

Village Nursery School: Registration Form

2025-2026 School Year

Please read this entire document carefully, as some of our policies have changed or been adjusted. Print/write as clearly as possible to ensure we have the correct information.

Child's First Name _____ Child's Last Name _____

Child's Preferred/Nickname _____ Child's Date of Birth _____

Parent/Guardian Name(s) _____

Address _____ City _____ State _____ Zip _____

Primary Phone _____ Secondary Phone _____

Primary Email _____

Secondary Email _____

Registration is offered year-round and available until all spots are filled. Village Nursery School (VNS) offers registration beginning in December/January for the upcoming school year. Knowing how many students we are expecting allows us to make informed staffing decisions and organize activities. All students have a \$40 registration fee regardless of alumni status or number of students per family.

Please select your desired program:

2s Program: 8:45 am- 10:15 am. Attendance October through February is with a Caregiver, from March through June students will be dropped off. All students must be 2 by 12/1/2025

_____ Mondays Only (\$125/month)

_____ Fridays Only (\$125/month)

_____ Both Monday and Friday (\$200/month)

3s Program: 8:45 am- 11:45a am. Attendance is from September to June. All students must be 3 by 12/1/2025.

_____ Tuesdays, Wednesdays, & Thursdays for the entire school year. (\$385/month)

_____ Tuesdays, Wednesdays, & Thursdays, 2 hrs on Fridays starting in February (\$425/month)

_____ 4s Program: 9 am- 12 pm. Attendance is Mondays through Fridays from September through June. All students must be 4 by 3/1/2026. (\$485/month)

We also plan on applying for Universal Pre-K.

Please initial each line below:

Village Nursery School may obtain emergency treatment if my emergency contacts or I cannot be contacted.

_____ Tuition is due regardless of absences, vacations, holidays, or emergency closings. _____

I accept responsibility for my child's transportation, including off-site field trips. _____

I understand that I will be charged a non-refundable \$40 registration fee upon VNS's receipt of the Registration Form and Financial Agreement. _____

I understand that I will be charged a deposit that will be applied to the first month's tuition. The amount is based on the desired class and will be outlined in the Financial Agreement. _____

Village Nursery School: School Policies

2025-2026 School Year

Registration Form: The preschool registration form contains important information about our students and their families. Parents must keep registration information up to date. Please inform us of address and phone number changes, updates to authorized pick-up persons, changes in medical conditions, etc. A new registration form must be filled out for each school year.

Medical Statement: A medical statement summarizes a well-visit doctor's appointment that includes the child's immunizations, test results, allergies, medications, special diets, and any other medical information you would like us to know about your child. Medical statements must be resubmitted every school year.

Locked Doors: Our VNS front door and church outside doors are always locked. You must be let in by our staff. Please be prepared to discuss the reason for your visit and show ID if requested. You may ring the doorbell or send a Class Dojo message to let us know you are the school's door. Please advise visiting therapists (speech, OT, PT, etc.) that they will need to make arrangements with your child's teacher for access to the building.

Clothing: Please send your child in comfortable, casual clothing as the curriculum is movement-based, spills and accidents do happen. Socks should be worn, the ones with a grip on the bottom are best if they will wear them. Shoes should be easy for the child to put on independently. Our classes will be using our outdoor space as often as possible in all kinds of weather. They should have the proper clothing for the weather that day (gloves for cold, raincoats for rain, etc.). We keep extra clothes at school for each child, we will send them home occasionally to ensure they still fit and are seasonally appropriate.

Snack: Village Nursery School is a Nut Free environment, this includes all nut products like Nutella, peanut butter, etc. The 2s class does not have a designated snack time unless there is a birthday or holiday celebration. Although, adults may want to bring something with them in case their child gets hungry. The 3s and 4s classes will need a snack and water bottle for their snack times. We are unable to heat any food, so please be sure that it is ready to eat about halfway through class time. If your child has any allergies, there will be an opportunity to describe them in our Emergency Contact/Information pages.

Calendar & Storm Closings: We follow the Cornwall Central School District's calendar for days off/holidays and closings due to inclement weather. In the event snow starts during school hours, we will contact you with emergency closing information through messaging on Class Dojo. If Cornwall calls a 2-hour delay due to weather, we will have a 1-hour delay (2s will start at their usual time). If Cornwall calls a 3-hour delay or closes, we will be closed.

Health: We all want to stay healthy, so please keep your child home if:

1. They have had a fever, diarrhea, or vomiting within the last 48 hours. Your child must be fever free for 48 hours without the assistance of medication before returning to school. We reserve the right to take a child's temperature while at school. A child with a temperature of 99°F or higher will be required to be picked up promptly.
2. They have conjunctivitis- the child must be on medicine for 24 hours before returning to class.
3. Active signs of illness include uncontrolled coughing and sneezing, difficulty breathing, and lethargy.

I have read and understand all the policies listed above.

Parent/Guardian Signature _____ Date _____

Village Nursery School: Financial Agreement

2025-2026 School Year

Please read this entire document carefully, as some of our policies have changed or been adjusted. Print/write as clearly as possible to ensure we have the correct information.

Child's Full Name _____ Child's Date of Birth _____

Parent/Guardian Name(s) _____

Address _____ City _____ State _____ Zip _____

Primary Phone _____ Secondary Phone _____

Primary Email _____ Secondary Email _____

Basic Services Offered - Village Nursery School offers a preschool program for children ages 2-5 years. Students will receive a quality education that nurtures the individuality and spirituality of every student in a safe and respectful environment.

Registration and Tuition - Village Nursery School is part of a non-profit religious organization and the budget is projected solely based on tuition, fees, and donations from the community. The parents of enrolled children agree to pay the Registration Fee and Tuition by credit card as indicated below. Full payment of annual tuition is required.

Registration Fee - A \$40 non-refundable registration fee is due upon registration. This will be collected at the same time as the Tuition Deposit.

Tuition Deposit - Tuition deposit is refundable and transferable upon request. Deposits will be applied to the first month's tuition.

- \$175 due upon registration for the 3 Year Old and 4 Year Old Programs.

- \$125 due upon registration for the 2 Year Old Program.

Sibling Tuition Discount - A tuition discount is given to families with 2 children or more enrolled at Village Nursery School. A \$100 tuition discount per student for the 3 Year and 4 Year Old Programs. A \$90 tuition discount per student for the 2 Year Old Program. No sibling discounts are provided to students who receive scholarships.

VNS Scholarship – Students enrolled in the Village Nursery School may be eligible for a VNS Scholarship. Check the box to have a Scholarship Application sent to your email:

Tuition - Students enrolled in the Village Nursery School will be charged the annual tuition amount established by the Village Nursery School billed monthly:

Classroom – Please select and initial one:

-2s Program

2 Year Old Program (Mon. or Fri.) - \$1,125 for 9 months/\$125 monthly. _____

2 Year Old Program (Mon. and Fri.) - \$1,800 for 9 months/\$200 monthly. _____

-3s Program

3 Year Old Program (T,W,Th for the Year) - \$3,850 for 10 months/\$385 monthly. _____

3 Year Old Program (T,W, Th, Add Fridays in Feb.) - \$4,250 for 10 months/\$425 monthly. _____

-4s Program

4 Year Old Program (5 days/Week) - \$4,850 for 10 months/\$485 monthly. _____

Monthly Tuition Payments - The first monthly tuition payment is due on August 2, 2025 for the 3 and 4 Year Old Programs and September 2, 2025 for the 2 Year Old Program. Tuition payments must be processed by credit card on the 2nd of every month, regardless of the day of the week. Cash or check tuition payments are not accepted. Please

contact the Director of the Village Nursery School if you have any questions about this policy.

Required Authorization for Recurring Credit Card Transaction Form - The Credit Card form must be completed to register your child. Your credit card will be charged for the Registration Fee and the Tuition Deposit at the time of registration. Monthly tuition will be charged according to the Monthly Payment Schedule. You will receive a copy of your invoice by email.

Absences/School Closures - Monthly tuition is due in full each month, regardless of absences or school closures. In case of extended absences, tuition must be kept current to keep the student enrolled.

Delinquent Accounts - You will be contacted promptly if your credit card is declined. Tuition not paid in full by the 10th of the month will be assessed a \$25.00 late payment fee, per month. Invoices are emailed monthly, and any past due amounts and late payment fees are due upon receipt. Any account 45 calendar days delinquent will be asked to promptly submit all outstanding payments and late payment fees.

Delinquencies over 60 calendar days may result in further consequences including, but not limited to, suspension or withdrawal from VNS. If you are unable to meet tuition obligations, you should reach out to the VNS Director or the Cornwall Presbyterian Church Pastor as soon as possible to discuss the possibility of a payment plan or apply for a tuition scholarship.

Late Pick Up Fee - After school care is not provided. Parents agree to be prompt and agree to pay a late pick-up fee of \$10.00 for every 15 minutes a student is left beyond the pick-up time. For example, a student left for 30 minutes past the end of the class would result in a \$20.00 charge on your account. The late pick-up fee will be billed monthly.

Withdrawal - The enrollment of your child at Village Nursery School is a ten-month commitment (September-June) that the Village Nursery School relies on to budget and plan for the school year. In the event where withdrawal before June 2025 is necessary, a 30-day written notice is required. No tuition will be refunded for the month of withdrawal. Any past due amount and late payment fees on your account must be paid in full. No other refunds will be given for services rendered.

Modification Conditions/ COVID-19 Planning

1. Village Nursery School reserves the right to modify any of the conditions of this agreement. A 30-day prior written notice will be given to the parent or legal guardian with any modifications to this agreement.
2. If a parent or legal guardian needs financial assistance, please contact the VNS Director or the Cornwall Presbyterian Church Pastor as soon as possible to discuss the possibility of a payment plan or apply for a tuition scholarship.
3. As we continue to follow guidance and direction from the Centers for Disease Control and Prevention due to the COVID-19 pandemic, parents understand that if New York State schools are mandated to close, make-up dates for missed classes will be provided and, if necessary, additional days will be added to the school calendar in June 2025.

Please sign and return indicating that you have read, understood, and agree to all terms, conditions, and financial obligations of this Financial Agreement between Village Nursery School and

_____ (print your name).

Parent/Guardian Signature _____ Date _____

VNS Director Signature _____ Date _____

VNS Treasurer Signature _____ Date _____

Village Nursery School: Financial Agreement

2025-2026 School Year

Monthly Payment Schedule


Tuition Month	Date of Credit Card Charge
September 2025	8/2/2025
October 2025	9/2/2025
November 2025	10/2/2025
December 2025	11/2/2025
January 2026	12/2/2025
February 2026	1/2/2026
March 2026	2/2/2026
April 2026	3/2/2026
May 2026	4/2/2026
June 2026	5/2/2026

Please note that all processing dates are the 2nd of the month regardless of the day of the week.

Village Nursery School: Financial Agreement
2025-2026 School Year

**Authorization for Recurring Credit Card Tuition Billing
Instructions:**

1. Print legibly in blue or black ink.
2. Complete all sections, sign and date the authorization.
3. Must include Credit Card CVV#.

Credit Card Billing Information			
First Name:	Middle (if any):	Last Name:	
Street Number and Name:			Apt. No.:
City or Town:		State:	Zip Code:
Credit Card Holder's Telephone Number:		Credit Card Holder's Email Address:	
Credit Card Number:		Credit Card Expiration Date: (mm/yyyy)	
Credit Card Type: (Check one)		Credit Card CVV #:	
<input type="checkbox"/> Visa			
<input type="checkbox"/> MasterCard			
<input type="checkbox"/> Discover/JCB			
<input type="checkbox"/> Amex			
Credit Card Holder's Signature:			Date: