

## TUITION and BILLING POLICIES 2021-22

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 1<sup>st</sup> workday of every month**, regardless of sickness or vacation. All tuition must be paid in full each month. Payments made after the 6<sup>th</sup> workday 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 1<sup>st</sup> 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, health (including mandatory shutdowns due to Covid), 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. When the State permits it, 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 frequently picked up after the 6:00 pm closing.



## 2021-22 TUITION and FEES

				Per Month
Infants/Toddlers:	5 days	8:30am – 3:00pm	M T W TH F	<b>\$1150</b>
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Preschool/Kindergarten:				
	5 days	8:30am – 3:00pm	M T W TH F	<b>\$1020</b>
	5 am's*	8:30am – 11:30am	M T W TH F	<b>\$575</b>
	5 pm's*	12:00pm – 3:00pm	M T W TH F	<b>\$575</b>
	Extra half-day (over two hours)			<b>\$75</b>
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Extended Care: ( <b>Note:</b> <i>When the State permits it</i> )				
	Per Hour, any portion: 7:30 am – 8:30 am and 3 pm – 6 pm:			<b>\$15.00</b>
	Unlimited per month:			<b>\$600</b>
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Fees:				
	Non-Refundable Pre-registration/Annual registration <i>(Waived if registration was paid for 2020-21.)</i>			<b>\$75</b>
	Late Pickup fee (per each fifteen minutes)			<b>\$50</b>
	Pizza, per month, Preschool and Kindergarten			<b>\$12</b> <i>(if Permitted by the State)</i>
	Pizza, per month, Toddlers			<b>\$6</b> <i>(if Permitted by the State)</i>
	Late Payment Fee (after the 6 <sup>th</sup> of every month)			<b>\$75</b>
	Credit Card Fee (to cover processing costs, per use)			<b>as charged by processor</b>
	Returned check charge			<b>\$50</b>
	Security Deposit (due with first month's tuition, Returned, less open charges, when your child withdraws)			<b>one month's tuition</b>

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 2021-22 (Please check all that apply)

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

Will Attend Fall-Spring 2021-2022  
(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: \_\_\_\_\_  
(Last) (First)

Parent/Guardian \_\_\_\_\_ Parent/Guardian \_\_\_\_\_  
(Last) (First) (Last) (First)

Address \_\_\_\_\_ Address \_\_\_\_\_

Town \_\_\_\_\_ Zip \_\_\_\_\_ Town \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Work Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

E-Mail \_\_\_\_\_ E-Mail \_\_\_\_\_

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

**Monthly Tuition**

Infants/Toddlers	5 days	8:30am – 3:00pm	M T W T H F	<b>\$1150</b>
Preschool/Kindergarten	5 days	8:30am – 3:00pm	M T W T H F	<b>\$1020</b>
	5 am's*	8:30am – 11:30am	M T W T H F	<b>\$575</b>
	5 pm's*	12:00pm – 3:00pm	M T W T H F	<b>\$575</b>
	* Extra half-day (over two hours)			<b>\$75</b>

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

**Start / Stop**

/  Pizza (provided on Wed., \$6 for toddlers; \$12 for all others, per month, *Note: as permitted by the State*) **\$6 / \$12**

/  Unlimited Extended Care (*Note: when the State permits it*) **\$600**  
Otherwise per hour, any portion: 7:30 am – 8:30 am and 3 pm – 6 pm: **\$15.00**

/  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 2021-21.**

Signature: \_\_\_\_\_

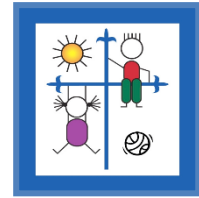
Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



CHRIST EPISCOPAL CHURCH  
BLOOMFIELD & GLEN RIDGE



June 2021

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 30, 2021**. Once we have received all applications, we will review them and make decisions about aid as soon as possible after that point. Note that we will need sufficient enrollment to fund our financial aid, so there is no guarantee your application will be approved.

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](mailto:finance@christchurchepiscopal.org).

Very best regards,

Bob Solon  
Director of Finance



**The Nursery School of Christ Church  
Application for Financial Aid 2021-22**

*Please complete all information indicated and return to the Finance Office by **June 30, 2021**.*

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