

# **ADMISSIONS POLICY**

## **Linglestown Christian Nursery School**

1. LCNS does not discriminate in providing services to children and their families on the basis of race, color, national origin, political beliefs, or marital status.
2. Children must be class age before September 1.
3. To enroll in Transitional Kindergarten, children must be 5 before September 1. (Children who turn 5 in September and October may be considered at the discretion of the Director.)
4. Please provide the school with a copy of any **custody papers**, which will be kept in the child's confidential file.
5. Registrations for current Linglestown Christian Nursery School families and active Linglestown Life UMC families are accepted February 1 to 7.
6. Registrations for LCNS alumni are accepted February 8-14.
7. Beginning February 15 registrations are accepted from the general public.
8. In case of a closure or delay Registration Days and Open Houses will be rescheduled for the next regular school day.
9. Complete a Registration Form and return it with the registration fee. **This fee is neither refundable nor applicable toward tuition.**
10. The "Early Bird" registration fee is available between February 1 and March 30. After April 1 the regular fee is charged.
11. If openings remain in a class, new students may register at any time during the school year, within reason. The registration fee will be required regardless of when the registration takes place.
12. If a child is registered to start class before the 15<sup>th</sup> of the month, full tuition will be charged. If a child is registered to start class after the 15<sup>th</sup> of the month, half a month's tuition will be charged.
13. Families and prospective students shall schedule an appointment with the Director to take a tour of the school to learn about our curriculum, philosophy and policies.
14. Complete all forms and return with the first month's non-refundable tuition due on July 1.
15. Complete the Emergency Contact Form.
16. Attend Student/Family Orientation in September.