

# North Branch Reformed Church Preschool

203 Route 28, Bridgewater, NJ 08807

[www.nbrc.com](http://www.nbrc.com)

908-725-2326

preschool@nbrc.com

## REGISTRATION INFORMATION

### 2017-2018 SCHOOL YEAR

**Registration is done in person on a first come, first served basis beginning on the days specified below.**

<b>Monday, January 9<sup>th</sup> &amp; Tuesday, January 10<sup>th</sup></b>	<b>Church members may drop-off registrations to the Preschool.</b>
<b>Wednesday, January 11<sup>th</sup></b>	<b>Currently attending children may register in person</b>
<b>Thursday, January 12<sup>th</sup></b>	<b>Siblings of children who are presently attending or who've previously attended may register in person</b>
<b>Friday, January 13<sup>th</sup></b>	<b>Registration opens to the public.</b>
<b>Wednesday, January 18<sup>th</sup></b>	<b>Tours begin.</b>

#### **Tours:**

Those interested in attending the Preschool in the fall should call the **Preschool Office (725-2326)** to arrange for a tour. New families must schedule a visit to see the facility and its program prior to registering. During this time, we'll try to answer any questions concerning the Preschool program and our philosophy. Should those who visit wish to register on the day of their tour, they may do so.

#### **Registration:**

The registration fee and the first tuition payment (please pay by check or money order made out to **NBRC Preschool**) must accompany the registration form. Once you have paid the registration fee and your first tuition payment, your child is assured a place at school for the 2017-2018 school year.

#### **Waitlist:**

Once classes are filled, any persons interested in registering their children will be placed on a waiting list.

#### **Toilet Training:**

Diapers and Pull-Ups are ONLY permitted in our Diaper-Friendly and Little Lamb classes. For all other classes, your child **must be toilet trained** to attend our Preschool. If he or she is not trained by **August 1, 2017**, please notify us so that your child may be withdrawn. (Diapers and Pull-ups are not permitted in other classes.) If you wish, he or she may then be put on our waiting list should another opening occur during this school year.

#### **Health Forms and Immunizations:**

The Universal Child Health Record form was included in your tour folder and can be found on our website at [www.nbrcpreschool.com](http://www.nbrcpreschool.com). If you need a hard copy, please call the Preschool Office at 908-725-2326. This form must be completed by your child's physician and be accompanied by your child's immunization record. Both forms must be returned to the Preschool Office **before August 1, 2017**. By state regulation, children may not attend Preschool until this form is on file in the Preschool Office. We suggest that you schedule your child's doctor's appointment well in advance so that these forms can be completed by your physician and returned to us by the above date.

#### **Tuition Payments:**

The second tuition payment is due by **June 1, 2017**. All subsequent tuition payments from October, 2017 through May, 2018 are due the **first day** of each month. Any payment received after the 5<sup>th</sup> of the month should include a \$10 late fee.

Registration fees and tuition payments are **non-refundable**. No reimbursements are made for vacations, illness or the closing of school due to inclement weather or unforeseen circumstances.

**\*\*\*PLEASE KEEP THIS NOTICE FOR FUTURE REFERENCE\*\*\***