



northfield community nursery school

400 Wagner Road, Northfield, Illinois 60093

Phone: 847-446-1116 Fax: 847-446-5598 www.nfcns.org

Application and Contract 2016-2017 School Year

All blanks must be filled in in order to validate the contract

*Child's Full Name (First) (Last) M F

Name to be used at school Child's birth date Age on 9/1/16

*Address

*Parent/Guardian Name Workplace if applicable:

Work Address: Work Schedule:

*Home Phone: *Cell Phone: Work Phone:

*Parent/Guardian Name Workplace if applicable:

Work Address: Work Schedule:

Home Phone: Cell Phone: Work Phone:

*Asterisked information will be included in the school directory. If you DO NOT wish to have your contact information in the school directory, check here

*E-mail Address(es) to be used for all school communication

Elementary School District (name and city)

NFCNS Parent-Toddler Programs

Parent & Tot (15 months-2 years) Wednesdays 9:00-10:15 am Deposit \$ 100 & 2 Installments of \$ 392
Music & Movement (6 months-2 years) Tuesdays 9:00-9:45 am Deposit \$ 100 & 2 installments of \$ 294

NFCNS Preschool Programs

Two Year Olds

2 Day Cubs (2 by 9/1/16) 2 days/week Mon & Tues 9:00-11:15 am Deposit \$ 500 & 3 Installments of \$ 695
2 Day Bears (2 by 4/1/16) 2 days/week Thurs & Fri 8:45-11:15 am Deposit \$ 500 & 3 Installments of \$ 695

Three Year Olds

3 Day Class (3 by 9/1/16) 3 days/week Mon/Tues/Wed 8:45-11:15 am Deposit \$ 500 & 3 Installments of \$ 920
4 Day Class (3 by 9/1/16) 4 days/week Mon/Tues/Wed/Th 8:45-11:15 am Deposit \$ 500 & 3 Installments of \$ 1245

NFCNS Pre-Kindergarten Program

Four Year Olds

5 Day Class (4 by 9/1/16) 5 days/week Mon thru Fri 12:15-2:45 pm Deposit \$ 500 & 3 Installments of \$ 1474

NFCNS reserves the right to make scheduling changes due to enrollment needs. At the beginning of the year and on special occasions, the class time may be shortened to allow for age-appropriate transitions.

ENROLLMENT FEE: I wish to enroll my child at the Northfield Community Nursery School and I am including the required **non-refundable** deposit required for my requested class. A separate enrollment application and fee must be completed for each child to be enrolled. Checks should be made payable to Northfield Community Nursery School. I understand that the **non-refundable** deposit will only be returned to me if my child was placed on a waiting list and is not placed in a program or if a class was canceled by NFCNS.

TUITION PAYMENT: I understand that Northfield Community Nursery School is to be a nine month program from September through May and that tuition fees are non-refundable. Tuition will be paid in two installments for Parent/Toddler Programs due March 1, 2016 and September 1, 2016 and for all Preschool Programs I will be billed in three installments due March 1, 2016, June 1, 2016 and September 1, 2016. The tuition may also be paid in full on or before the due date of the first installment. Monthly payment plans are available; a payment plan may be established by contacting the NFCNS Business Manager. A late payment fee of \$25 on the first day of the following month of the tuition due date will be assessed. **Nonpayment of tuition may result in the exclusion of my child from Northfield Community Nursery School.** Any checks returned for insufficient funds or stop payment will be the responsibility of the family and are not to be paid by NFCNS. A \$25 fee will be assessed for checks returned for insufficient funds or stop payment.

WITHDRAWAL: SHOULD I DECIDE TO WITHDRAW MY CHILD FROM NORTHFIELD COMMUNITY NURSERY SCHOOL, I MUST NOTIFY THE TREASURER AND DIRECTOR IN WRITING BEFORE MARCH 31, 2016 OR I WILL BE LIABLE FOR THE FULL YEAR'S TUITION. IF I WITHDRAW MY CHILD AFTER APRIL 1, 2016, A REFUND OF ANY UNUSED TUITION WILL BE CONSIDERED ONLY IF THE CORRESPONDING CLASS IS FULL AND THE RESULTING VACANCY IS FILLED. If the Director determines the need for a child to withdraw, the unused tuition will be refunded.

CANCELLATION: Northfield Community Nursery School reserves the right to cancel a class due to low enrollment. In the event of such a cancellation, a full refund, including enrollment fees, will be made.

FINANCIAL AID: I understand that Financial Aid may be available on an as-needed basis and I am to contact the NFCNS Treasurer for more information.

SCHOOL REGISTRATION FORMS: The Illinois Department of Child and Family Services and NFCNS require specific forms for each child prior to the start of school, which include but are not limited to, a physical examination. I agree to comply with and provide all required documents.

PHOTOGRAPHS: I understand that Northfield Community Nursery School may use photographs of its students and teachers in promotional materials _____ or on its web-site _____, and in local publications_____. By executing this contract and initialing next to any option, I consent to the use of my child's photograph or other likeness in the designated promotional materials. _____ (Parent or Guardian Initials next to each use you approve)

I wish to enroll my child in Northfield Community Nursery School in the program noted below on this application/contract. I am enclosing two executed/signed copies of this application/contract along with the appropriate **non-refundable** deposit. I understand that this contract becomes a binding agreement only when accepted by the Northfield Community Nursery School.

I would like to enroll my child in the _____ * class for the 2016-2017 school year.
Accepted:

Signature of Parent or Legal Guardian

Signature of NFCNS Official

Printed Name of Parent or Legal Guardian

Printed Name of NFCNS Official

Date

Date