

St. Andrew's Nursery School

2018-19 Class Offerings

45 West Afton Avenue, Yardley, PA 19067 ♦ 215-493-8491 ♦ sansyardley.com

Dear Parents:

Thank you for your interest in St. Andrew's Nursery School. Our goal is to create a warm, nurturing, Christian environment in which a child can develop a positive self-image, successfully make the transition from home to school and discover that learning is fun. We provide a place where children have the opportunity to learn and grow, and where they can understand themselves and their world. Whether you are a returning family or new to St. Andrew's Nursery School, your child's love for learning starts here.

At St. Andrew's Nursery School, we offer several distinctive programs.

Three-Year-Old Program

Three-year-old students meet on Tuesday and Thursday from 9 a.m. until 11:30 a.m. This program focuses on developing a positive self image, socialization and successfully transitioning from home to school. Students must be potty trained. Students must be 3 years old by December 31, 2018.

Four-Year-Old Half-Day Program

Four-year-old students meet on Monday, Wednesday and Friday from 9 a.m. until 12 p.m. This program focuses on kindergarten readiness and includes enrichment activities, including science, cultures, music and movement. Students must be 4 years old by December 31, 2018.

Four-Year-Old Full-Day Program and Flexible

Four-year-old full-day students meet Monday, Wednesday and Friday from 9 a.m. until 3 p.m. If your child is not ready for three full days, flexible options for an extended day one or two days per week are also available. Students are part of the morning session, and bring a lunch to eat with their peers and teachers. After lunch, their day continues in a small group environment with more time for letters, numbers and themed activities. Students must be 4 years old by December 31, 2018.

Pre-K Half-Day Program

Pre-K half-day students meet Monday through Friday from 9 a.m. until 12 p.m. This class serves as a preparation year for five-year-olds and older four-year-olds who qualify for kindergarten the following year; science, cultures, music and movement classes will be included in the curriculum. Students must be at least 4 years old by September 1, 2018 (absolutely no exceptions to the cutoff date will be made).

Pre-K Full-Day Program and Flexible

Pre-K full-day students meet Monday through Friday from 9 a.m. until 3 p.m. Pre-K flexible students meet Monday through Friday from 9 a.m. to 12 p.m. and extend their day to 3 p.m. for one, two, three or four days per week. They spend their mornings with the half-day Pre-K students and spend the afternoon in a small group environment delving further into the topics covered by the class. Students must be at least 4 years old by September 1, 2018.

APPLICATION PROCEDURE

Applications are accepted year round, provided space is available. Applications for the following school year are accepted any time after open enrollment has begun.

December 4, 2017 - Open Enrollment Begins: Applications will be processed on a first-come, first-serve basis. All enrollment candidates will receive class assignments within two weeks of receipt of application (not including Christmas break).

Please note, enrollment for the 2018-19 Pre-K class for fives and older fours will give priority during the month of December to currently enrolled students for 2017-18 who would otherwise miss the 2018 kindergarten cutoff date. Any applications received from students outside of this category will be held in the order in which they were received; available spaces will be filled or a wait list will be started, either when all eligible 2017-18 students have enrolled or on January 3, 2018, whichever is first.

In order for your application to be considered complete, and for your child to be placed in a class, your enrollment package must include:

- Completed and signed application form (2 pages)
- A non-refundable check for \$65 made payable to St. Andrew's Nursery School
- A tuition deposit check for one month's tuition per child made payable to St. Andrew's Nursery School (Please note this check will not be deposited until after January 3, 2018).

Please submit your enrollment package to a staff member or send to:

Marie Leach, School Secretary
ST. ANDREW'S NURSERY SCHOOL
45 WEST AFTON AVENUE
YARDLEY, PA 19067

Before your child can enter our classroom, the following paperwork must also be submitted to Marie Leach (to the address stated above) by August 31, 2018:

- Completed and signed Health Form
- Copy of child's Birth Certificate (1st time students only)

We look forward to providing your child with an exciting educational experience to begin their love of learning. Please contact Marie Leach at 215-493-8491 if you should have any questions. Additional forms from the enrollment package are available on our website at sansyardley.com/documentation.

St. Andrew's Nursery School ♦ 2018-19 Application

45 West Afton Avenue, Yardley, PA 19067 ♦ 215-493-8491 ♦ sansyardley.com

Child's Name	
Birthdate / /	Child's Age by 12/31/18 (3s/4s) or 9/1/18 (Pre-K)
Names/Ages of other children in your family	

Program: (Please Circle One)	3s AM	4s AM	Pre-K AM
		4s Full Day	Pre-K Full Day
		4s Flex (circle full day[s]) M W F	Pre-K Flex (circle full day[s]) M T W Th F

How did you learn about St. Andrew's Nursery School?
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Parent/Guardian Information	
Mother's Name	
Street Address/City/State/Zip	Home Phone #
	Cell Phone #
Mother's Employer	Work Phone #
Mother's Email Address	
Father's Name	
Street Address/City/State/Zip	Home Phone #
	Cell Phone #
Father's Employer	Work Phone #
Father's Email Address	

Local Person (other than yourself) to call in case of an emergency		
Name	Relationship to child	
Address		
Home Phone #	Cell Phone #	Work Phone #

Please list your child's allergies (to medicine or food) or any issues (medical or behavioral) of which we should be aware.	
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2018-19 Application (con't)

(Pages 1 & 2 must be filled out and signed to complete your child's application)

BIRTH CERTIFICATES and HEALTH FORMS:

If your child is not currently a student at St. Andrew's Nursery School, we will need to have a copy of his/her birth certificate on file as required by law. Please submit your child's birth certificate and health form no later than August 31, 2018.

REGISTRATION FEE:

A \$65 non-refundable registration fee must be submitted with your registration package for each child you are enrolling. A check for this amount should be made payable to **St. Andrew's Nursery School**. This registration fee is not applicable to future tuition costs.

TUITION DEPOSIT:

A deposit of one month's tuition for each child is due with your registration package. The non-refundable registration fee and the tuition deposit must be submitted using separate checks. This deposit money is applied toward your May tuition for the 2018-19 school year. These checks will be deposited once your child is allocated a spot in one of our programs.

TUITION PAYMENTS:

The next tuition payment will be due on **September 1, 2018**. Attached is a detailed copy of our Financial Policy and Fee Payment Schedule. Please read these documents carefully. One tuition enrollment form needs to be completed per family and submitted with your application(s).

REFUND POLICY:

If a child is voluntarily withdrawn from the program for any reason prior to June 1, 2018, you will be refunded your tuition deposit. All withdrawals need to be communicated **IN WRITING** for a refund to be issued. No refund will be made for a child withdrawn on June 1, 2018, or anytime thereafter, for any reason (including but not limited to changes or additions to programs and/or teaching staff), no matter what date the child was enrolled. There will be absolutely no exceptions to this rule.

POTTY TRAINING:

All children must be completely potty trained upon entering St. Andrew's Nursery School. Children may not wear diapers or pull-ups of any kind.

Your signature indicates that you have received and read the full contents of the Enrollment Package and that you understand and accept all of the conditions and terms outlined.

Signature: _____ Date: _____

Print name: _____

Please check one option for tuition payments:	
<input type="checkbox"/>	Annually (Lump sum option) 100% of tuition is paid on September 1, 2018. \$50 discount is given for tuitions paid in full by September 1, 2018 (payments received after that date are not eligible).
<input type="checkbox"/>	Monthly (Installment option) Eight equal installments to be paid monthly between September 1, 2018, and April 1, 2019. Tuition is to be paid on the first of the month in which it is due.

St. Andrew's Nursery School
2018-19 Financial Policy & Fee Payment Schedule
 45 West Afton Avenue, Yardley, PA 19067 ♦ 215-493-8491 ♦ sansyardley.com

Tuition Rates:

An annual tuition is charged for the 9-month school year. When you pay full price for one child, you are entitled to a 10% discount for each additional child enrolled (discount applies to less expensive class).

Annual tuition rates are as follows:

Program	Days	Hours/Day	Hours/Week	Annual Tuition	Monthly Tuition
Three Year Old	Tuesday and Thursday	2.5	5.0	\$1980	\$220
Four Year Old	Monday, Wednesday, Friday	3.0	9.0	\$2250	\$250
Fours Flex (1 Full Day)	Monday, Friday (AM) Wednesday (Full Day)	3.0/ 6.0	12.0	\$3060	\$340
Fours Flex (2 Full Days)	Monday, Wednesday (Full Day) Friday (AM)	3.0/ 6.0	15.0	\$3825	\$425
Four Year Old Extended Day (3 Full Days)	Monday, Wednesday, Friday (Full Days)	3.0/ 6.0	18.0	\$4230	\$470
Pre-K AM	Monday through Friday	3.0	15.0	\$3600	\$400
Pre-K Full Day (5 Day)	Monday through Friday	6.0	30.0	\$5625	\$625
Pre-K Flex (4 Day)	Your Choice 1 Day (AM) Your Choice 4 Days (Full)	3.0/ 6.0	27.0	\$5490	\$610
Pre-K Flex (3 Day)	Tuesday, Thursday (AM) Monday, Wednesday, Friday (Full)	3.0/ 6.0	24.0	\$5400	\$600
Pre-K Flex (2 Day)	Monday, Wednesday, Friday (AM) Tuesday, Thursday (Full Day)	3.0/ 6.0	21.0	\$4500	\$500
Pre-K Flex (1 Day)	Your Choice 4 Days (AM) Your Choice 1 Day (Full)	3.0/ 6.0	18.0	\$4050	\$450

At Registration:

A \$65 non-refundable registration payment and a deposit of one month's tuition for each student are due at the time of registration. Please write **TWO** separate checks made out to St. Andrew's Nursery School for each of these payments, and include them in your enrollment package. Tuition checks are not deposited until a spot has been allocated for your child in one of our classes. (This tuition deposit will be applied to the annual tuition and the balance of the tuition will be paid according to the payment option you choose.)

PLEASE NOTE THAT CURRENT STUDENTS ARE NOT AUTOMATICALLY ENROLLED FOR THE NEXT YEAR. YOU MUST FILL OUT AN APPLICATION AND SUBMIT IT, ALONG WITH YOUR DEPOSIT AND REGISTRATION FEE, TO BE ALLOCATED A SPOT IN NEXT YEAR'S CLASS.

ALSO PLEASE NOTE THAT WE DO NOT ALLOCATE A SPACE FOR ANY STUDENT UNTIL WE HAVE RECEIVED A COMPLETED APPLICATION AND DEPOSIT AND REGISTRATION FEES.

Subsequent Tuition Payments:

St. Andrew’s Nursery School will collect and manage all payments directly. Families may choose one of the two following payment options. Please be sure to indicate your choice on Page 2 of the application.

Lump Sum Option	100% tuition paid on September 1, 2018. There is a \$50 discount for payment in full BEFORE September 1, 2018. Checks received after September 1, 2018, are not eligible for the discount.
Installment Option	8 equal installments paid monthly between September 1, 2018, and April 1, 2019. (Your deposit covers your May tuition.)

Each family will be mailed a personalized tuition sheet in August with the orientation information. **Your monthly payment must be received by the 1st of the month in which it is due.** Your payments can be mailed to the school:

St. Andrew’s Nursery School
45 W. Afton Avenue
Yardley, PA 19067

Late Payments and Related Policies:

Tuition must be paid on the first of the month in which it is due. Payments received after the 7th of the month are charged a \$15 late fee. Payments received after the 15th of the month will be charged an additional \$10 fee on top of the first late fee. If your check is returned for any reason, you will receive a fee of \$30, which is intended to cover any bank-oriented charges that St. Andrew’s Nursery School incurs as a result of trying to collect tuition funds.

If the school does not receive your payment within 30 days of its due date, your account will be considered delinquent; St. Andrew’s Nursery School reserves the right to keep your child from attending school until any outstanding tuition is paid in full.

Refund Policy:

If a child is voluntarily withdrawn from the program for any reason prior to June 1, 2018, you will be refunded your tuition deposit plus any other payments applied (the registration fee is non-refundable). All withdrawals need to be communicated **IN WRITING** for a refund to be issued. No refund will be made for a child withdrawn on June 1, 2018, or anytime thereafter, for any reason (including but not limited to changes or additions to programs and/or teaching staff), no matter what date the child was enrolled. There will be absolutely no exceptions to this rule.

St. Andrew’s Nursery School reserves the right to dismiss a student from any school programs, at its discretion and without prior notice, given good and sufficient reason. In this event, parents will be notified in writing and the school will refund a pro-rated portion of the tuition paid in excess of the portion of the program used, less any amounts otherwise due to the school from the parents.

Please retain a copy of this financial policy for your records.

Saint Andrew's Nursery School
45 West Afton Ave
Yardley, PA. 19067

Health Form

Child's Name _____ Age _____

Parent Name/s _____

Preferred Hospital (in the event of an emergency) _____

Immunizations (provide dates or attach a copy of the immunization record)

DPT _____ MMR _____

Hepatitis B _____ Hib _____

Polio _____ Varicella(optional) _____

Allergies: Any medicine or foods that disagree with this child? _____

Sight or Hearing: Any physical weakness or chronic condition? _____

Are there any past experiences (accident or illness) which have influenced the child's physical or mental condition? If yes, please provide details.

Child's general condition as of this date: _____

Any limitations to normal nursery school activities? _____

Any other medical or behavioral issues that the nursery school staff should be aware of?

Please print or stamp physician name, address and phone:

Physician's Signature
(must be signed by the physician)

Date: _____