



REGISTRATION INFORMATION

2010-2011 SCHOOL YEAR

WHEN SHOULD I APPLY?

Registration materials for the 2010-2011 school year are distributed to returning families on January 19, 2010. First time applicants may pick up materials at our Open House on January 24, 2010 (11:30 AM - 2:00 PM) or during regular business hours after that date.

Deadlines for dropping off enrollment applications are as follows:

February 1.....Current Families

February 15..... Siblings of Current Students and Alumni

March 1.....New Families

Summer program registration materials will be available in February for the 2010 Summer Session (June-July).

WHAT DO I NEED TO SUBMIT IN ORDER TO APPLY FOR PRESCHOOL CLASSES?

Complete the (yellow) Application for Preschool Enrollment and submit it to ORNS by the deadline listed above, along with a \$50 (per family) **non-refundable** registration fee.

WHAT DO I NEED TO SUBMIT IN ORDER TO APPLY FOR EXTENDED CARE PROGRAMS?*

Extended care programs allow you to extend your child's day before and/or after their Preschool class. Our extended care programs include: Early Morning, Lunch Bunch, Discovery Den and After School. Complete the (blue) Application for extended care and turn it in with a \$15 (per child) **non-refundable** registration fee. In order to receive priority status for class placement, please submit by the deadline listed above.

****Please note that all children in extended care programs must be 3 years of age and toilet trained.***

HOW ARE CHILDREN PLACED?

Priority is given to families based on the registration order listed above. Within these groups, families registering for both preschool and Discovery Den receive priority.

Children are placed based on requests for specific preschool class schedules, children's ages, boy-to-girl ratio, teacher recommendations and children's individual needs. Teachers may teach different ages year-to-year based on enrollment.

HOW DO I ACCEPT A CONTRACT?

If your child is placed, you will receive a Tuition and Enrollment Contract in the mail. You then have 10 business days to return the signed contract and a check that covers your full June 2011 tuition (the specific amount will be stated on the contract). Please note that this pre-paid tuition is **non-refundable**.

If you do not return your contract and the appropriate tuition within 10 days your space will be given to the next applicant. Please contact ORNS if you have questions or problems.

WHAT IF I NEED TO BREAK THE CONTRACT?

If you decide not to send your child to ORNS, you must submit in writing your intent to break the contract by July 1, 2010. **Your registration fees and June 2011 tuition remain non-refundable**, but you will be released from your contract without any further tuition obligations.

If you withdraw after July 1, 2010, you will remain contractually obligated for the remainder of the school year.

WHAT IF I AM NOT OFFERED A CONTRACT?

If your child is not able to be placed in a class at ORNS for the 2010-2011 school year, your family will be placed on a waiting list and contacted if an opening becomes available. This waiting list placement will remain effective through January 31, 2011 for families that have not signed a contract. Once the registration process begins for the 2011-2012 school year, you must submit a new application and registration fee.

WHERE CAN I FIND TUITION FEES FOR THE PRESCHOOL CLASSES AND EXTENDED CARE CLASSES?

- Monthly preschool tuition rates are listed on the (yellow) Application for Preschool Enrollment.
- Fees for extended care programs vary depending on the time you use.
- All contracted Early Morning, Discovery Den, and After School programs are \$7.50/hour and are billed in 30-minute increments.
- Lunch Bunch is billed at \$9.00/hour.
- The drop-in rate for extended care hours is \$12/hour and is subject to availability.

IS TUITION ASSISTANCE AVAILABLE?

There are two ways to reduce your family's out-of-pocket cost for tuition.

- Tuition credit may be earned by helping out at school. Please complete and submit the Parent Helper Application (pink) and submit it along with your Application for Enrollment.
- There is need-based tuition assistance available to those who qualify. Please contact the executive director if you would like to explore this option.

THANK YOU FOR YOUR INTEREST IN ORNS!

Please contact Amy Fewel, Executive Director, with any further questions.