



(For office use only)
Priority: _____
Day/Time: _____

2019-2020 School Year Application

A non-refundable \$100.00 Registration Fee along with a deposit of 1/6 of the annual fee (payable to NCNS) must accompany this application, as well as a signed Consent & Agreement form.

Child's First/Last Name:	Name to be used at school:	Sex:
Address:	City, State:	Zip Code:
Child's Date of Birth:	Primary Phone:	
Mother's Name:	Father's Name:	
Mother's Cell Phone:	Father's Cell Phone:	
Mother's Email:	Father's Email:	
Is this the primary email? Yes/No	Is this the primary email? Yes/No	
Mother's Employer:	Father's Employer:	
Work Phone:	Work Phone:	
If the child does not live with both parents, who has custodial care?		

Class Desired: **Mark first and second choices** (if applicable)

- _____ **2 Day 2's** (Tues / Thurs 9:00 - 11:15 a.m.)
- _____ **3 Day 2's** (Mon/ Wed / Fri 9:00 - 11:15 a.m.)
- _____ **3 Day 3's** (Mon / Wed / Fri 9:00 - 11:15 a.m.)
- _____ **4 Day 3's** (Mon / Tues / Thurs / Fri 9:00 - 11:15 a.m.)
- _____ **5 Day (Pre-K) 4's** (Mon - Fri 12:45 - 3:00 p.m.)

Please check any / all that apply:

- _____ Parent is a current/past Board member or current Teacher at NCNS
*Former Board members must have served a full 3 year term. Years on Board _____
- _____ This child is currently enrolled at NCNS (2018-2019 school year)
- _____ This child's sibling is currently enrolled _____
- _____ This child's sibling or parent previously attended the school: _____ Name/Years: _____

Referred to NCNS by: _____

Please list any siblings (and date of birth) who may attend NCNS in the future:

Parent's signature _____ Date: _____

For office use only: Registration Fee and Deposit Received via (circle) Cash Charge Check # _____

If paying by credit card, please complete the enclosed form.

**Mailing Address: P.O. Box 2204, Northbrook, IL 60065
1300 Shermer Road, Northbrook, IL 60062, (847) 272-5430, www.ncnskids.org**



Consent and Agreement for 2019-2020

Northbrook Community Nursery School (“NCNS” or the “School”) is a non-denominational nursery school, organized as a not-for-profit corporation under the laws of the State of Illinois. Parents or legal guardians wishing to enroll a child for the 2019-2020 school year consent and agree to the following terms and conditions:

Eligibility

A child must be two, three or four years old on or before September 1, 2019, to be eligible for the two, three or four year old nursery school program, respectively.

Fees

Fees are determined on an annual basis for the following year based on a number of factors, including the School’s cost of operation. Payment schedule options are the same for all programs. **In order to hold your child’s place in the program, we require a \$100 non-refundable registration fee along with a deposit of 1/6 of the annual fees at the time of the child’s registration application.** Please refer to the “Withdrawal” section for details on refunds of any paid fees.

The deposit payments (1/6 of annual fees) are as follows:

<u>Class</u>	<u>(1/6 annual fees)</u>	<u>Registration Fee</u>	<u>Total Deposit Due</u>
2 Day 2’s	\$387	\$100	\$487
3 Day 2’s	\$529	\$100	\$629
3 Day 3’s	\$529	\$100	\$629
4 Day 3’s	\$659	\$100	\$759
5 Day 4’s	\$782	\$100	\$882

The fee balance may be paid in three installments as follows:

- 1/6 due May 1st
- 1/3 due September 1st (payable at Hello Visits)
- 1/3 due on (or before) February 1st

The fee balance may be paid early at any time. Payments may be paid by check or credit card. Payments made by credit card are subject to a processing fee of 2.6%.

Annual fees are as follows:

Two Day Program – (\$2,322 total) Enrollment deposit of \$387, second installment of \$387 due on May 1st, two payments of \$774 each due at Hello Visit (Sept. 1st) and February 1st

Three Day Programs – (\$3,174 total) Enrollment deposit of \$529, second installment of \$529 due on May 1st, two payments of \$1,058 each due at Hello Visit (Sept. 1st) and February 1st

Four Day Program – (\$3,954 total) Enrollment deposit of \$659, second installment of \$659 due on May 1st, two payments of \$1,318 each due at Hello Visit (Sept. 1st) and February 1st

Five Day Program – (\$4,692 total) Enrollment deposit of \$782, second installment of \$782 due on May 1st, two payments of \$1,564 each due at Hello Visit (Sept. 1st) and February 1st

If payment is not received within 7 days of due date you will be charged a \$20.00 late fee. If payment is not received within 3 weeks of the due date, your child may be dropped from enrollment in the program. The charge for a returned check is \$20.00, after two returned checks we will only accept cash.

Withdrawal

The \$100 *registration* fee is **not refundable** for any reason.

The 1/6 *tuition* fee due at the time of registration (or any paid tuition fees as described below) is **not refundable** unless:

(1) The child is not placed in the class of first choice during the time of registration. You, the parent or guardian, will receive a phone call to see if the second choice listed is acceptable, and the 1/6 tuition fee will be applied to that class; or

(2) The family moves outside of Glenbrook High School District 225 and NCNS has received a formal withdrawal and proof of the new address outside of the District 225 area.

*With respect to (2) above, if relocation and withdrawal occur prior to the first day of school with proof of the new address outside of District 225, a full tuition refund of tuition amounts paid will be granted. If relocation and withdrawal occurs on or after September 3, 2019 but before October 31, 2019, the tuition fee refund will be prorated based on the last day of school attended. There will be no refunds for any withdrawal based on relocation after October 31, 2019.

(3) Upon receipt of a formal written withdrawal, NCNS will issue a refund of tuition amounts paid if both of the following conditions exist on the day that your written notice is received:

a) The class offering in which your child was enrolled must be full. Class offerings are as follows:

- a. 2 Day 2's
- b. 3 Day 2's
- c. 3 Day 3's
- d. 4 Day 3's
- e. 5 Day 4's

b) There is a child on the waiting list for a class (in the appropriate class offering) who accepts the offer of enrollment and pays the appropriate amount due within the timing specified on their acceptance letter or a new family enrolls who will fill the class offering for which you were enrolled.

*With respect to (3) above, if withdrawal occurs prior to the first day of school and conditions (3)(a) and (3)(b) are met, a full tuition refund of tuition amounts paid will be granted. If withdrawal occurs on or after

September 3, 2019, but before October 31, 2019, and conditions (3)(a) and (3)(b) are met, the tuition fee refund will be prorated based on the last day of school attended. If at the time of your withdrawal the classes within the class offering are not full or the spot is not filled by someone on the waiting list or a new family not yet on the waiting list, no refund will be issued. There will be no refunds for any withdrawal after October 31, 2019.

If you wish to withdraw your child at any time prior to or during the school year, you must send a written notice of your intent to withdraw.

Guidance and Discipline

The goal of the School's guidance and discipline policy is to help children develop self-control and assume responsibility for their own actions. This policy will be implemented as follows:

Teachers will set clear, consistent, and fair limits for classroom behavior. These limits will be age appropriate. Teachers will implement these limits in a positive, non-punitive manner by reinforcing desirable behavior and re-directing undesirable behavior. Teachers are to guide children to resolve conflicts, and to encourage children to solve conflicts using words, rather than physical means. Teachers should talk with the children about the consequences of their actions, their feelings, and the feelings of other children. In classes with older children, teachers are to help the class set its own rules.

Removal of a child from the group will be used only as a means of helping the child gain control. The child will remain in the classroom and the time spent apart will be less than one minute per year of a child's age. The School prohibits the use of corporal or verbal abuse.

Teachers are encouraged to discuss concerns about a child's inappropriate behavior with the parents and will notify the Director of these concerns. Parents may also request conferences with the teachers at any time. Parents are to be notified by phone call if their child has injured another child or adult. If a child's behavior continues to be inappropriate, the Director will observe the child and meet with the teachers and the parents to discuss the development and implementation of a plan for improving the child's behavior. The School will consider the termination of a child's enrollment because of disciplinary reasons only in extreme situations and in accordance with the School's discharge policy.

All Northbrook Community Nursery School teachers also receive and sign this policy.

Discharge

The School will discharge any child who, after attempts have been made to meet the child's individual needs, demonstrates an inability to benefit from the type of program offered by NCNS, or whose presence is detrimental to the child or the group. In such event, the Director will meet with the family to discuss a timeline for the termination of the child's enrollment and to suggest appropriate referrals to other programs.

State of Illinois Requirements

Prior to final acceptance of your child for enrollment, NCNS must have received from you a copy of your child's COUNTY birth certificate, a signed Consent and Agreement, a completed and signed child's health form (health requirements are further detailed in the NCNS handbook and Spring Mailer to be sent in April), and the signed verification of receipt of the brochures provided by the Illinois Department of Children and Family Services and the School's Guidance and Discipline Policy. All of these forms (with the exception of the Consent and Agreement form which is required at registration) are due at the child's Hello Visit, during the first week of school.

Children with Medical Needs Requiring Special Care or Accommodation

If a child's medical needs require special care or accommodation, the School will administer such care as required by a child's physician, subject to the receipt of the required information and releases from parents. This section applies to children with severe, life-threatening allergies, children with diabetes and children with other disabilities. The School may refuse to provide the requested care or accommodation if it would fundamentally alter the nature of the program.

It is the parent's responsibility to notify the School if a child has medical needs that require special care or accommodation and to provide the forms and information required by the School. The School will require the child's physician to complete a form authorizing, and providing instructions for, the special care or accommodation. The parents are responsible for providing the School with all equipment and medications needed to comply with the physician's instructions. The School will also require both parents to sign a release and waiver of liability as a condition of the child's continued enrollment.

Medical Emergency

In the case of any medical emergency, the School will promptly call 911 then attempt to contact the child's parent or guardian. The School will arrange for emergency care through the Northbrook paramedics, at the parent's expense, and for the child to be taken to a hospital, if determined necessary. In case of minor injury, School personnel may give first aid to the child. Parents will be notified of major and minor accidents that happen to a child at the School and all accidents will be appropriately documented for the School's records.

Parent Participation (Child's Special Day)

During the school year, each child will have a "Special Day" wherein a parent or another special person is invited to attend the child's entire class. Each child in the 2 year old classes shall have one Special Day and each child in the 3 and 4 year old classes shall have two Special Days.

School Closing

The School will be closed for inclement weather anytime that District #28 (847-498-7920) closes. In the case of a School closing due to other circumstances beyond our control [i.e., the physical facility is not up to licensing standards (heat capability less than 68 degrees; no water, electricity or phone; or structural damages)], the Director and the President (or next officer in descending order) will make the decision to close at least one hour prior to the scheduled opening whenever possible. The Director will notify families through an all school email. Additionally, NCNS has a text system to notify parents/caregivers of last minute school closings. A designated cell phone number will be determined at the Hello Visit in the fall.

There will be no refunds for school closing days except in the event the School must close permanently. Should this occur, the School would refund fees on a prorated basis following the termination of the School.

Miscellaneous

The parents or legal guardians of the child agree to be bound by the terms and conditions of the Northbrook Community Nursery School handbook and policies.

Northbrook Community Nursery School is bound by law not to release any information regarding any child without written permission of the parent or guardian.

Please continue for the Signature Page

Signature Page

Consent and Agreement 2019-2020

Photo Release

_____ Check here if you **DO NOT** authorize use of your child's photo in publicity materials for NCNS.

Video Release

_____ Check here if you **DO NOT** authorize videotaping of your child for training classes (no names will be used).

Address & Phone Release

_____ Check here if you **DO NOT** authorize distribution of your address and phone number to other NCNS families for purposes of student class lists.

Social Media (i.e NCNS website and NCNS Facebook page)

_____ Check here if you **DO NOT** authorize use of your child's photo for publicity purposes on social media websites (no names will be used).

E-mail Release

_____ Check here if you **DO NOT** authorize use of your email address for school communication.

As a parent or legal guardian of _____ (child's name), I have read all four pages of this Consent and Agreement, including the Guidance and Discipline Policy, and agree to the terms and conditions contained therein.

Parent(s) or Legal Guardian(s):

Date:

Acknowledged and Accepted by:

Date:

Jessica Kray, Enrollment Chairperson
Northbrook Community Nursery School



About Our School

Our History

Northbrook Community Nursery School (NCNS) is a non-profit corporation, licensed by the State of Illinois Department of Children and Family Services (DCFS).

The school was founded in 1952 by a group of parents. NCNS is a community nursery school serving the needs of local families. Located at 1300 Shermer Road in Northbrook, near the intersection of Cherry and Shermer Roads (at The Village Presbyterian Church), NCNS is a non-denominational school and rents space from the church. The school is not affiliated with any religious organization.

Our Mission

NCNS, through the cooperation of its staff, Board of Directors, and parents, is committed to meeting the social, emotional and intellectual needs of each child. We strive to facilitate this development within a nurturing environment that enables each child to recognize his or her full potential.

NCNS Philosophy and Curriculum

At NCNS, we aim to provide each child with ample opportunities to be actively involved in the learning process – to question, to experiment, to investigate, to make choices and decisions and to be creative. We offer a wide variety of media for the expression of the child's feelings. These include paint, clay, sand, water, music, storytelling, children's literature and make-believe dress up. In addition, our students have weekly music classes.

We also incorporate outdoor play into our daily routine, weather permitting. Our brand new outdoor playground is outstanding and provides many avenues for gross motor development, and creative and imaginative play.

Our goal is to provide a secure enriching environment that meets the needs of our children so that they may experience the trusting and supportive relationships that foster positive self-image, rational self-control and the development of autonomy.

Class Offerings for the 2019-2020 School Year

2 Day 2's – without parent, 2 days per week. Tuesday and Thursday mornings from 9:00 – 11:15 a.m.

3 Day 2's – without parent, 3 days per week. Monday, Wednesday, and Friday mornings from 9:00 – 11:15 a.m.

3 Day 3's – Monday, Wednesday, and Friday mornings from 9:00 – 11:15 a.m.

4 Day 3's – Monday, Tuesday, Thursday, and Friday mornings from 9:00 – 11:15 a.m.

5 Day 4's (Pre-K) – Monday through Friday afternoons from 12:45 – 3:00 p.m. Monday is a science/math enrichment day.

Teacher / Student Ratio

Our classes have a teacher to student ratio of 1 to 7, with our 2's classes having a lower ratio of 1 to 6. We feel these are the appropriate ratios for the age groups represented in the classes. DCFS regulation requires a teacher to student ratio that does not exceed 1 to 10.

Our Staff

The school is staffed by well-trained teachers who are educated and experienced in the areas of early childhood development and education. Our staff, under direction of our highly experienced and dedicated Director, Gail Nemoy, focuses on meeting the needs of and promoting the physical, social, emotional and cognitive development of the children.

Fees for the 2019-2020 School Year

Two Day Program – \$2,422 tuition, this includes a \$100 non-refundable registration fee.

Three Day Programs – \$3,274 tuition, this includes a \$100 non-refundable registration fee.

Four Day Programs – \$4,054 tuition, this includes a \$100 non-refundable registration fee.

Five Day Program – \$4,792 tuition, this includes a \$100 non-refundable registration fee.

Financial Assistance

Each school year, the Board of Directors determines an amount of scholarship funds that are to be available to families who would like to enroll their child in NCNS and who show a financial need. All information received is held in strict confidence. Anyone interested in more information on financial assistance should contact our Director, Gail Nemoy, at 847-272-5430.

Parent Involvement

Parent involvement is critical not only in the governing of our school but in the classroom as well. We encourage parents to visit the school at any time. No appointment or special arrangement is necessary. Children will have either one or two "Special Days" where he or she invites a parent or another special person to join him or her at school for the day's activities. Also, we have two parent-teacher conferences during the year for all ages.

Family Events / Fundraising

As a non-profit community nursery school, we try to offer a preschool of the highest quality while keeping our fees reasonable. The fees paid by our families cover a majority of the school's operating expenses. These expenses include our teachers' salaries and benefits and also the expenses of running the school (rent, insurance, class supplies, office supplies, services, repairs, maintenance, janitorial services, advertising, and equipment).

To help us keep our fees reasonable, we have various fundraising events throughout the year. Our school depends, in part, on the support and generosity of our families. Of course, participation in any fundraiser is strictly voluntary. While we try to plan events that many will want to participate in, we do understand that not all of our families will want to or be able to participate in these fundraisers.

NCNS also offers fun family events for our families. Usually, these events include a Halloween Hoopla, where children wear their costumes followed by some entertainment, and a Fall Family Bingo Night complete with food and games for everyone. We also host a Family Picnic in the spring where the children's artwork is displayed along with many fun family activities.

Enrichment Programs

NCNS offers various enrichment programs in addition to its preschool classes. These enrichment classes are intended to complement the school's regular program, and participation in these programs is entirely voluntary.

Parent & Tot Class

This class offers parents, caregivers and children an opportunity to spend quality time together in a small, enriching group environment. Activities include open play, art projects, stories, songs, snacks and more! Open to children ages 15 to 28 months. This class meets Wednesday mornings from 10:00 – 11:15 am and is offered on a semester basis or for the full year.

Lunch Bunch Program

The school offers a lunch bunch program to 3 and 4 year old NCNS students. Children bring a sack lunch from home and enjoy any of our exciting themed classes, such as Yoga Bash, Noggin Builders, or Sing with Senora. Lunch Bunch is a fun and educational way to extend your preschooler's day.

If You Have Questions

We appreciate your interest in our school and hope you have found this informative and useful. If you have any questions or would like more information, please contact our school's Director, Gail Nemoy, at 847-272-5430.

Northbrook Community Nursery School does not discriminate on the basis of race, color, national origin, sex, religion, or disability in its programs or activities.