



northfield community nursery school

400 Wagner Road, Northfield, Illinois 60093

Phone: 847-446-1113 Fax: 847-446-5598

www.nfcns.org

Application and Contract 2018 – 2019 School Year

All fields must be filled in order to validate the contract.

Child's Start Date:

(Office Use Only)

Child's Full Name: _____ M F
(First) (Last)

Name to be used at school: _____ Child's birthdate: _____ Age on 9/1/18: _____

*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: _____

*Email Address(es) to be used for all school communication: _____

**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:

Elementary School District: _____
(Name) (City)

Class Selection

Parent / Toddler Programs

Music & Movement (6 mos -2 years)

Sept – Jan Session (~19 classes)	Tuesdays, 9:00am – 9:45am	Deposit \$100 & 2 Installments of \$154	\$408
Feb – May Session (~13 classes)	Tuesdays, 9:00am – 9:45am	Deposit \$100 & 2 Installments of \$90	\$280
Parent & Tot (15 mos - 2 years)	Wednesdays, 9:00am – 10:15am	Deposit \$100 & 2 Installments of \$400	\$900

Two Year Olds

2 Day Bears (2 by 4/1/18)	Thursday & Friday, 8:45am – 11:15 am	Deposit \$500 & 3 Installments of \$700	\$2,600
2 Day Cubs (2 by 9/1/18)	Monday & Tuesday, 9:00am – 11:15 am	Deposit \$500 & 3 Installments of \$700	\$2,600

Three Year Olds

3 Day Class (3 by 9/1/18)	Monday – Wednesday, 8:45am – 11:15 am	Deposit \$500 & 3 Installments of \$1,000	\$3,500
4 Day Class (3 by 9/1/18)	Monday – Thursday, 8:45am – 11:15 am	Deposit \$500 & 3 Installments of \$1,245	\$4,235

Four Year Olds

Pre-Kindergarten Program (4 by 9/1/18)	Monday – Friday, 12:15pm – 2:45pm	Deposit \$500 & 3 Installments of \$1,485	\$4,955
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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.



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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, 2018 and September 1, 2018 and for all Preschool Programs I will be billed in three installments due March 1, 2018, June 1, 2018 and September 1, 2018. 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, 2018 OR I WILL BE LIABLE FOR THE FULL YEAR'S TUITION. IF I WITHDRAW MY CHILD AFTER APRIL 1, 2018, 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 Children 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 website _____, 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 2018 – 2019 school year.**

Signature of Parent or Legal Guardian

Signature of NFCNS Official

Printed Name of Parent or Legal Guardian

Printed Name of Signature of NFCNS Official

Date

Date

Payment Options

Pay By Check

Please make deposit check payable to **Northfield Community Nursery School** and submit with this form. You will receive notice when subsequent installments are due. You may also opt to pay tuition in full at this time

Pay By Credit Card *(Subject to 2.8% servicing fee.)*

Pay Deposit:

Pay in Full:

Credit Card #: _____

Expiration Date: _____

CVC Code: _____

Signature: _____

Date: _____

I would like to make a donation to the NFCNS Annual Fund

Amount: \$ _____