



# Application Procedure 2020-2021

**All applications (Priority and Non-priority) will be accepted Thursday, January 2 through noon on Friday, January 24.** Applications must be submitted for both new and returning students, and may be mailed or dropped off at the Nursery School Office. Priority, then non-priority, applications are initially processed by lottery. Priority families are guaranteed a spot in the school, not necessarily their first class choice. Families who submit an application after the deadline do not receive priority status or a lottery number.

Ultimately, class placement, late applications, and movement from waitlists entails looking at each class separately and flexibly, without any single principle or formula determining the outcome. The director has final discretion in all class placements.

## Application Calendar

Dec. 10 2019	Applications available
Jan. 2-24 2020	Applications accepted
Jan. 24 2020 @ noon	Applications and Scholarship applications due
Feb. 2-4 2020	Class placement notifications emailed
Feb. 14 2020	15% tuition payment due with Enrollment Contract

\* No space held after Feb. 14 without 15% tuition payment and signed Enrollment Contract.

**Priority** is given to the following and in the following order:

1. Union Congregational Church Members (joined by Dec. 1, 2019) and returning students
2. Siblings of currently enrolled students
3. Siblings of former students/children of alumni
4. **Non-priority** status is given to all new students who apply by noon on January 24, 2020.

Applications submitted after the deadline are processed in the order received and when/if space is available.

**Application:** Complete the attached application and return with the appropriate (**NON-REFUNDABLE**) fee between January 2-24, 2020.

**Priority Applicant - \$40.00 Application Fee**

**Non-priority Applicant - \$50.00 Application Fee**

## Additional Information

**4/5 5 Day Class Placement:** Placement in the 5 day class will be determined by the child's teacher and the school's Director. You will be notified of this placement via email in July.

**Extended Day Options** Tuesdays and Thursdays until 2:30PM:

- **Discovery Club (Sept.-June)** is an optional program for 4/5 students. The focus in Discovery Club is on the natural world; the group investigates the children's garden and church grounds, which are full of wonderful things for children to experiment with, discover, and explore. Projects evolve from their observations about the weather, insects, and plants. Their curiosity is stimulated as they seek answers to their questions about new findings.
- **Explorers (Jan-June)** is an optional program for students enrolled in either of the **4 day** 3/4 classes. This class will begin with a short, quiet, rest time followed by outside time and work time in the classroom.

## **Toilet Training/Diapering:**

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It is important that **all children wear clothing that they can easily manage themselves**. Simple elastic waistbands on pants are ideal; belts, buttons, snaps and long skirts or dresses are problematic.

**Children enrolled until 1:00pm are in programs designed for children who are completely toilet-trained and do not wear diapers or pull-ups.** Children who enter school in September must be able to indicate to the teachers when they need to use the bathroom and take care of their own toileting needs, including wiping, flushing and re-adjusting clothing. **Pull-up diapers are not permitted as underclothing.** Children who are eligible to attend our 3/4 classes but require more time to master toilet training should enroll in the **3/4 WTHF** class that meets 9 - 12.

Children enrolled in our **Young 3** classes are encouraged to be in the process of toilet training. Children who are in diapers will be changed as needed. Parents are asked to communicate with teachers about their routines at home related to toilet training so that teachers may continue to support routines at school. Teachers will inform families about supplies for changing diapers that must be stored at school.

## **Classes that use carline:**

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To ease congestion on Cooper Avenue, the following classes use the carline: both 4/5 5 Day classes, 4/5 4 Day (**AM only**), 3/4 classes that are dismissed at 1:00pm, Discovery and Explorer Clubs. Children are met at the porch in the back of the Vincent Building from 8:55-9:10am and collected at 1:00pm. One day each week children will be collected in the classroom to enable parents to look at and react to projects and documentation.

## **Documentation:**

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Inspired by the Reggio Emilia approach to early childhood education, we value documentation as a means to collect information, observations and learning. It may take the form of photography, video, audio recording or transcription. Documentation is also utilized to reflect on the work and ideas of children, for teacher research, assessment and planning, and to share information with families, the school, and the wider community about what is happening in our classrooms. Therefore; various forms of documentation will be displayed in classrooms, on cubbies and identity boards, placed in portfolios, classroom books, newsletters, and shared in parent/teacher conferences, for professional development and in non-commercial marketing materials. Teachers use documentation to identify strengths, ideas, and next steps to support learning. The usage of documentation as outlined above is paramount to our program and our approach to the early learning of our students.

## **Identified Special Needs:**

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Children with IDENTIFIED SPECIAL NEEDS: In accordance with the NAEYC Code of Ethical Conduct (Section II P-1.7), "we shall strive to build individual relationships with each child; make individualized adaptations in teaching strategies, learning environments, and curricula; and consult with the family so that each child benefits from the program. If after such efforts have been exhausted, the current placement does not meet a child's needs, or the child is seriously jeopardizing the ability of other children to benefit from the program, we shall collaborate with the child's family and appropriate specialists to determine the additional services needed and/or the placement option(s) most likely to ensure the child's success." Please speak with the Director to obtain further information.



# Union Cong Application for Admission 2020-2021

Child's Name \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Last First Mi

Previous School \_\_\_\_\_ Boy  Girl

Parents/Guardians \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Cell #1: \_\_\_\_\_ Cell #2 \_\_\_\_\_

Email #1 \_\_\_\_\_ Email#2 \_\_\_\_\_

Occupation #1 \_\_\_\_\_

Occupation #2 \_\_\_\_\_

How did you hear about Union Cong Nursery School? \_\_\_\_\_

Are you a member of Union Congregational Church? **Yes No** Is the applicant a currently enrolled student? **Yes No**

Is the applicant a sibling of current student? **Yes No** Is the applicant the sibling of former student/child of alumni? **Yes No**

Name of former/alumni student: \_\_\_\_\_

**Class Selection:** Please indicate numerical order of your preference for ALL classes your child is eligible to attend.

It is not possible to give everyone their first choice. If you receive your 2nd or 3rd choice your child will be placed on the wait list for your 1st choice. In addition to space becoming available, movement from waitlists entails looking at each class separately and flexibly, without any single principle or formula determining the outcome.

### Young 3s January Start (2 yrs by July 10)

Choice #	Class	M	T	W	Th	F	Time
	Y3 2 day**				x	x	9:00am-12:00pm

### Young 3s (2 yrs by March 10th)

Choice #	Class	M	T	W	Th	F	Time
	Y3 3 day	x	x	x			9:00am-12:00pm
	Y3 2 day	x	x				9:00am-12:00pm

### 3/4 (3 yrs by October 1st) Toilet Trained

Choice #	Class	M	T	W	Th	F	Time
	3/4 4 day		x	x	x	x	9:00am-1:00pm
	3/4 4 day	x	x		x	x	9:00am-1:00pm
	3/4 3 day	x		x		x	9:00am-1:00pm
	3/4 3 day			x	x	x	9:00am-12:00pm (no Lunch)

### 4/5s (4 yrs by October 1st) Toilet Trained

Choice #	Class	M	T	W	Th	F	Time
	4/5s 4 days	x	x	x	x		9:00am-1:00pm
	4/5s 5 days	x	x	x	x	x	9:00am-1:00pm

### Extended Day Options

Please check	Class	M	T	W	Th	F	Time
<input type="checkbox"/>	Discovery Club* (4/5 Classes ONLY)		x		x		1:00-2:30pm
<input type="checkbox"/>	Explorer Club **(4 Day 3/4 Classes ONLY)		x		x		1:00-2:30pm

\*starts 2<sup>nd</sup> week of school

\*\*January Start

Is there any additional information you could share with the Director about your child (i.e. temperament, previous school experience, speech, hearing, O.T.) that would be helpful to know in order to place them in an appropriate class?

### Tuition Rate Schedule for 2020-2021

Class	Annual Tuition	15% Deposit	10% Due May 15th	25% Tuition	10% non-refundable
Young 3 2 days **	\$2140.00	\$321.00	\$214.00	\$535.00	\$214.00
Young 3 2 days	\$3424.00	\$514.00	\$342.00	\$856.00	\$342.00
Young 3 3 day	\$5148.00	\$772.00	\$514.00	\$1287.00	\$514.00
3/4 3 day (no lunch)	\$4768.00	\$715.00	\$476.00	\$1192.00	\$476.00
3/4 3 day (with lunch)	\$6216.00	\$932.00	\$621.00	\$1554.00	\$621.00
3/4 4 day	\$7716.00	\$1157.00	\$771.00	\$1929.00	\$771.00
4/5 4 days	\$8140.00	\$1221.00	\$814.00	\$2035.00	\$814.00
4/5 5 days	\$9108.00	\$1366.00	\$910.00	\$2277.00	\$910.00
Discovery Club*	\$1640.00	\$246.00	\$164.00	\$410.00	\$164.00
Explorers Club **	\$1020.00	\$153.00	\$101.00	\$255.00	\$101.00

\*starts 2<sup>nd</sup> week of school

\*\*January Start

#### Tuition Policies

- To insure your child's placement, 15% of the annual tuition and a signed Enrollment Contract must be returned to the Nursery School Office on or before Feb. 14, 2020.
- **Enrollment is a full-year contract. If your child is withdrawn after placement has been secured with payment of 15%, 10% of the total annual tuition will not be refunded. The remainder of your initial payment will be refunded after July 1, 2020.**
- **If you choose to pull your child out for any reason after August 1st (or after December 1 for classes that start in January 2021), you need to appeal the Board to be absolved of your remaining year-long financial contract.**
- All withdrawals must be requested in writing.
- Any refund requested must use the Tuition Request Form within 30 days of the withdrawal decision.
- The application fee (\$40-priority, \$50-non-priority) is NON-REFUNDABLE.
- Tuition is paid in **5 installments**: 15% of the annual tuition as a **deposit**, 10% due **May 15th**, 25% due **Oct. 1st**, **Nov. 15th**, and **Jan. 15th**. For special payment situations if needed, please contact the Director.
- **Tuition must be paid in full by January 15, 2021.**
- A late fee of \$50 will be assessed if tuition payments are over two weeks late.
- Tuition Assistance is available for families that qualify. Please apply by January 24, 2020. Forms can be obtained in the office.
- A class may be cancelled if it is under enrolled. In the case of a school-initiated cancellation, a full refund will be issued.

I have enclosed the non-refundable application fee of \$40 (priority) or \$50 (non-priority). Cash, check payable to Union Congregational Nursery School or through my iCare software profile. I have also read and understand the tuition, admissions, class placement policies and the significance of the use of documentation as outlined in pages 1-4.

**Initial:** \_\_\_\_\_ If choosing a 9-1pm class, I have read and understand the expectations around toilet training/diapering.

**Print Name** \_\_\_\_\_ **Relationship to Applicant** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_