

Village Nursery School: Registration Form

2026-2027 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. Completed registrations can be sent to vnscoh@gmail.com, or you can email to arrange a time to drop them off.

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.

Please select your desired program:

_____ Caregiver & Me Program: 9:30 am- 11:30 am every Monday. Attendance from October through February is with a Caregiver, and from March through June, students will be dropped off. This class is intended for 2-year-olds, with all students turning 2 by 12/1/2026. (\$175/month)

_____ Preschool Program: 9 am- 12 pm. Attendance from September through December will be on Tuesday, Wednesday, and Thursday. Starting in January, students will begin attending on Fridays as well. This class is intended for 3 and 4-year-olds, with all students turning 3 by 12/1/2026. (\$480/month)

* The transition to an additional day in January is to help children adjust to more days, as 4-year-old programs and UPK are generally 5 days.

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 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

2026-2027 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. Our staff must let you in. 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 at the school's door. Please advise visiting therapists (speech, OT, PT, etc.) that they must arrange access to the building with your child's teacher.

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 use 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, which includes all nut products, such as Nutella and peanut butter. The Caregiver and Me Program does not have a 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 Preschool Program will need a snack and a water bottle during snack time. We are unable to heat food, so please ensure it is ready to eat about halfway through class. If your child has any allergies, you will have the opportunity to describe them on our Emergency Contact/Information pages.

Calendar & Storm Closings: We follow the Cornwall Central School District's calendar for days off/holidays, and inclement-weather closings. In the event snow starts during school hours, we will contact you with emergency closing information via ClassDojo messaging. If Cornwall calls a 2-hour delay due to weather, we will have a 1-hour delay for the Preschool Class, but the Caregiver and Me Class will be closed. 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 medication to return to school. We reserve the right to take a child's temperature while your child is at school. A child with a temperature of 99°F or higher will be required to be picked up promptly.
2. If 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

2026-2027 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 - Registrations received before May 1st will have a fee of \$25.00. After May 1st, the registration fee is \$50.00. The registration fee is non-refundable and due upon registration; it will be collected at the same time as the Tuition Deposit. If you paid a registration fee for our Summer Program, this fee will be waived.

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 Preschool Program.

- \$175 due upon registration for the Caregiver and Me 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 Preschool Program. A \$90 tuition discount per student for the Caregiver and Me 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

☐ Caregiver and Me Program- \$1,575 for 9 months (\$175 monthly). _____

☐ Preschool Program: \$4,800 for 10 months (\$480 monthly). _____

Price is based on the number of days provided for the year added together and divided by 10.

Monthly Tuition Payments - The first monthly tuition payment is due on August 2, 2026, for the Preschool Program and September 2, 2026, for the Caregiver and Me 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 upon 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 the event of extended absences, tuition must remain 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: Before- and/or 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. If withdrawal before June 2026 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

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 of 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 a payment plan or apply for a tuition scholarship.

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

2026-2027 School Year

Monthly Payment Schedule

Tuition Month	Date of Credit Card Charge
September 2026	8/2/2026
October 2026	9/2/2026
November 2026	10/2/2026
December 2026	11/2/2026
January 2027	12/2/2026
February 2027	1/2/2027
March 2027	2/2/2027
April 2027	3/2/2027
May 2027	4/2/2027
June 2027	5/2/2027

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


Village Nursery School: Financial Agreement

2026-2027 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		 <p style="color: red; font-size: small;">Visa, MasterCard American Express</p>	
<input type="checkbox"/> MasterCard			
<input type="checkbox"/> Discover/JCB			
<input type="checkbox"/> Amex			
Credit Card Holder's Signature:			Date: