



2011-2012 NEW & RETURNING FAMILY APPLICATION POLICIES & PROCEDURES

- The New & Returning Family application period is **October 18th - October 29th.**
 - **Board Member Applications are due Friday, October 15th.**
- Applications will be processed in the order received. Applications will be processed by the Registrar on **Friday, November 5th.**
- Please submit applications for registration in person or by mail to Winnetka Community Nursery School, 800 Pine St., Winnetka, IL 60093. Telephone conversations do not constitute registration. All applications must include both a completed application and a **\$100 non-refundable** application fee. Please make checks payable to Winnetka Community Nursery School.
- Please contact WCNS Registrar, Robin Scheier at (847)784-9198 or robin.scheier@gmail.com with any questions regarding receipt of application.
- If it is necessary to make changes to a submitted form, it must be done in writing.
- **Notification of placement or waitlist status will be done via mail by Tuesday, November 9th.**

Procedure

Nursery School: We hope to accommodate all families who wish to enroll their children in our programs. Applications are processed using your first, second and third choices. In the event a class has more applications than spaces, placement is prioritized as follows:

1. Children whose parents are WCNS Board (including Honorary Board) or Staff Members;
2. Children currently enrolled in WCNS or siblings of children enrolled in WCNS prior to the 2011-12 school year (Returning Families);
3. All other children applying for registration before the deadline (New Families);
4. Children applying for registration after the deadline.

In the event a class becomes full using the above placement system, a waiting list will be established.

Splendid Day Extended Nursery School: Applications for Splendid Day will be processed in the order of the highest number of days requested. Splendid Day will meet from 11:30 - 4:30 Monday - Friday. **Requests for 1 day of Splendid Day will not be processed until May 9th, 2011.** Requests for multiple days of Splendid Day will take priority until May 8th, 2011. In the event a Splendid Day class has more applications than spaces, the same placement priorities described above will be used. Reduction of Splendid Days after notification of placement will result in forfeiture of all days and nursery school.

Multiples

Parents of children that are multiples (ie: twins, triplets, etc.), should in all cases fill out a separate application for each child, and pay a separate \$100 application fee.

WCNS reserves the right to cancel or change class offerings/programs at any time.



TUITION

All tuition payments are non-refundable and non-transferable.

Total yearly tuition may be paid in one lump sum or in two equal installments (*Jan 28th and April 29th, 2011*). Failure to pay each installment by the due dates will result in forfeiture of class enrollment.

- A \$25 fee will be charged for returned checks. Failure to make subsequent tuition payments by the due date may result in forfeiture of class enrollment and all collected payments to date.
- If applying for one day of Splendid Day, you will be notified of placement after May 9th, 2011, and you will be billed for the total amount, due within 2 weeks of billing.

Nursery School Programs:

Program	Total Tuition
2 Days	\$2,950
3 Days	\$3,453
4 Days	\$4,511
5 Days	\$5,477

Splendid Day Extended Nursery School (these costs are in addition to nursery school tuition)

# of Days	Program Cost	Additional Required Lunch Fee
1 Day	\$1,895	\$200
2 Days	\$3,793	\$400
3 Days	\$5,050	\$600
4 Days	\$6,324	\$800
5 Days	\$7,434	\$1000

WITHDRAWAL AND FORFEITURE

- All tuition payments are non-refundable and non-transferable.
- Notice of withdrawal must be confirmed in writing to WCNS Registrar, Robin Scheier c/o WCNS 800 Pine Street Winnetka, IL 60093 or robin.scheier@gmail.com
- More than two weeks absence without a doctor's note or pre-approval by WCNS Registrar, Robin Scheier, may constitute forfeiture of class enrollment.
- For those registering for both Nursery School and 3 or more days of Splendid Day Extended Nursery School, withdrawal from Splendid Day will result in forfeiture of your Nursery School class enrollment.

SCHOLARSHIPS

Scholarships may be available for eligible families. Please contact Elise Hansen, the Director, for a confidential application.

Additional financing options are available on an as needed basis. Please contact Tracy Cohen, V.P. Finance, at (773) 251-8520 or tracycohen@yahoo.com.

WINNETKA COMMUNITY NURSERY SCHOOL

WCNS does not discriminate on the basis of race, religion, sex, national origin or disability. WCNS is committed to providing programs and services that meet the needs of all children. We accept children with special needs in accordance with our established school registration policies. However, if a child's individual needs require accommodations that cannot be provided through existing WCNS resources, parents/guardians will be asked to contribute to the cost of such accommodations. While WCNS makes every effort to accommodate all children who register, if a requested accommodation would result in an undue burden on WCNS resources or fundamentally alter the nature of the WCNS program, admission or continued enrollment may be denied. We cannot accept children who in our judgment are 1) of danger to themselves, 2) of danger to others, or 3) a disruption to the normal activities making it unreasonably difficult for other children to benefit from our program.

Date: _____
Amt. Rec'd _____
Check # _____

2011-2012 WINNETKA COMMUNITY NURSERY SCHOOL APPLICATION FOR REGISTRATION

Child's name: _____
(Last Name) (First Name)

Parent's names: _____
(Mother) (Father)

Address: _____
(Street) (Town) (Zip)

Billing Address
(if different): _____
(Street) (Town) (Zip)

Telephone: _____
(Home) (Work) (Cell)

Email: _____

Birth date: _____ Male: _____ Female: _____

Siblings: _____ Birth date: _____

Are you a **New Family** to WCNS? Yes _____ No _____
(you have never had a child enrolled at WCNS)

Are you a **Returning Family**? Yes _____ No _____
(you have a child currently enrolled, or have had children enrolled in the past)

Are you an active or honorary **Board Member** at WCNS? Yes _____ No _____

Would you like information on becoming a Board Member? Yes _____ No _____

Your signature confirms that you have completely read and fully understand our Application Policies and Procedures, including the terms of our tuition payment and our NO REFUND POLICY as previously outlined under "TUITION" and "WITHDRAWAL AND FORFEITURE".

(Parent's signature)

(Date)

Please turn this sheet over to complete the Class Preference Request Form.

WCNS CLASS OFFERINGS AND PREFERENCE REQUEST
PLEASE NUMBER YOUR CHOICES

Younger 2's Born between 9/1/08 -8/31/09. This class meets two days per week from 8:45 - 11:15 AM. This is a "me - alone" class.

_____ Monday & Wednesday 8:45 - 11:15 AM

Older 2's Born between 9/1/08 -2/28/09. This class meets two days per week from 8:45 - 11:15 AM. This is a "me - alone" class.

_____ Tuesday & Thursday 8:45 - 11:15 AM

3's Born between 9/1/07 - 8/31/08. There are 2 classes of 3 mornings per week from 8:45 - 11:15 AM and 1 class of 4 afternoons per week from 12:30 - 3:00 PM.

_____ Monday, Wednesday, Friday 8:45 - 11:15 AM

_____ Tuesday, Thursday, Friday 8:45 - 11:15 AM

_____ Monday - Thursday 12:30 - 3:00 PM (*See NOTE Below)

4's Born Between 9/1/06 - 8/31/07. There are 2 classes of 5 mornings per week from 8:45 - 11:15 AM and 1 class of 4 afternoons per week from 12:30 - 3:00 PM.

_____ Monday - Friday (2 classes) 8:45 - 11:15 AM

_____ Monday - Thursday 12:30 - 3:00 PM (*See NOTE Below)

SPLENDID DAY

This program is a combination extended Nursery School Program and Kindergarten enrichment program that meets from 11:30 - 4:30 Monday - Friday. Nursery School families can have their children transition within the school with no pick up. Winnetka residents that opt for Public School Bus transportation can have their child take the bus after morning Kindergarten directly to WCNS for lunch and an afternoon of fun. This is a mixed age class (3-6 years). A Hot lunch and snack are provided every day.

Total # of Days requested

Please circle days requested
noting choices.

M T W TH F

***NOTE: WCNS has two afternoon classes (M-TH PM). Students will be placed in a class based on their birth date. The age break for these developmentally appropriate classes will be flexible, depending on the birth dates of enrolled applicants.**

WCNS reserves the right to cancel or change class offerings/programs at any time.