



Happy Face Nursery School of Califon, Inc.

P.O. Box 81, Califon, NJ 07830; (908) 832-7510

Established in 1973, State Licensed, Non-Profit

Celebrating 45 Years of Happy Faces

Dear Parents:

Welcome to Happy Face Nursery School. This letter acquaints you with our registration procedures and tuition policies for the 2018-2019 school year. Enclosed with this letter you will find Registration and Tuition Policies and an Application for Enrollment. Our full day programs will run as our enrollment allows.

For the 2018-2019 school year, the following sessions are offered:

2 ½ AM 2-Day Program: Monday/Wednesday (9:00^{AM} – 11:30^{AM})

3 AM 2-Day Program: Tuesday/Thursday (9:00^{AM} – 11:30^{AM})

3 AM 3-Day Program: Tuesday/Thursday/Friday (9:00^{AM} – 11:30^{AM})

4 AM 3-Day Program: Monday/Wednesday/Friday (9:00^{AM} – 11:30^{AM})

4 AM 4-Day Program: Monday/Wednesday/Thursday/Friday (9:00^{AM} – 11:30^{AM})

5 AM 5-Day Program: Monday/Tuesday/Wednesday/Thursday/Friday (9:00^{AM} – 12:30^{PM})

This program includes lunch bunch (Monday – Friday).

Enrichment Programs:

PM Class Culinary Kids: Mondays (11:30^{AM} – 2:00^{PM}) Lunch Bunch included

PM Class Music & Movement: Tuesdays (11:30^{AM} – 2:00^{PM}) Lunch Bunch included

PM Class Science 4's & 5's: Wednesdays (11:30^{AM} – 2:00^{PM}) Lunch Bunch included

PM Class Super Hero Yoga: Thursdays (11:30^{AM} – 2:00^{PM}) Lunch Bunch included

PM Class Stay and Play: Mondays, Tuesday, Wednesdays, Thursdays (2:00^{PM} – 3:00^{PM})

To be eligible for enrollment, the following conditions must be met:

- Child must be 2 ½ years old the day he/she begins the 2 ½-year-old program. (Child may start in any given month that the child turns 2 ½ if there is an opening available.)
- Child must be 3 years old by October 1st for the 3-year-old program.
- Child must be 4 years old by October 1st for the 4-year-old program.
- Child must be 5 years old by December 1st accompanied by a teacher recommendation for the Fab 5's program.
- Child must be toilet trained (Does not apply to the 2 ½-year-old program).
- Monthly tuition paid promptly.

To find out more about the curriculum for each program, go to our website and download the brochures from the curriculum page.



Phase 1: Currently Enrolled & Alumni Registration

Beginning January 29, 2018, we will begin accepting applications from students currently enrolled in Happy Face Nursery School and their siblings along with alumni on a first come, first-serve basis. We request that you bring your completed application, \$50 registration fee to the school between the hours of 9:00 AM – 11:30 AM. As a courtesy to currently enrolled students only the registration fee is due at time of enrollment and the May 2019 tuition is due May 1, 2018. Alumni need to bring in or mail your completed application, \$50 registration and May 2019 tuition.

Phase 2: Open Registration

Beginning February 5, 2018 we will begin accepting applications from new families. Openings in our classes will be filled in the order in which applications are received, provided all necessary paperwork, a \$50 registration fee and last month's tuition (May 2019) are included with the application. By appointment, we will gladly give tours of our classrooms; allowing new families the opportunity to meet the teachers, learn about our curriculum, and observe our classes.

We will make every effort to place your child in the session you have requested. However, if this is not possible, we will contact you to discuss placement in another session.

We are looking forward to a fun-filled and productive year for the children. In June 2018, we will mail additional information about the school as well as medical forms, which must be completed prior to the beginning of the new school year.

TUITION FEES

Since the number of sessions in each month varies with the calendar, for convenience, the tuition is broken down into monthly payments.

NOTE: Families with 2 or more children in the school at the same time will get a 10% discount on the lesser tuition and pay only 1 yearly registration fee of \$50. *There is no discount for the enrichment programs.

If you have any questions regarding enrollment,
please contact Elizabeth Denis.
Telephone: (908) 399-5310



REGISTRATION POLICIES

A non-refundable \$50 registration fee; one registration fee per family is required.

Currently enrolled students will be required to pay May 2019's tuition in May 2018. Non-refundable & see Withdrawal Policy.

New students will be required to pay the 1st month's (May 2019) tuition when enrolling. Non-refundable & see Withdrawal Policy.

On June 1st, September's tuition is due.

It is the responsibility of the parents to see to it that all required payments are made for registration. Failure to pay the appropriate fees by the required date will result in the enrollee's name being withdrawn from the class list. For payments made after the due date, we cannot guarantee enrollment, but enrollment will be reinstated if spaces are available.

Tuition payments for October-April are collected during the school year and are due on the 1st of the month for the coming month. For late payments (after the 7th of the month), a \$20 late fee will be assessed. Habitually delinquent payments may result in a request for withdrawal. A \$35 service charge will be assessed on any returned check.

WITHDRAWAL POLICY

Withdrawal at any time results in forfeiture of the \$50 registration fee. The last month's (May) tuition is also forfeited, unless withdrawal is due to a family life-status change. Under the circumstances of a family life-status change please contact the Board of Trustees.

Withdrawal prior to the start of the school year (September 5, 2018) for any reason, other than a family life-status change, results in the forfeiture of September's tuition (paid June 1), May's tuition (paid at the time of application), and the \$50 registration fee.

Questions

Any questions or problems regarding registration or tuition should be directed to Jacqueline McCloskey at (908) 832-7510 Wednesday 9:00^{AM} to 2:30^{PM}.

A Board of Trustees comprised of parents, staff, and community members administers Happy Face Nursery School. We encourage all interested parents to join us. Meetings are held on the first Thursday of each month (year-round) at 7:30^{PM} in the school. This is a great opportunity for families to begin learning about and participating in Happy Face.