



January 2018

Dear Parents,

It is time to begin planning for the new school year! Please read this letter and all attachments carefully, including the new attached Fee Schedule (on the reverse of this letter).

**We will begin accepting registrations for Fall 2018 on Wednesday, January 31, 2018 at 8:45am. We cannot accept any Registration Forms prior to this time.**

Registration Forms are taken on a first come, first served basis. Each registration, as it is submitted, will be assigned a Registration number. Priority for days requested will be given based on the registration number. We will work very hard to place your child on the days you request. If we are unable to accommodate your request, we will notify you by April 27th, 2018.

The order of priority and registration dates are as follows:

Weds 1/31/18 - Children presently enrolled, their siblings and children of MVPC members

Mon 2/12/18 – Open House – Open Enrollment 2/12 (based on availability-must attend Open House)

Weds 3/7/18 - Open enrollment (based on availability)

In order to reserve a place for your child you must submit the following (incomplete forms or forms without payment will not be accepted):

- Registration Form**
- Registration Policy Acknowledgement Form**
- One Month Tuition – Refer to the Fee Schedule on reverse**

\*\*Please note, this payment will be deposited on or around April 27, 2018.

- Registration Fee (One-time fee for new students only!) – \$50 Registration Fee payment should be made **separately** from the Tuition payment.**

The office staff looks forward to helping you with any questions you may have regarding the registration process.

*Connie Kellaher*

Sincerely,  
Connie Kellaher - Director, Nurtury Preschool



## TUITION

### Monthly tuition for the 2018-2019 school year:

#### Preschool Program - 9am to 12:30pm

Days Per Week	Monthly Tuition	2 <sup>nd</sup> Child Monthly Tuition
2 days	\$385	\$365
3 days	\$505	\$480
4 days	\$650	\$620
5 days	\$725	\$690

#### Full Day Program – 8am to 5pm

Days Per Week	Monthly Tuition	2 <sup>nd</sup> Child Monthly Tuition
2 days	\$715	\$680
3 days	\$990	\$940
4 days	\$1295	\$1235
5 days	\$1540	\$1470

\*Monthly Tuition is the Academic Year Tuition divided equally by 10 months.

## MORNING/LUNCH BUNCH

### Morning Bunch/Lunch Bunch:

<b>Permanent Sign Up (for the school year)</b>	\$8/hour
(Any Hours – No minimum)	\$7/hour (Sib)
-Permanent LB sign-ups will be calculated and billed monthly.	
-Sign ups for Permanent Lunch Bunch will happen in August 2017	
-One month advance notice to change. Max of 2 changes per school year.	

**Month to Month & Drop In (space available)** \$10/hour (all)  
(12:30-2:30, 3:30 or 5pm)



## 2018-2019 Registration Form

Child's name \_\_\_\_\_ Gender M F Birthdate \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Mother's name \_\_\_\_\_ Bus/Cell Phone \_\_\_\_\_

Father's name \_\_\_\_\_ Bus/Cell Phone \_\_\_\_\_

Primary Family Email(s): \_\_\_\_\_

Does your child have any special needs we should know about? If yes, please give a short description:

\_\_\_\_\_

Is there a possibility that you will send your child to TK/Kindergarten Fall 2018? Y N

What Elementary School will your child attend? \_\_\_\_\_

MVPC Church Member? Y N If no, do you attend another church? \_\_\_\_\_

How did you hear about the Nurtury? \_\_\_\_\_

**Preschool Program Only (9-12:30) - Check your preferred days (three day options must include a M or F):**

M  T  W  Th  F

*\*Attach 1 Month Tuition from Preschool Morning Program Fee Schedule*

**Full Day Program (8am-5pm) - Check your selection of days:**

M  T  W  Th  F

*\*Attach 1 Month Tuition from Full Day Program Fee Schedule*

**NEW STUDENTS– Also attach a separate Registration Fee of \$50**

**All checks should be made payable to: Nurtury**

**Please read and sign below:**

I hereby agree to comply with all rules and regulations of Moraga Valley Presbyterian Church Nurtury regarding fees, attendance, and health. If I choose to cancel my registration, I agree to notify the Nurtury in writing by 3pm on April 27, 2018. Withdrawals must be given directly to Connie Kellaher. I understand that failure to do so will result in forfeiture of one month of tuition and the Registration Fee (if applicable).

\_\_\_\_\_  
**Signature of Mother, Father or Legal Guardian**

\_\_\_\_\_  
**Date**

For Office Use:

Reg \_\_\_\_\_ Date Received \_\_\_\_\_ Tuition \_\_\_\_\_ Check # \_\_\_\_\_

Entered \_\_\_\_\_ Folder Sent NA \_\_\_\_\_ Reg Fee \_\_\_\_\_ Check # \_\_\_\_\_

MVPC Nurtury Preschool - 10 Moraga Valley Lane, Moraga, CA 94556 (925) 388-0086 nurtury@mvpctoday.org www.nurturyatmvpc.com

**\* \* \* PLEASE COMPLETE ACKNOWLEDGEMENT FORM ON REVERSE SIDE/PAGE 2 \* \* \***



## 2018-2019 Registration Policy Acknowledgement Form

Please read carefully and initial each statement.

- \_\_\_\_\_ I understand that the registration process is on a first come, first served basis.
- \_\_\_\_\_ I understand that withdrawals must be in writing and given directly to the director no later than Friday, April 27<sup>th</sup> at 3pm.
- \_\_\_\_\_ I understand that **April 27<sup>th</sup> at 3pm** is deadline to withdraw my child(ren) from the 2018/2019 school year without forfeiting a refund of One Month's Tuition/Deposit.
- \_\_\_\_\_ I understand that if I withdraw my child(ren) after above specified date and time, I will not receive a refund of One Month's Tuition/Deposit unless the Nurtury is able to fill the class/day space by **June 8th**.
- \_\_\_\_\_ I understand that if I withdraw on **June 9th** or after, my One Month's Tuition/Deposit is not refundable for any reason.
- \_\_\_\_\_ I understand that the Registration fee of \$50.00 (new students only) is not refundable for any reason.
- \_\_\_\_\_ I understand that the Nurtury does not accept requests regarding the classroom placement of my child. Teacher/Class assignments are based on contributions by my child's current teacher and on specific observations by the staff.
- \_\_\_\_\_ I understand that if I change attendance days I must submit changes in writing. If the days requested are not available, my child will keep the schedule originally submitted and be placed on the wait list for the new request.

Any comments that will help in the placement of your child (Comments are taken into consideration but do not guarantee a specific placement):

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\_\_\_\_\_  
**Child's name**

\_\_\_\_\_  
**Parent's signature**

\_\_\_\_\_  
**Date**