

Dear Parents,

We look forward to Saugatuck Nursery School entering its 43rd year. Believe it or not, the time has come to start making plans for the 2011-2012 school year. We are proud to offer a variety of quality programs that meet the needs of our diverse community.

Saugatuck Nursery School continues as one of the only full time programs in the area. We are open from 8 a.m.-6 p.m. on regularly scheduled school days, allowing for before and after school care, as well as exciting vacation theme days, when our traditional programs are closed. In addition to our continuing programs, we are happy to offer a brand new two day 2's program as well as a three day 4's alternative. The options are many and allow for great flexibility. **Please refer to the enclosed application for the specific programs and times.**

The registration process is based on a point system and then on a first come, first-serve priority, based on the postmark date on the envelope. Priority will be given based on a point system. Families will accumulate points based on the following criteria:

- 5 points for full time position, 8 a.m.-6 p.m. five days per week
- 4 points for 9-3:30, five days per week
- 1 point for each year child has attended nursery school program
- 1 point for each year sibling has attended nursery school program
- 1 point for each year child has attended summer camp program
- 1 point for each year sibling has attended summer camp program

We will begin accepting applications for in-house children and their siblings on Wednesday, November 10. Applications for children with no prior family connection will be accepted beginning Wednesday, November 17th.

No hand delivered applications will be accepted until after December 1.

REGISTRATION REQUIREMENTS

- Completed and signed application for 2011-12, listing a first and second choice of classes.
- A non-refundable registration fee of \$150.00 payable to Saugatuck Nursery School
- A check in the amount of TWO month's tuition. Upon signed acceptance of the program, this deposit becomes non-refundable and is applied to the last two month's payments (May and June)
- Priority will be given to those students seeking the FULL TIME program (8 a.m.-6 p.m., 5 day) and EXTENDED DAY program (9 a.m.-3:30 p.m., 5 day) and then to those returning students based on earned points and program availability
- Confirmation of placement will be mailed out by December 1.
- Subsequently, a signed letter of acceptance will be required from parents no later than Friday, December 17. If acceptance letters are not returned by the above date, placement may be offered to another child.

Please feel free to call with any questions you may have regarding this process. I look forward to seeing you in November.

Sincerely,

Ellen De Huff
Director