

# ST. PAUL'S EPISCOPAL NURSERY SCHOOL

## 2010/2011 ENROLLMENT POLICIES AND PROCEDURES

### Enrollment Policies

Enrollment in the school is open to all without regard to race, color, national origin, or religious/political beliefs. Enrollment is open to both sexes, limited only by our intention to provide a balance between boys and girls in each class.

- A. Enrollment will be according to the following priorities:

#### Priority I

- a) Children currently enrolled in the Nursery School
- b) Siblings of children currently enrolled in the Nursery School
- c) Members of St. Paul's Parish who do not currently have children enrolled in the Nursery School
- d) Siblings of children who have previously attended St. Paul's Nursery School
- e) Legacies – Children whose parents attended St. Paul's Nursery School

#### Priority II

Children of members of the community who have been wait listed since the enrollment period of the previous year.

#### Priority III

All other members of the community.

- B. Requests for specific classroom placement may be made and will be honored, if possible. Information about the status of your application will be distributed as soon as processed. If you have any questions about enrollment, contact Jane Adams, Director, at (412) 531-2644.

### Financial Agreement

#### A. Tuition Policies

Tuition is based on an annual fee which may be paid monthly, quarterly, or annually. **The first month's tuition for the 2010/11 school year is due by May 10<sup>th</sup>, 2010.** Subsequent payments will be due by the 10<sup>th</sup> of the month from September, 2010 through April, 2011. There is a 3% tuition reduction for anyone paying in full by September 10<sup>th</sup>, 2010. Siblings receive a 5% discount off the lower-priced class. A tuition schedule to keep track of monthly payments will be distributed for each child.

Anyone who registers and is accepted into the school after May 10<sup>th</sup>, 2010 will owe a registration fee of \$60 plus the first month's tuition at the time of registration.

Limited funds are available for financial assistance. Contact the director for additional information.

#### B. Arrears

After the 10<sup>th</sup> of each month, a late fee of \$2 will be charged. Tuition accounts which are three (3) months in arrears will result in the child's exclusion from school, unless special arrangements have been made with the Director.

#### C. Withdrawal

Withdrawal may be made with one (1) month's written notice to the Director, or payment will be expected for that month.

#### D. Enrollment/Reenrollment Forms

The Reenrollment Form (for current St. Paul's students) or the Enrollment Form (for new students) accompanied by a registration fee should be submitted to the director. The **NON-REFUNDABLE** registration fee is **\$60 for the first child** and \$40 per additional child. Please make checks payable to St. Paul's Episcopal Nursery School.

For students not placed in the school, the entire registration fee will be refunded if paid in cash. Registration fees paid by check will only be deposited if the child is placed in the school.

#### E. Withdrawal Policy

If a child is withdrawn by May 10<sup>th</sup>, 2010, all tuition paid will be refunded except for the non-refundable registration fee of \$60. If the child is withdrawn after May 10<sup>th</sup>, there will be no refund given.

### F. TUITION – 2010/2011 SCHOOL YEAR

| <u>Number of Days</u> | <u>Annual Fee</u> | <u>Monthly Payment</u> |
|-----------------------|-------------------|------------------------|
| 1                     | \$ 513            | \$ 57                  |
| 2                     | 1,044             | 116                    |
| 3                     | 1,404             | 156                    |
| 4                     | 1,854             | 206                    |
| 1-Day Lunch N More    | 504               | 56                     |
| 2-Day Lunch N More    | 1,008             | 112                    |