



RUSH NURSERY SCHOOL
50 WARD HILL ROAD
HENRIETTA, NY 14467
334-0664
rushnurseryschool.org
Kirstin O'Connell
Director

2017

Dear Parents,

In September of 2017, Rush Nursery School, Inc. will begin its fifty ninth year of service to preschool children in our community. The school has grown and changed over the years. The one thing that has always remained constant is the fine quality preschool experience we offer.

Our goal is for your child to grow in self esteem, confidence and social skills.

As you select a preschool for your child, we encourage you to compare our program with others. Please note such things as:

- Separate classes for two, three, four and five year old children
- Class size and length
- Adult to child ratio
- Curriculum
- Age appropriate, quality equipment and toys
- Experience and qualifications of the staff
- Home-School Communication (teacher email and website access, peek at the week letters, as well as monthly newsletters, parent teacher conference, orientation program)
- Child being potty trained is not required

We believe you will give RNS high marks in these areas. Please consider the services and quality of program provided when comparing tuitions.

Rush Nursery School families have been pleased with the continuing care and concern given to parents and their children. We are hopeful that sharing this information with you will help you select the best nursery school experience for you and your child. We encourage you to contact us with any questions about our program. We also encourage perspective parents to make an appointment to visit our school while it is in session or visit our website.

Included with this letter, you will find our "Information for Applicants" page. Please read this carefully if you plan to fill out an application.

Sincerely,

Kirstin O'Connell
Director
749-6166



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INFORMATION FOR APPLICANTS

1. Please read and fill in all information on the application form.
2. A child must be two on or before December 1, 2017 to be admitted into a two year old class. A child must be three on or before December 1, 2017 to be admitted into a three year old class. A child must be four on or before December 1, 2017 to be admitted into a four year old class. A child must be five on or before December 1, 2017 to be admitted into a five year old class.
3. Maximum class sizes are: 12 for two year olds, 16 for three year olds and 20 for four or five year olds.
4. Applications will only be processed by the registrar if they are received by mail. They will be processed by postmark. Applications will be accepted on a first come first served basis. Acceptance to the class of your choice is contingent upon the space available. Early applicants are most likely to receive the class of their first choice (please include three choices). **No hand delivered applications will be accepted.**
5. Notification of acceptance and class placement will be made by e-mail for all children. Waiting lists are made when a class is full. Be sure to indicate on your application if you wish to be put on such a list.
6. All enrolled Rush Nursery school students need to provide a health and immunization form by the first day of school. This form must be completed by your doctor and is required by law. Therefore, no child may attend RNS unless these records are on file with our school.
7. Attendance by at least one parent of each enrolled child is required at our parent orientation meeting on August 28, 2017. At this meeting parents will meet their child's teacher, learn RNS policies, receive class lists and handbooks and hand in health and immunization forms. A personal information form and permission forms will be passed out to be completed and returned to your teacher by the first day of class.
8. All important paper work and announcements will be going home via email. Please make sure to check your email address on a regular basis for updates and important news from Rush Nursery School. If you wish to receive paper copies in the mail please contact the registrar at kids@rushnurseryschool.org.
9. Parents considering sending their child to Rush Nursery School are welcome to visit the school prior to application or may wish to bring the whole family to our Open House on Tuesday, March 7, 2017 from 5:30-7:30. From 5:30-6:00 only new families will be attending. This is a great opportunity to meet teachers and ask questions. If a visit is desired while class is in session, please call the registrar at 334-0664 to make an appointment.
10. KinderPrep is the ideal class for the student who is age ready, but not socially, emotionally or academically ready to go to Kindergarten. See our website for more details.

2017-2018 TUITION INFORMATION

1. All checks or money orders should be made payable to: **RUSH NURSERY SCHOOL**

Payments are mailed to: Rush Nursery School
 Registrar
 PO Box 1049
 Henrietta, NY 14467

DO NOT GIVE PAYMENTS TO YOUR CHILD'S TEACHER.

2. A registration fee of \$50 must accompany your application. If you are registering more than one child from the same family, the registration fee is \$40 per child. This fee is not deductible from tuition and is not refunded unless your child cannot be placed in a class by Friday, September 1, 2017. Registration fee can be mailed with the application or processed online. Both the written application and the registration fee must be received before the application will be processed.
3. Three payment plans are detailed below. Select the one best suited to your finances. **Please note that if you choose to pay in multiple installments you will incur a \$5 service charge per payment.** *Alternative payment plans may be worked out by discussing them with the school registrar at 334-0664 or kids@rushnurseryschool.org prior to the first payment's due date.*
4. Families registering multiple children will receive a 10% discount on the tuition for the second child.
5. **A late fee of \$25 will be charged for each payment not received by the 10th day after the payments due date.**
6. There is a \$20 fee for all checks returned for insufficient funds.
7. There is a \$25 processing fee for all tuition reimbursements. *There will be no tuition refunded if you withdraw your child from school after the school year has begun.*
8. Tuition payments must be received within 30 days of the due date or your child will not be able to attend school until payment is made.
9. **Rush Nursery School does not send bills. Please keep this sheet for future reference and mark tuition due dates on your calendar.**
10. ****We will be offering a Kindergarten Prep class again this year for five year old children. It will run Monday thru Friday from 12:30PM – 3:00PM.**

| | | | |
|---------------------------------|---------------------|---|--|
| TWO YEAR OLD ONE DAY | \$550 ON 8/21/2017 | \$280 ON 8/21/2017 \$280 ON 1/8/2018 | \$142.50 ON 8/21/2017 \$142.50 ON 11/6/2017 \$142.50 ON 1/8/2018 \$142.50 ON 3/5/2018 |
| TWO YEAR OLD TWO DAY | \$1100 ON 8/21/2017 | \$555 ON 8/21/2017 \$555 ON 1/8/2018 | \$280 ON 8/21/2017 \$280 ON 11/6/2017 \$280 ON 1/8/2018 \$280 ON 3/5/2018 |
| THREE YEAR OLD TWO DAY | \$1100 ON 8/21/2017 | \$555 ON 8/21/2017 \$555 ON 1/8/2018 | \$280 ON 8/21/2017 \$280 ON 11/6/2017 \$280 ON 1/8/2018 \$280 ON 3/5/2018 |
| THREE YEAR OLD THREE DAY | \$1660 ON 8/21/2017 | \$835 ON 8/21/2017 \$835 ON 1/8/2018 | \$420 ON 8/21/2017 \$420 ON 11/6/2017 \$420 ON 1/8/2018 \$420 ON 3/5/2018 |
| FOUR YEAR OLD TWO DAY | \$1100 ON 8/21/2017 | \$555 ON 8/21/2017 \$555 ON 1/8/2018 | \$280 ON 8/21/2017 \$280 ON 11/6/2017 \$280 ON 1/8/2018 \$280 ON 3/5/2018 |
| FOUR YEAR OLD THREE DAY | \$1660 ON 8/21/2017 | \$835 ON 8/21/2017 \$835 ON 1/8/2018 | \$420 ON 8/21/2017 \$420 ON 11/6/2017 \$420 ON 1/8/2018 \$420 ON 3/5/2018 |
| FOUR YEAR OLD FIVE DAY | \$2300 ON 8/21/2017 | \$1155 ON 8/21/2017 \$1155 ON 1/8/2018 | \$580 ON 8/21/2017 \$580 ON 11/6/2017 \$580 ON 1/8/2018 \$580 ON 3/5/2018 |
| FIVE YEAR OLD FIVE DAY | \$2300 ON 8/21/2017 | \$1155 ON 8/21/2017 \$1155 ON 1/8/2018 | \$580 ON 8/21/2017 \$580 ON 11/6/2017 \$580 ON 1/8/2018 \$580 ON 3/5/2018 |



**RUSH NURSERY SCHOOL
APPLICATION FORM
2017-2018 SCHOOL YEAR**

Date Received _____
 Class Assignment _____
 Waiting List _____
 Check # _____
 TO BE COMPLETED BY THE REGISTRAR ONLY

Child's Name _____

Gender _____

Date of Birth _____ Nickname _____

Home phone _____ Cell Phone _____

Email _____

Parent's First Names (as they will appear on the class list) _____

Address:

Street _____

Town _____ Zip Code _____

Father's Occupation _____ Work Phone _____

Mother's Occupation _____ Work Phone _____

Names and ages of siblings _____

Child resides with (circle one): Mother Father Both Other _____

Allergies/Medical Alerts: _____

CLASS CHOICE: Please indicate class preference (first, second and third choice) in the first column.

| | | |
|--|----------------------|--|
| | 2 Year Old One Day | Friday Morning (9:45-11:45AM) |
| | 2 Year Old Two Day | Tuesday & Thursday Morning (9:45-11:45) |
| | 3 Year Old Two Day | Monday & Wednesday Morning (9:30-12) |
| | 3 Year Old Three Day | Monday, Wednesday & Friday Afternoon (12:30-3) |
| | 3 Year Old Two Day | Tuesday & Thursday Morning (9:30-12) |
| | 3 Year Old Two Day | Tuesday & Thursday Afternoon (12:30-3) |
| | 4 Year Old Two Day | Monday & Wednesday Morning (9:30-12) |
| | 4 Year Old Three Day | Monday, Wednesday, Friday Morning (9:30-12) |
| | 4 Year Old Five Day | Mon., Tues., Wed., Thurs., Fri. AM (9:30-12) |
| | 4 Year Old Five Day | Mon., Tues., Wed., Thurs., Fri. PM (12:30-3) |
| | 5 Year Old Five Day | Mon., Tues., Wed., Thurs., Fri. PM (12:30-3) |

****All classes subject to change before school start date****

If you do not receive your first choice, do you wish to be placed on a waiting list? _____

Would you be interested in serving on the parent board? Yes _____ No _____

- Parent board meetings are once per month
- Participation in special events is required (movie night, Trick Your Table, Easter Egg hunt, etc.)

How did you hear about Rush Nursery School? _____

I AM ENROLLING MY CHILD FOR THE ENTIRE SCHOOL YEAR. I UNDERSTAND THAT I AM RESPONSIBLE FOR TUITION FOR THE ENTIRE SCHOOL YEAR.

SIGNATURE OF PARENT, GUARDIAN
OR CUSTODIAN

DATE

Steps to register you child at Rush Nursery School:

1. Complete this application form.
2. Include a check or money order for \$50 (registration fee) payable to Rush Nursery School. If you are registering more than one child from the same family, the registration fee is \$40 per child. *This fee is not deductible from tuition and is not refunded unless your child cannot be placed in a class by Friday, September 1, 2017.*
3. Return this application **by mail** with the registration fee to:

RUSH NURSERY SCHOOL
Registrar
PO Box 1049
Henrietta, NY 14467

If you have any questions, please feel free to contact either of the following:

Registrar – Karen Hart, 334-0664 or kids@rushnurseryschool.org

Director – Kirstin O’Connell – 749-6166 or klynneoc@aol.com