

## **Wyckoff Reformed Church**

Nursery School  
580 Wyckoff Avenue  
Wyckoff, NJ 07481

### **REGISTRATION**

**For the year 2007-2008, registration takes place on:**

- **December 7, 2006 – WRCNS Families and WRC Members**
- **December 14, 2006 – Alumni**
- **January 4, 2007 – General Public**

On December 7, 2006 Wyckoff Reformed Church members and current WRCNS families are given first priority to register for available classes and schedules. While Church members and currently enrolled families have priority status, no one is guaranteed placement in a specifically requested class. We do, however try to accommodate families by putting siblings on the same time schedules.

On December 14, 2006, registration for alumni takes place.

On January 4, 2007, registration for the general public takes place for the remaining slots on a first-come, first-served basis. When we have filled all classes, a waiting list is created on a first-come, first-served basis.

Registration for Summer Camp takes place on April 16, 2007. Registration is based on a first-come, first-served basis.

A non-refundable and non-transferable registration fee (one per family), plus one month's tuition are required as a deposit to hold space for your child. The tuition portion is deducted from the final tuition payment in March. No refunds will be issued after July 1<sup>st</sup> if you decide that your child will not attend WRCNS.

## **TUITION**

Tuition rate is based on the school year from September through the first week of June. At registration, you pay 1/10<sup>th</sup> of the tuition. Then on September 30, January 15 and March 30, you pay the remaining 1/3<sup>rd</sup> payments. Tuition invoices are mailed to you. Please be sure to send a check or money order in the envelopes provided. **WRCNS DOES NOT ACCEPT CASH PAYMENTS.** It is WRCNS policy not to refund any monies for days absent, or for emergency school closings. Tuition due dates are **September 30<sup>th</sup>, January 15<sup>th</sup> and March 30<sup>th</sup>**. A \$25.00 fee will be added to your account for each returned check.

Members of the Wyckoff Reformed Church receive a 25% discount per child on Nursery School tuition. Non-church member families are entitled to a sibling discount of 5% per child on tuition when two (2) or more children are enrolled simultaneously. The maximum discount for church and non-church member families will not exceed 25%.

We understand that special circumstances may arise that prevents a family from paying according to our schedule. If you must request an alternative payment schedule, **YOU MUST DO SO IN WRITING.**

## **LATE TUITION FEE**

Whether or not you pay under the regular plan or a special, agreed upon program, any fees not paid within 15 days from the scheduled due date will constitute a delinquency, at which time a \$25.00 fee will apply. Should your account continue in arrears, you will be notified accordingly, and any monies left on deposit will be forfeited. In the event your child is dropped from enrollment, any subsequent re-admittance will require payment of all arrears and payment of a new registration fee.

## **REFUND**

Refunds will be considered by the Executive Committee for any children withdrawn from school during the current year for the following reasons: health issues, permanent relocation out of the community, or at the recommendation of the director. However, no refunds will be authorized for a withdrawal made after April 1<sup>st</sup> for the present school year. No refunds of the registration fee or one-tenth fee for the upcoming year will be given after July 1<sup>st</sup> 2007.