

St. Andrew's Nursery School

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

2019-2020 Pre-K Priority Enrollment Information

November 2018

Mrs. Condee's Pre-K Class of ten students is populated primarily with five-year-olds and secondarily with older four-year-olds who meet the class' cutoff date of turning four by September 1 of the school year; all students will go on to kindergarten after successful completion of this class. Depending on the age demographics of incoming Pre-K students, the ratio of five-year-olds to four-year-olds may fluctuate from year to year. This year we expect the class to be filled entirely with current four-year-old students, with a likely lengthy wait list. For 2019-2020 registration, the Pre-K Class will be filled according to the following priority levels on a first-come, first-serve basis and all applications will be processed in the order in which they are received, within the priority system detailed below.

1st Priority

4s students with September, October, November or December 2019 5th birthdays who miss the kindergarten cutoff date and have no other option but to enroll in Mrs. Condee's class will receive priority enrollment status from 9 a.m. Tuesday, November 27 through noon on Wednesday, December 19; available spaces will be filled by these students first.

2nd Priority

4s students with Winter/Spring/Summer 5th birthdays who are eligible to enroll in a local district or private kindergarten, but whose parents prefer to keep in nursery school as an extra year to bridge to kindergarten are welcome to submit applications from 9 a.m. on November 27 through noon on December 19 (applications will be held in the order they are received), but will not be allocated spaces until January 3, 2019, or until all 1st Priority students have enrolled, whichever comes first. When all available spaces have been filled with 1st and/or 2nd Priority applicants, all remaining applicants of any priority level will be placed on a wait list.

3rd Priority

3s students who fulfill the eligibility requirement of turning 4 by September 1, 2019, are welcome to submit applications from 9 a.m. on November 27 through noon on December 19 (applications will be held in the order they are received), but will not be allocated spaces until January 3, 2019, or until all 1st and/or 2nd Priority students have enrolled, whichever comes first. When all available spaces have been filled with 1st and/or 2nd Priority applicants, all remaining applicants of any priority level will be placed on a wait list. As an additional eligibility requirement, before these students' applications are processed, they must be approved by both the 4s and Pre-K teachers as ready for Pre-K. Students who don't meet both eligibility requirements have the option to register in the 2019-2020 4s class.

*When a Pre-K space opens up at any time after all ten spots are filled, 1st and 2nd Priority students on wait list will be given preference to register over 3rd Priority students, regardless of their place on the wait list.

If your child falls into either the 1st or 2nd Priority categories, we advise submitting his or her application as soon as registration opens on Tuesday, November 27, as the number of interested students is outpacing the ten spaces available.

We expect there will be several 2nd Priority students who end up on the wait list.

On Monday, November 26, you will receive a link to an online application form, the completion of which is the first step of registration; your application is not considered complete until your deposit is received in the office.

St. Andrew's Nursery School

2019-20 Class Offerings

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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, 2019.

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, 2019.

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, 2019.

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, 2019 (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, 2019.

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.

The 2019-2020 application link to be completed online will be sent out via email to current students, and the link will also be posted at sansyardley.com/documentation the week of November 26. A copy of this packet will also be housed there.

November 27, 2018 - 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 deposit (not including Christmas break, between December 20 and January 2).

Enrollment for the 2019-20 Pre-K class for fives and older fours will give priority through December 19, 2018, to currently enrolled 4s students for 2018-19 who would otherwise miss the 2019 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 according to the priority system detailed in this packet, or a wait list will be started, either when all eligible 2018-19 students have enrolled or on January 3, 2019, whichever is first.

Your application is considered submitted when deposit/registration fees have been received in the office. In order for your application to be considered complete, and for your child to be placed in a class, your enrollment package must include:

- A tuition deposit check for one month's tuition per child made payable to St. Andrew's Nursery School (Please note, checks will not be deposited until after January 3, 2019)
- A non-refundable check for \$65 made payable to St. Andrew's Nursery School
- Application form completed online.

After completing your application online, please submit your deposit and registration fee 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 Orientation in September 2019:

- 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.

St. Andrew's Nursery School
2019-20 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: CURRENT STUDENTS ARE NOT AUTOMATICALLY ENROLLED FOR NEXT YEAR. YOU MUST SUBMIT AN APPLICATION, ALONG WITH DEPOSIT/REGISTRATION FEE, TO BE ALLOCATED A SPOT IN NEXT YEAR'S CLASS.

ALSO PLEASE NOTE: WE DO NOT ALLOCATE A SPACE FOR ANY STUDENT UNTIL WE HAVE RECEIVED A COMPLETED APPLICATION AND DEPOSIT/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 the application.

Lump Sum Option	100% tuition paid on September 1, 2019. There is a \$50 discount for payment in full BEFORE September 1, 2019. Checks received after September 1, 2019, are not eligible for the discount.
Installment Option	8 equal installments paid monthly between September 1, 2019, and April 1, 2020. (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, 2019, 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, 2019, 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.

St. Andrew's Nursery School
Student Health Form

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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) that 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 about which the nursery school should be aware?

Please print or stamp physician name, address & phone below	Physician's Signature (form must be signed by physician)
	Date: