

Batavia Nursery School
Congregational Church of Batavia
21 S. Batavia Ave.
Batavia, IL 60510
(630) 879-9470

Dear Parents:

January 2018

Thank you for inquiring about Batavia Nursery School. We are happy to hear that you are considering enrolling your child in our preschool! During the month of January, if you would like to schedule a tour to see our school and have a chance to take a peek at a classroom "in action" you may call to make an appointment. We also will be happy to meet you at our Open House for Prospective Students, which is scheduled for Thursday, February 1st from 6:00-7:00 p.m. The Open House is a wonderful opportunity to bring the whole family and have a chance to meet our teachers. Please RSVP if you are planning on coming to our Open House (either by voicemail or email at office@batavianurseryschool.org.)

Enclosed is an Application for the 2018-2019 school year. In order to register for Preschool, you will need to return the completed application along with the registration fee. Registration fees are as follows:

- First-time student fee: \$ 95.00
- Returning student fee: \$ 75.00
- Family Maximum new students: \$ 165.00
- Family Maximum returning students: \$ 130.00

Please keep in mind that the registration fee is non-refundable. Our School Handbook (you will receive this when school begins) details the due dates for the 9 tuition payments. The first payment is due by May 31. Remaining payments are due August 31 and the last day of each subsequent month through March.

For members of the Congregational Church of Batavia as well as students currently enrolled and alumni families:

- You may register at any time during the Pre-Registration period beginning on Wednesday, January 17th and ending on Friday, February 2nd. You may turn in your application in person or mail it to our office.

For new students:

- Open Registration begins on Saturday, February 3rd at 9:00. Registration is done by telephone. There is an instruction sheet included with this mailing that will give you details regarding our phone registration system.

Registration is on a first-come, first-served basis. After your application and registration fees have been processed, you will receive a written confirmation letter from us. We will send you a medical form (new students) and tuition bill during the first week of May. If you are a returning student, a new medical form will not be necessary as they are valid for two years.

Sincerely,

Betsy Lewis
Pam Foelske
Co-Directors

Batavia Nursery School
2018-2019 Enrollment Application

Application must be completed and signed in order to be processed

Child's Legal Name _____
Last First Middle Initial

Parent's Names _____ Marital Status _____

Home Address _____
Address City State Zip Code

Telephone (____) _____ Cell Phone (____) _____ Email _____

Child's Birth Date ____/____/____ Birthplace _____ Child's Sex M F

Please indicate how you would like your child to recognize their first name as written _____

Provide information below for the two individuals who have primary **legal** responsibility for this child:

Name	_____	_____
Relationship to child	_____	_____
Home Telephone	_____	_____
Cell Phone	_____	_____
Employer	_____	_____
Employer's Address	_____	_____
	_____	_____
Business Phone #	_____	_____
Working Hours	_____	_____

Indicate class choice, numbering class choices in order of preference beginning with 1. If your first choice is not available, we will place your child in the second choice as well as the waiting list for first choice. The registration fee is non-refundable. The parent/guardian will receive written confirmation of class assignment. Cut-off dates for entry into preschool conform to the Illinois laws mandating public school entry dates.

Three-Year-Old Classes:

Must be 3 by 9/1/18

____ Tuesday, Thursday 9:00-11:15 a.m.
____ Monday, Wednesday, Friday 9:00-11:15

Four-Year-Old Classes:

Must be 4 by 9/1/18

____ Monday, Wednesday, Friday 9:00-11:30
____ Monday, Tuesday, Wednesday, Thursday 9:00-11:30

Pre-Kindergarten Classes:

Must be 5 by 1/1/19

____ Monday, Tuesday, Wednesday, Thursday 9:00-11:30
____ Monday, Tuesday, Wednesday, Thursday 12:15-2:45

Tuition: 2 days per week: \$180 3 days per week: \$215 4 days per week: \$255

(2)

Sibling's Name _____ Date of Birth _____

Sibling's Name _____ Date of Birth _____

Sibling's Name _____ Date of Birth _____

The following information is used to identify if further forms or releases are needed to serve your child's needs:

- Does this child have allergies?.....Yes ___ No ___
- Does this child have any physical needs that require adaptations?
(Glasses, hearing aids).....Yes ___ No ___
- Does this child have a diagnosed medical condition?..... Yes ___ No ___
- Has this child been assessed for any developmental or educational
need?.....Yes ___ No ___
- Does this child receive any services or therapy?.....Yes ___ No ___
If so, please specify _____
- Has this child attended an Early Childhood Screening?..... Yes ___ No ___
Please explain the results _____

The following information is used by classroom teachers as preparation for teaching your child:

- Does this child tend to be right___or left___handed?
- Has this child previously attended preschool?..... Yes ___ No ___
- If so, where? _____
- Would you consider this child outgoing or shy? _____
- Where will this child attend elementary school? _____
- Please indicate by what first name you would like your child to be called _____

Please tell us how you first heard about Batavia Nursery School: _____

Please share your religious affiliation with us. We are sponsored by the Congregational Church and will therefore celebrate the Christian holidays. If your family is of a different faith we will use that as a learning experience in our classroom.

The above information is true and complete as stated. I will inform the office of any changes to this information.

Signature of
Parent/Guardian: _____ Date _____

Date of Entry: _____ Date
Withdrawn: _____

GENERAL REGISTRATION FOR NEW FAMILIES

Batavia Nursery School Telephone Registration Instructions

Registration will open to the general public on Saturday, February 3rd. Please note the procedure below:

- Phones will open at 9:00 a.m. for registration. Please do not call prior to that time as an early call will necessitate you being placed at the end of the list rather than the beginning!
- We will call to confirm your message some time on February 3rd and we will be able to tell you if you have received the spot you requested.
- Please call us at **630-879-9470 or 630-879-1999**. When you call, you will receive our Voice Mail. Please leave the following information:
 1. Your name
 2. Your child's name and birth date
 3. The first and second choice of class days/times
 4. The phone number where we can reach you on that day.

Once we confirm your registration by phone (we will leave a message for you if necessary), you will have **6** days to return your Application and Registration Fee. That means that we must have these materials **by Friday February 9th**. You may mail them or return them in person to the Church Office on the south side of our building. There is also a dropbox near that entrance in the event you arrive when the Church Secretary is not in.

After we receive your application, we will send you a written confirmation letter. That letter will contain information regarding other mailings you will receive from us over the course of the summer.

Thank you for your interest in Batavia Nursery School! We look forward to welcoming you into our family!

Sincerely,

Betsy Lewis
Pam Foelske
Co-Directors

Come and See Our School In Action!

- Tours are available during the school day. To schedule a tour, please call us at (630) 879-9470. Tours include observations of ongoing classes. Pre-Registration is available to Church Members, Alumni Families, and Students who are currently attending BNS.

OPEN HOUSE

Please join us for an Open House
for Prospective Students

Thursday, February 1st
6:00-7:00 p.m.

We'd love for you to bring the whole family to view our classrooms and meet our staff. We'll be happy to answer any questions that you may have prior to the open registration date of February 3rd. If you will RSVP to 630-879-9470 or email us at office@batavianurseryschool.org to let us know you'd like to attend, we'd appreciate it!

CHECKLIST FOR REGISTRATION 2018-2019 School Year

Pre-Registration For returning students, alumni families, church members: Jan. 17-Feb. 2
Open Registration Begins on February 3. Phone Registration opens at 9:00 a.m.
(See attached instructions)

All Students

- Registration Form
- Non-Refundable Registration Fee

New Students also include

- Original Birth Certificate
- Medical Form and Immunization Record

Non-Refundable Registration Fees

First Time Student	\$95
Returning Students	\$75
Family Maximum New Student	\$165
Family Maximum Returning Student	\$130

Batavia Nursery School

Congregational Church of Batavia
21 S. Batavia Ave., Batavia, Illinois 60510
(630-879-9470) batavianurseryschool.org
Email: office@batavianurseryschool.org

Classes Offered 2018-2019

Three Year Olds	Must be 3 by 9/1/18	
T/Th	9:00-11:15	\$180 per month
M/W/F	9:00-11:15	\$215 per month
Four Year Olds	Must be 4 by 9/1/18	
M/W/F	9:00-11:30	\$215 per month
M/T/W/TH	9:00-11:30	\$255 per month
Pre-Kindergarten	Must be 5 by 1/1/19	
M/T/W/Th	9:00-11:30	\$255 per month
M/T/W/Th	12:15-2:45	\$255 per month

STAY & PLAY

Parents may elect to enroll their child in Stay & Play (days to be determined at the beginning of the school year). Children bring their lunch and stay for an extended time (1 p.m. for 4's and Pre-K's, 12:45 p.m. for 3's). Sign-up occurs at the beginning of the school year.

ENRICHMENT

Enrichment is offered throughout the school year. Priority is given to parents who sign up for the full year. Classes generally meet in 4-week sessions (days to be determined at the beginning of the school year). Enrichment is offered to students in the following subjects:

Fantastic Fitness	ABC Adventures
Math Madness	Super Science
Literature Comes Alive!	Storytellers
Cooking/Baking	Art & Music