



**REFORMED CHURCH NURSERY SCHOOL  
APPLICATION FOR ADMISSION  
2023-2024 SCHOOL YEAR**



## **PLEASE READ THE DIRECTIONS CAREFULLY AND BE SURE TO APPLY DURING THE CORRECT TIME FRAME**

**LEVEL 1: MONDAY, JANUARY 9 – FRIDAY, JANUARY 13 - drop applications in the mailbox outside RCNS.**

**\*If you are a 2's pm student and want an am spot for the 23-24 school year, you still must apply during this time frame and then follow the directions in Level 2.**

- All Church Members (current and new): These are active members of RCB participating in worship service and offering their prayers and gifts who are applying for 2's, 3's, 4's and 5's/K programs
- Current 2's AM Students are guaranteed AM 3's spots
- Current 2's PM Students are guaranteed PM 3's spots (see Level 2 for applying for AM programs)
- Current 3's students are guaranteed a spot in either 4's full day or 4's hybrid
- Current 4's students applying for the 5's/K are guaranteed those spots

**\*LEVEL 2: WEDNESDAY, JANUARY 18: 8:00 PM- via email to [admissions@reformedchurch.org](mailto:admissions@reformedchurch.org)**

- Current 2's PM students who want to apply for 3's AM spots
- Current Toddler Time Students and non-Church member siblings who are registering for the first time for a 2's, 3's, 4's or 5's/k program

**\*LEVEL 3: MONDAY, JANUARY 23: 8:00 PM via email to [admissions@reformedchurch.org](mailto:admissions@reformedchurch.org)**

- Open Enrollment is for all new families who are not church members

### **\*PLEASE NOTE**

- There are limited AM spots available. Placement and waitlist for AM spots will be determined by the arrival time of your email.
- The order of the email is determined by the time it is received by the office. Unfortunately, the school is not responsible for emails not received.
- **If you do not receive an automatic reply from [admissions@reformedchurch.org](mailto:admissions@reformedchurch.org), confirming receipt of your registration, please call 914-216-1249 to confirm receipt of the email.**

## **ACCEPTANCE, PLACEMENT AND PAYMENT**

### **LEVEL 1**

- All students who applied from Level 1 must:
  - Drop off the completed application and application fee of \$300 for the first child and \$150 for each additional child in the RCNS mailbox by January 13.
  - A \$1000 non-refundable payment is due on February 15.

### **LEVELS 2 & 3**

- All students who applied from Levels 2 and 3 will receive a placement email by February 1<sup>st</sup>. Upon receipt of this email, please send in the following by February 15, 2023.
  - Completed Application
  - Application fee of \$300 for first child, \$150 for each additional child
  - \$1000 nonrefundable down payment
  - Application fee and nonrefundable down payment can be included in one check
  - 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 \$300 nonrefundable application fee payable to RCNS for your first child. Each additional child is a \$150 nonrefundable application fee.
- **NEW FAMILIES:** Proof of birth date, birth certificates and passports are both acceptable.
- In addition, a \$1000 nonrefundable tuition payment is due on February 15, 2023.

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

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

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

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

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

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

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

**EDUCATION**

**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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## PROGRAM OPTIONS

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

PROGRAM	PLEASE NUMBER YOUR ORDER OF PREFERENCE BELOW	DAYS	TIME	TOTAL TUITION	DOWN PAYMENT DUE 2/15/23	PAYMENT DUE 5/8/23	PAYMENT DUE 8/1/23	TARGETED STUDENT TO TEACHER RATIO
3 day 2's am	#	W-F	8:45-11:15	\$8000	\$1000	\$4000	\$3000	6:1
3 day 2's pm	#	W-F	12:15-2:45	\$8,000	\$1000	\$4000	\$3000	6:1
5 day 2's am	#	M-F	8:45-11:15	\$11,000	\$1000	\$6000	\$4000	6:1
5 day 2's pm	#	M-F	12:15-2:45	\$11,000	\$1000	\$6000	\$4000	6:1
5 day 3's am	#	M-F	8:45-11:15	\$9500	\$1000	\$5000	\$3500	8:1
5 day 3's am Enrichment	Sign up below*	M-F	11:15-1:00	\$1000/day		1/2 due	1/2 due	8:1
5 day 3's pm		M-F	12:15-2:45	\$9500	\$1000	\$5000	\$3500	8:1
4's – Full Day	#	M-F	8:45- 2:30	\$14,700	\$1000	\$8000	\$5700	10:1
4's - Hybrid	#	M-W TH- F	3 days: 8:45 – 11:15 2 days: 8:45-2:30	\$12,600	\$1000	\$7000	\$4600	10:1
5's/K – Full Day	#	M-F	8:15-2:30	\$15,500	\$1000	\$8500	\$6000	12:1

**\*If you are signing up for 3's Enrichment, please check the days you want your child to attend below.**

3's Enrichment	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
Check the Days you choose to stay. Tuition is \$1000 additional per day for the school year.					

Would you be interested in an early morning drop program starting at 8am each morning? ☐ Yes ☐ No

### 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 2023.

- **2's: 2 by December 31, 2023**
- **4's: 4 by December 31, 2023**
- **3's: 3 by December 31, 2023**
- **5's: 5 by December 31, 2023**

**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 August 1, 2023. 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, 2023. 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:** \_\_\_\_\_