or 5's program.**
  - You must send an email to [admissions@reformedchurch.org](mailto:admissions@reformedchurch.org) at 8pm on January 17. Please do not email completed applications. Your email should include your child's name and top 2 or 3 program choices.

### **LEVEL 4: THURSDAY, JANUARY 18: 8:00 PM via email to [admissions@reformedchurch.org](mailto:admissions@reformedchurch.org)**

- **New families who are not church members, applying to RCNS for the first time.**
  - You must send an email to [admissions@reformedchurch.org](mailto:admissions@reformedchurch.org) at 8pm on January 18. Please do not email completed applications. Your email should include your child's name and top 2 or 3 program choices. There are limited AM spots available.

Continue on back.  
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### **QUESTIONS ABOUT EMAIL TIMING?**

- Upon receipt of your email, you will get an automatic reply from admissions@reformedchurch.org, confirming receipt of your registration. If you do not receive an automatic reply, please call 914-216-1249 to confirm receipt.
- Emails sent before 8pm will not be accepted. You will get an automatic reply telling you to send an email again at 8pm.
- The order of the email is determined by the time it is received by the office. The school is not responsible for emails not received.

### **ACCEPTANCE, APPLICATION DROP-OFF AND PAYMENT**

#### **LEVEL 1**

- **All students who apply during Level 1 should drop off the following by January 19, 2024:**
  - A completed application for each child.
  - A \$1300 application/registration fee for the oldest/only child
  - A \$1150 application/registration fee for each additional child

#### **LEVELS 2, 3 & 4**

- **All students who apply during Levels 2, 3 & 4 will receive a placement email by February 1 and must remit the following by February 15.**
  - A completed application for each child.
  - A \$1300 application/registration fee for the oldest/only child
  - A \$1150 application/registration fee for each additional child
  - NEW FAMILIES: Proof of birth date, birth certificates and passports are both acceptable.

**APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THE FOLLOWING ADDITIONAL ITEMS:**

- **ALL FAMILIES:** A \$1300 nonrefundable application/registration fee payable to RCNS for your oldest/only child. \$1150 for each additional child in the family. All payments can be included in one check.
- **NEW FAMILIES:** Proof of birth date, birth certificates and passports are both acceptable.

Child's Name: \_\_\_\_\_,  
(last) (first)

Male\_\_\_\_ Female\_\_\_\_ Child's Date of Birth: \_\_\_\_/\_\_\_\_/20\_\_\_\_ Age: \_\_\_\_\_

Are you a new family to RCNS? \_\_\_\_ Yes \_\_\_\_ No Religious Affiliation: \_\_\_\_\_

Are you a member of the Reformed Church of Bronxville? \_\_\_\_\_ If yes, date joined: \_\_\_\_\_

Home Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Parent 1: \_\_\_\_\_ Parent 2: \_\_\_\_\_

Please check one: \_\_\_\_ Mother \_\_\_\_ Father Please check one: \_\_\_\_ Mother \_\_\_\_ Father

Occupation: \_\_\_\_\_ Occupation: \_\_\_\_\_

Parents' Marital Status: \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_ Email: \_\_\_\_\_@\_\_\_\_\_

Home #: \_\_\_\_\_ Home #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Cell #: \_\_\_\_\_

School program child is presently attending: \_\_\_\_\_

What school district do you live in: \_\_\_\_\_

**EDUCATION – TO BE FILLED OUT BY NEW STUDENTS ONLY**

**Does your child receive any special services? ( ) Yes ( ) No**

Please list any educational concerns you have for your child below. Include any services or evaluations your child has had. Include IEP or any pertinent paperwork. Upon acceptance, please make an appointment with the Director to discuss.

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Continue on back.



### PROGRAM OPTIONS

Please review the chart below and number your program choices in order of your preference.

PROGRAM	Number Order of Preference Below	DAYS	TIME	TOTAL TUITION
Monday Toddler Time	#	M	9:30-11:15	\$3075
Tuesday Toddler Time	#	T	9:30-11:15	\$3075
2 day 2's am	#	M, T	8:45-11:15	\$5800
3 day 2's am	#	W-F	8:45-11:15	\$8450
5 day 2's am	#	M-F	8:45-11:15	\$11,500
2 day 2's pm	#	M, T	12:15-2:30	\$5225
3 day 2's pm	#	W-F	12:15-2:30	\$7600
5 day 3's am	#	M-F	8:45-11:15	\$11,500
5 day 3's am Enrichment	Sign up below*	M-F	11:15-1:00	\$1000 daily or \$4000 for 5 days
5 day 3's pm		M-F	12:15-2:30	\$10,350
4's Full Day	#	M-F	8:45-2:30	\$15,500
5's Full Day	#	M-F	8:15-2:30	\$17,500

### \*3'S ENRICHMENT ENROLLMENT

3'S ENRICHMENT FEES	11:15 – 1:00 MONDAY	11:15 – 1:00 TUESDAY	11:15 – 1:00 WEDNESDAY	11:15 – 1:00 THURSDAY	11:15 – 1:00 FRIDAY
Annual fee: \$1000 per day or \$4000 for 5 days. Enrichment fees will be included in the tuition schedule below.					

Please check the days you want your child to attend below \$1000 per class or 5 classes for \$4000.

### TUITION SCHEDULE

JANUARY 16-19 – LEVEL 1	FEBRUARY 15 – LEVELS 2, 3 & 4	MAY 10 – ALL LEVELS	AUGUST 15 -ALL LEVELS
<ul style="list-style-type: none"> <li>\$300 Application Fee for oldest/only child</li> <li>\$150 Application fee for each additional child</li> <li>\$1000 nonrefundable tuition downpayment for each child</li> </ul>	<ul style="list-style-type: none"> <li>\$300 Application Fee for oldest/only child</li> <li>\$150 Application fee for each additional child</li> <li>\$1000 nonrefundable tuition downpayment for each child</li> </ul>	<ul style="list-style-type: none"> <li>60% of the remaining balance. Invoices mailed in late April</li> </ul>	<ul style="list-style-type: none"> <li>Remaining balance due in full. Invoices mailed in late July</li> </ul>

### REGISTRATION GUIDELINES AND PRIORITIES

A child is eligible for enrollment in a Nursery School program provided he or she meets the following age requirements for the enrollment year, and we have received proof of all immunizations by September 2024.

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| <ul style="list-style-type: none"> <li><b>Toddler Time: 12-24 months by 12/31/24</b></li> </ul> | <ul style="list-style-type: none"> <li><b>2's: 2 by 12/31/24</b></li> <li><b>3's: 3 by 12/31/24</b></li> </ul> | <ul style="list-style-type: none"> <li><b>4's: 4 by 12/31/24</b></li> <li><b>5's: 5 by 12/31/24</b></li> </ul> |
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**ACCEPTANCE AND CONTINUED ATTENDANCE:** RCNS reserves the right to decide whether a child's admittance or continued attendance at RCNS is in the best interest of the Nursery School and/or the child.

**WITHDRAWAL/REFUNDS:** Notice of withdrawal must be received in writing to the Director no later than July 31, 2024. The deposit is non-refundable and non-transferable. Refunds of other payments are contingent upon RCNS filling your child's spot.

**FAILURE TO PAY INSTALLMENTS OF TUITION:** The space reserved for a child will be held only if the first payment of \$1000 is received by February 15, 2024. A child may begin classes in September only if the tuition is paid in full.

**SCHOLARSHIPS:** Financial assistance is offered to the extent funds are available to any who apply and qualify. Please consult with the Director. Confidentiality is strictly maintained.

The information contained in this application is accurate to the best of my knowledge.

Agreed and Accepted: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Relationship to Child: \_\_\_\_\_