TUITION and BILLING POLICIES
2020-21

1. Enrollment is for the entire period(s) indicated on your Enrollment Application. A change in program requires **15 days’ written notice** (using the “Change in Registration” option on the Enrollment Application) in order to ensure proper staff coverage. This agreement may be cancelled before the end of the agreed program term only if written notice of cancellation (using the “Withdrawal from School” option on the Enrollment Application) is received by the school **30 days prior to the child’s departure**. Tuition payments are still due and are non-refundable after the notice of change or cancellation is given.

2. A security deposit equal to one month’s tuition is due on the first day of enrollment and will be returned after the child withdraws from the school, less any outstanding charges or fees. Security deposits may not be used as your child’s last month’s tuition, but may be applied after withdrawal to final extended care or other charges.

3. Tuition payments are due on the 1st day of every month, regardless of sickness or vacation. All tuition must be paid in full each month. Payments made after the 6th of the month will incur a $75 late fee for that month and may be imposed for each month the payment is late. Bills will generally be sent via email by the 1st weekday of every month, and will include the following:
   - Tuition for the upcoming month
   - Pizza for the upcoming month if selected
   - Extended care for the upcoming or prior month, as selected
   - Financial aid contribution, if selected
   - Any fees incurred in the prior month, such as credit card, late payment, late pickup, etc.

4. Payment may be by check (payable to The Nursery School of Christ Church), credit card, or electronic check. **Payment by credit card will also incur a processing charge as determined by our processor**, generally about 3 per cent of the transaction amount. For any check returned due to insufficient funds or any other banking reason, there is a fee of $50.00. A new check must be issued, as we do not re-deposit checks returned to us.

5. There will be no refunds or credits for any type of absences including vacation, sickness, or for school closings related to weather, required repairs, or safety.

6. A student whose tuition payment is consistently late may be asked to withdraw. We reserve the right to deny extended care to anyone with an account balance exceeding $250.00 in any given month until the balance is paid in full.

7. New students must have a completed initial registration and all students must re-register each year. Re-registration for the next year will not be considered complete until the current year’s balance is paid in full.

8. Extended care, supervised care before and after the regular program day, is available from 7:30 a.m. until 8:30 a.m. and from 3:00 p.m. until 6 p.m., and is billed hourly. Note that any part of an hour used is billed as a complete hour. Extended care will be billed separately on each monthly invoice. An unlimited-use option for extended care is available and will be added to the monthly tuition payment as requested.

9. The Nursery School closes promptly at 6 PM each evening. A late pick-up fee of $50 per each 15-minute block will be assessed if a child is picked up after 6 PM. The Nursery School reserves the right to request withdrawal of any child who is continuously picked up after the 6:00 pm closing.

The Nursery School of Christ Church ~ 74 Park Ave. Glen Ridge, NJ 07028
### 2020-21 TUITION and FEES

<table>
<thead>
<tr>
<th></th>
<th>Per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants/Toddlers:</td>
<td></td>
</tr>
<tr>
<td>5 days 8:30am – 3:00pm M T W TH F</td>
<td>$1020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preschool/Kindergarten:</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 days 8:30am – 3:00pm M T W TH F</td>
</tr>
<tr>
<td>5 am’s* 8:30am – 11:30am M T W TH F</td>
</tr>
<tr>
<td>5 pm’s* 12:00pm – 3:00pm M T W TH F</td>
</tr>
<tr>
<td>Extra half-day (over two hours)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Extended Care:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Hour, any portion: 7:30 am – 8:30 am and 3 pm – 6 pm:</td>
</tr>
<tr>
<td>Unlimited per month:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fees:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Refundable Pre-registration/Annual registration</td>
</tr>
<tr>
<td>Late Pickup fee (after 6 PM, each fifteen minutes)</td>
</tr>
<tr>
<td>Pizza, per month, Preschool and Kindergarten</td>
</tr>
<tr>
<td>Pizza, per month, Toddlers</td>
</tr>
<tr>
<td>Late Payment Fee (after the 6th of every month)</td>
</tr>
<tr>
<td>Credit Card Fee (to cover processing costs, per use)</td>
</tr>
<tr>
<td>Returned check charge</td>
</tr>
<tr>
<td>Security Deposit (due with first month’s tuition, Returned, less open charges, when your child withdraws)</td>
</tr>
</tbody>
</table>

Tuition rates will remain in effect for the entire contract year. The Nursery School of Christ Church reserves the right to change fees if required during the course of the year.
ENROLLMENT REGISTRATION and TUITION AGREEMENT 2020-2021 (Please check all that apply)

☐ Pre-Registration  ☐ New/Annual Registration  ☐ Change in Registration  ☐ Withdrawal from School

☐ Will Not Return  ☐ Will Attend Summer 2020 After June 30, 2020  ☐ Will Attend Fall-Spring 2020-2021 (September-June)  ☐ Short Term (less than one year)

For Change in Registration into a different program: 15 days notice required.
For Withdrawal: 30 days notice required. Security deposits cannot be used for final month’s tuition.

Start/Effective Date: _________________________ Short Term End Date: ______________________

Child’s Name: ________________________________ Birth date: ________________ Sex: ____________

Parent/Guardian ____________________________ Parent/Guardian ____________________________

Address ____________________________________ Address ____________________________________

Town________________________ Zip__________ Town________________________ Zip__________

Home Phone________________________ Cell________________________

Work Phone #________________________ Work Phone #________________________

E-Mail ________________________________ E-Mail ________________________________

Please circle the program you would like your child to attend: Monthly Tuition

<table>
<thead>
<tr>
<th>Program</th>
<th>Days</th>
<th>Time</th>
<th>M T W TH F</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants/Toddlers</td>
<td>5</td>
<td>8:30am – 3:00pm</td>
<td>M T W TH F</td>
<td>$1020</td>
</tr>
<tr>
<td>Preschool/Kindergarten</td>
<td>5</td>
<td>8:30am – 3:00pm</td>
<td>M T W TH F</td>
<td>$905</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>8:30am – 11:30am</td>
<td>M T W TH F</td>
<td>$550</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>12:00pm – 3:00pm</td>
<td>M T W TH F</td>
<td>$550</td>
</tr>
<tr>
<td></td>
<td>*</td>
<td>Extra half-day (over two hours)</td>
<td></td>
<td>$75</td>
</tr>
</tbody>
</table>

* Extra half-day (over two hours)

Please indicate which option(s) you are starting or stopping:

Start / Stop

☐ / ☐ Pizza (provided on Wed., $6 for toddlers; $12 for preschool and kindergarten, per month) $6 / $12

☐ / ☐ Unlimited Extended Care

Otherwise per hour, any portion: 7:30 am – 8:30 am and 3 pm – 6 pm: $14.50

☐ / ☐ I wish to donate $________ extra per month for financial aid for families in need. (Will appear on your monthly bill and credited for tax purposes to you as a charitable contribution to the Nursery School of Christ Church.)

I/we agree to the program and options we have selected above and have received and accept the Enrollment Agreement and Tuition Policies for 2020-21.

Signature: ________________________________ Date: __________________________

Signature: ________________________________ Date: __________________________

The Nursery School of Christ Church ~ 74 Park Ave. Glen Ridge, NJ 07028
June 2020

Dear Parents of the Nursery School of Christ Church,

As you might know, the Nursery School was founded in 1967 to provide innovative half and full day child care/nursery school programs for families in the community. We realize that child care can be expensive but also necessary, and so we invite you to consider applying for financial aid for the 2018-19 school year. Although we cannot meet everyone’s full need, we try to alleviate a portion of tuition when possible. If you experience your tuition to the Nursery School as a true burden, and would like to be considered for financial aid, please complete the enclosed application and attach copies of the supporting documentation requested and return to the Nursery School by **June 12, 2020**. Once we have received all applications, we will review them and make decisions about aid as soon as possible after that point.

Please note that every family **currently receiving financial aid must re-apply** for the next year. If you have already applied for financial aid for the upcoming year, you do not need to do so again.

If you do not need financial aid yourself, but would like to make a regular donation toward financial aid for other families in need, you can indicate that on your enrollment agreement or by contacting us. We appreciate your generosity greatly!

For any questions regarding the form, please contact me at 973-743-7582, ext. 4, or at finance@christchurchepiscopal.org.

Very best regards,

Bob Solon
Director of Finance
The Nursery School of Christ Church
Application for Financial Aid 2020-21

Please complete all information indicated and return to the Finance Office by June 12, 2020.

Child’s Name:

☐ Infant/Toddler  ☐ Preschool/Kindergarten  ☐ Flat-Rate Extended Care Needed

Parent/Guardian Name(s):

Email:

Phone:

Reason for requesting financial aid. Please be specific as to why you are experiencing your tuition as a true burden. (Continue on another page if desired)

Amount of financial aid requested (per month) – please indicate a specific amount:

$

What other means of assistance are you exploring, for example, help from grandparents, siblings, state assistance, etc. (Continue on another page if desired)

Please include the following documents to show your need:

☐ Tax return for last year for each earner
☐ Recent pay stub for each earner, or other demonstration of current income, even if self-employed
☐ Documentation (copies of bills, etc.) of major expenses (per month)
  ○ Rent/Mortgage
  ○ Car and car insurance
  ○ Credit card, installment, student loan payments
  ○ Other major ongoing expenses, including utilities, internet, etc.

Any other information you would like us to know (Continue on another page if desired):

__________________________________________________________________________

Parent/Guardian signature

Date

__________________________________________________________________________

Parent/Guardian signature

Date

The Nursery School of Christ Church ~ 74 Park Ave. Glen Ridge, NJ 07028