



**APPLICATION FOR ENROLLMENT
2's, 3's, 4's and 5's
2022-2023 School Year**

SCHEDULE FOR APPLICATION

Please read the directions below carefully and be sure to apply during the correct time frame.

LEVEL 1: TUESDAY, JANUARY 18 – FRIDAY, JANUARY 21 drop applications in the mailbox outside RCNS

- 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 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 AM students are guaranteed an AM spot in either half-day or Full day 4's AM programs
- Current 3's PM students are guaranteed a PM spot in the 4's PM program (see Level 2 for applying for AM programs)
- Current 4's students applying for the 5's are guaranteed those spots

LEVEL 2: TUESDAY, JANUARY 25: 8:00 PM- via email to margaret@reformedchurch.org*

- Current 2's and 3's PM students who want to apply for 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 program

LEVEL 3: WEDNESDAY, JANUARY 26: 8:00 PM via email to margaret@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.
- Emails received prior to 8:00 PM will be disregarded. Only one email per family will be accepted. Multiple children in one family can be included on one email. Before 8:00 PM you will receive an out of office reply and you must submit again.
- 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 Margaret confirming receipt of your registration, please call 914-216-1249 to confirm receipt of the email.

ACCEPTANCE AND PLACEMENT

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 between January 18 and January 21.
 - A confirmation email will be sent to you by January 24. Please sign and return completed Registration Contract and the \$1000 nonrefundable down payment by February 15, 2022.

LEVELS 2 & 3

- All students who applied from Levels 2 and 3 receive a confirmation email by the week of January 31, 2022. This email will contain class placement. Upon receipt of this email, please send in the following by February 15, 2022.
 - Completed Application
 - Application fee of \$300 for first child, \$150 for each additional child
 - Completed Registration Contract
 - \$1000 nonrefundable down payment
 - Application fee and nonrefundable down payment can be included in one check

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.

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

Marital Status: _____ 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.

HEALTH

Please list any allergies or other health restrictions below. Upon acceptance you will need to make an appointment with the school nurse to discuss.

PROGRAM OPTIONS

Please review the chart below and number your program choices in order of your preference.
This section must be filled out.

PROGRAM	PLEASE ENTER ORDER OF PREFERENCE BELOW	DAYS	TIME	TOTAL TUITION	NON- REFUNDABLE DOWN PAYMENT DUE 2/15/22	PAYMENT DUE 5/1/22	PAYMENT DUE 8/15/22
2 day 2's am	#	M-T	8:45-11:15	\$5,400	\$1000	\$2600	\$1800
2 day 2's pm	#	M-T	12:15-2:45	\$5,400	\$1000	\$2600	\$1800
3 day 2's am	#	W-F	8:45-11:15	\$7,500	\$1000	\$4000	\$2500
3 day 2's pm	#	W-F	12:15-2:45	\$7,500	\$1000	\$4000	\$2500
5 day 2's am	#	M-F	8:45-11:15	\$10,000	\$1000	\$5500	\$3500
5 day 2's pm	#	M-F	12:15-2:45	\$10,000	\$1000	\$5500	\$3500
3 day 3's am	#	W-F	8:45-11:15	\$7500	\$1000	\$4000	\$2500
3 day 3's pm	#	W-F	12:15-2:45	\$7500	\$1000	\$4000	\$2500
5 day 3's am	#	M-F	8:45-11:15	\$9000	\$1000	\$4800	\$3200
5 day 3's pm	#	M-F	12:15-2:45	\$9000	\$1000	\$4800	\$3200
3's – Hybrid	#	M-W TH-F	3 days: 8:45 – 11:15 2 days: 8:45-1:00	\$11,000	\$1000	\$6000	\$4000
4's – Full Day	#	M-F	8:45- 2:30	\$14,000	\$1000	\$8000	\$5000
4's - Hybrid	#	M-W TH- F	3 days: 8:45 – 11:15 2 days: 8:45-2:30	\$12,000	\$1000	\$6000	\$5000
4's – Half Day am	#	M-F	8:45–11:15	\$9,000	\$1000	\$5000	\$3000
4's – Half Day pm	#	M-F	12:15-2:45	\$9,000	\$1000	\$5000	\$3000
5's – Full Day	#	M-F	8:45-2:30	\$14,000	\$1000	\$8000	\$5000

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 2022.

- **2's: 2 by December 1, 2022**
- **3's: 3 by December 31, 2022**
- **4's: 4 by December 31, 2022**
- **5's: 5 by December 31, 2022**

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, 2022. 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, 2022. 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.

JURISDICTION AND VENUE: The applicant hereby agrees to submit to the jurisdiction of the courts of the Village of Bronxville and waives any right to challenge such courts as an improper venue for the adjudication of any disputes that may arise out of this contract, including, but not limited to, any issues relating to the financial obligations to which the applicant has hereby agreed, whether or not the applicant's child has received any services from RCNS.