



P.O. Box 2204
Northbrook, IL 60065
847-272-5430
www.ncnskids.org

November 2011

Dear Parents:

We are soon beginning enrollment for the second semester session of our Kindergarten Enrichment Program for the 2011-2012 school year. ***Class will run from January 3, 2012 through May 17, 2012.***

Early Registration will be held beginning **Monday, November 14, 2011**. Applications may be either mailed or dropped off at the school. Applications received by mail will be processed after the hand-delivered applications on the day they are received. Mailed applications that arrive prior to November 14th will be processed on 11/14/11 after those that are hand-delivered on 11/14/11.

The following groups will be eligible for early registration. Priority will be given to each group in the order listed below. Applications will be processed within each group in the order that they were received.

1. Children of current Board members and current teachers' children
2. Children currently enrolled at NCNS
3. Siblings of children currently enrolled at NCNS
4. Children of former Board members who have served their full term (3 years) on the Board
5. Children who previously attended NCNS
6. Children with parents or siblings who previously attended the school

Open Registration will be held beginning **Monday, November 21, 2011**. Applications may be either mailed or dropped off at the school. The same method that was used for Early Registration priority numbering will be used for Open Registration priority numbering.

Application Procedures: Applications will be processed on a first come, first served basis and in the order in which they are received within each prioritized group. No applications will be accepted by telephone.

Application materials must include a **completed Application Form, a signed Consent and Agreement Form (not needed if already provided at the time of 1st semester registration), and a non-refundable deposit in the appropriate amount as outlined below**. The application will not be accepted if any of the forms or deposit is missing.

Kindergarten Enrichment (KE) Class Offerings / Fees for second semester of the 2011-2012 school year are as follows:

Morning KE	Tues/Thurs	9:00 a.m. – 11:15 a.m.
Afternoon KE	Tues/Thurs	12:45 p.m. – 3:00 p.m.
Lunch	Tues/Thurs	11:20 a.m. – 12:40 p.m.

Kindergarten Enrichment Payment Schedule for the 2nd Semester 2010-2011

Registration Option	Total Fee	Payment Schedule	Lunch
2 nd Semester Only (1/3/12-5/17/12)	\$1,105	\$550 non-refundable deposit \$555 due March 1	\$190 due Jan. 1

All payments may be made by check or credit card. Please make checks payable to **Northbrook Community Nursery School or NCNS**. Please also note that there is a surcharge of 2.11% for credit card payments (Visa or MasterCard).

Please note that your child must be enrolled in kindergarten for the 2011-2012 school year in order to be eligible for the Kindergarten Enrichment program.

If you have questions, please call me at 847-715-9826.

Sincerely,

Meghann Clark
Enrollment Assistant



Kindergarten Enrichment Consent and Agreement for 2011-2012

Northbrook Community Nursery School (“NCNS” or the “School”) is a non-denominational nursery school, organized as a not-for-profit corporation under the laws of the State of Illinois. Parents or legal guardians wishing to enroll a child in Kindergarten Enrichment for the 2011-2012 school year consent and agree to the following terms and conditions:

Eligibility

A child must be currently enrolled in kindergarten for the 2011-2012 school year. Open to all kindergarten students regardless of previous NCNS attendance. NCNS does not discriminate on the basis of race, color, national origin, sex, religion, or disability in its programs or activities.

Fees and Payment Schedules

Tuition and payment schedules for the 2011-2012 school year are outlined below. In order to hold your child’s place in the program, ***we require a non-refundable deposit (in the appropriate amount indicated below) at the time of the child’s registration application.***

<i>Registration Option</i>	<i>Total Fee</i>	<i>Payment Schedule</i>
2 nd Semester Only (1/3/12-5/17/12)	\$1,105	\$550 non-refundable deposit \$555 due Mar. 1

The fee balance may be paid early at any time. Payments may be paid by check or credit card. Payments made by credit card are subject to a processing fee.

If payment is not received within 7 days of the due date you will be charged a \$20.00 late fee. If payment is not received within 3 weeks of the due date, your child may be dropped from enrollment in the program. The charge for a returned check is \$20.00, after two returned checks we will only accept cash.

Open Lunch Option

The lunch program provides a convenient way to ease the transitions within your child's day. The program offers flexible drop-off and pick-up hours (11:20 a.m. – 12:40 p.m.) for both morning and afternoon kindergartners, allowing your child to avoid an additional transition and down time at home between their regular kindergarten and kindergarten enrichment classes. Lunch will be held indoors or outside on the playground (weather permitting) for a picnic and open play time. The lunch fees for the 2011-2012 school year are outlined below:

Registration Option	Lunch Fee
2 nd Semester Only (1/3/12-5/17/12)	\$185 due Jan. 1

Note - Food Policy:

Students attending the lunch program will bring their own sack lunch and drink. Due to food allergies, **ALL PEANUT or TREE NUT** products are strictly **FORBIDDEN**.

Withdrawal / Discharge/Refund Policy

The initial deposit (due with application) will not be refunded for any reason.

If additional fees have been paid and cancellation is received 14 days or more prior to the start of the first class, NCNS will provide a refund of those additional fees, less the non-refundable deposit.

If additional fees have been paid and cancellation is received 13 days or less prior to the start of the first class, NCNS will not issue any refunds unless the vacancy (created by this cancellation) is filled by a child on the waiting list, less the non-refundable deposit amount.

Once class is in session, refunds will not be issued for any fees paid.

If you wish to withdraw your child you must send a written notice of your intent to withdraw.

The School will discharge any child who, after attempts have been made to meet the child's individual needs, demonstrates an inability to benefit from the type of program offered by NCNS, or whose presence is detrimental to the child or the group. In such event, the Director will meet with the family to discuss a timeline for the termination of the child's enrollment and to suggest appropriate referrals to other programs.

Children with Medical Needs Requiring Special Care or Accommodation

If a child's medical needs require special care or accommodation, the School will administer such care as required by a child's physician, subject to the receipt of the required information and releases from parents. This section applies to children with severe, life-threatening allergies, children with diabetes and children with other disabilities. The School may refuse to provide the requested care or accommodation if it would fundamentally alter the nature of the program.

It is the parent's responsibility to notify the School if a child has medical needs that require special care or accommodation and to provide the forms and information required by the School. The School will require the child's physician to complete a form authorizing, and providing instructions for, the special care or accommodation. The parents are responsible for providing the School with all equipment and medications needed to comply with the physician's instructions. The School will also require both parents to sign a release and waiver of liability as a condition of the child's continued enrollment.

Medical Emergency

In the case of any medical emergency, the School will promptly call 911 then attempt to contact the child’s parent or guardian. The School will arrange for emergency care through the Northbrook paramedics, at the parent’s expense, and for the child to be taken to a hospital, if determined necessary. In case of minor injury, School personnel may give first aid to the child. Parents will be notified of major and minor accidents that happen to a child at the School and all accidents will be appropriately documented for the School’s records.

School Closing

The School will be closed for inclement weather anytime that District 28 closes. In the case of a School closing due to other circumstances beyond our control [i.e., the physical facility is not up to licensing standards (heat capability less than 68 degrees; no water, electricity or phone; or structural damages)], the Director and the President (or next officer in descending order) will make the decision to close at least one hour prior to the scheduled opening whenever possible. The Director or President will notify parents.

There will be no refunds for school closing days except in the event the School must close permanently. Should this occur, the School would refund fees on a prorated basis following the termination of the School.

Miscellaneous

Northbrook Community Nursery School is bound by law not to release any information regarding any child without written permission of the parent or guardian.

As a parent or legal guardian of _____ (child’s name), I have read all three pages of this Consent and Agreement and agree to the terms and conditions contained therein.

Address, Phone, & E-Mail Release

_____ Check here if you **DO NOT** authorize distribution of your address, phone number, and e-mail to other NCNS families for purposes of student class lists and carpooling materials.

Parent(s) or Legal Guardian(s):

Date:

Acknowledged and Accepted by:

Date:

Meghann Clark, KE Enrollment Chairperson
Northbrook Community Nursery School

Revised 11/11