

**Saugatuck Nursery School Enrollment Terms and Conditions**  
**2024-2025**

**1. Primary Enrollment**

**A.** The Primary Enrollment Period means the period commencing on November 1, 2023, and ending on November 15, 2023, for the applicable school year (“**Primary Enrollment Period**”).

**B.** Applications submitted during the Primary Enrollment Period (“**Primary Enrollment Period Application**”) must be submitted in writing by mail, by hand delivery or by email (PDF).

**C.** Primary Enrollment Period Applications must be accompanied by these Enrollment Terms and Conditions signed and dated by a parent or legal guardian, or the application will not be considered.

**D. Applications** submitted after the end of the Primary Enrollment Period may be included for consideration along with Primary Enrollment Period Applications submitted during the Primary Enrollment Period at the sole discretion of the Director of the Saugatuck Nursery School.

**E.** The following payments to Saugatuck Nursery School must accompany the Primary Enrollment Period Application:

**(i)** A fully non-refundable registration fee of \$150.00, payable to Saugatuck Nursery School, Inc.; and

**(ii)** A check in the amount of one (1) month’s tuition payable to Saugatuck Nursery School, Inc. (the “**Primary Enrollment Period Deposit**”), which will be non-refundable as further provided below.

**(iii)** Saugatuck Nursery School reserves the right to modify any deposit payment required in connection with applications in respect of which financial assistance is granted.

**F.** The Primary Enrollment Period Deposit will be applied to the last month’s tuition payment for the applicable school year (June).

**G.** The registration process for Primary Enrollment Period Applications is based on a point system, and then on a first come, first-served priority. The point system only applies during the Primary Enrollment Period and applicants will not receive credit for points accumulated for applications received outside of the Primary Enrollment Period. Families will accumulate points based on the following criteria:

- 1 point for each year a child has attended our Nursery School Program.
- 1 point for each year a sibling has attended our Nursery School Program.
- 1 point for each year a child has attended our Summer Camp Program.
- 1 point for each year a sibling has attended our Summer Camp Program.

**H.** Saugatuck Nursery School will provide written notice of acceptance (“**Primary Enrollment Period Notice of Acceptance**”) by November 17, 2023, via email.

**I.** Upon Saugatuck Nursery School issuing Primary Enrollment Period Notice of Acceptance, the Primary Enrollment Period Application and the Enrollment Terms and Conditions shall become binding for the applicable school year as of the date of such Primary Enrollment Period Notice of Acceptance (which shall for the avoidance of doubt be the date of such notice, and not the date of receipt) (the “**Primary Enrollment Acceptance Date**”).

**J.** The Primary Enrollment Period Deposit shall become fully nonrefundable on the Primary Enrollment Acceptance Date, unless the applicant provides written notice of withdrawal (“**Primary Enrollment Period Notice of Withdrawal**”) to Saugatuck Nursery School (by mail, by hand delivery or by email (PDF)) within five (5) days of the Primary Enrollment Acceptance Date (“**Primary Enrollment Withdrawal Period**”).

**K.** If the Primary Enrollment Period Notice of Withdrawal is received by Saugatuck Nursery School within the Primary Enrollment Withdrawal Period, the Primary Enrollment Period Deposit will be refunded in full. If the Primary Enrollment Period Notice of Withdrawal is received by Saugatuck Nursery School after the end of the Primary Enrollment Withdrawal Period, any refund of the Primary Enrollment Period Deposit would be considered at the sole discretion of Saugatuck Nursery School Board of Directors.

## **2. Rolling Enrollment**

**A.** The Rolling Enrollment Period means the period from the day after the Primary Enrollment Period to the last day of the applicable school year (“**Rolling Enrollment Period**”).

**B.** Applications submitted during the Rolling Enrollment Period (“**Rolling Enrollment Period Application**”) must be submitted in writing by mail, by hand delivery or by email (PDF).

**C.** Rolling Enrollment Period Applications must be accompanied by these Enrollment Terms and Conditions signed and dated by a parent or legal guardian, or the application will not be considered.

**D.** The following payments to Saugatuck Nursery School must accompany the Rolling Enrollment Period Application:

**(i)** A fully non-refundable registration fee of \$150.00, payable to Saugatuck Nursery School, Inc.; and

**(ii)** A check in the amount of one (1) month's tuition, or, if the Rolling Enrollment Period Application is received after the start of the applicable school year, such other smaller amount specified by the Director in writing (by mail or email) in advance of receiving the Rolling Enrollment Period Application, payable to Saugatuck Nursery School, Inc. (the "**Rolling Enrollment Period Deposit**").

**(iii)** Saugatuck Nursery School reserves the right to modify any deposit payment required in connection with applications in respect of which financial assistance is granted.

**E.** The Rolling Enrollment Period Deposit will be applied to the last month's tuition payments (June) or such other period specified by the Director for the applicable school year, based on the period remaining for the applicable school calendar year and the amount of the Rolling Enrollment Period Deposit.

**F.** Saugatuck Nursery School will provide written notices of acceptance ("**Rolling Enrollment Period Notice of Acceptance**") within three (3) days of receipt of a Rolling Enrollment Period Application.

**G.** Upon Saugatuck Nursery School providing Rolling Enrollment Period Notice of Acceptance, the Rolling Enrollment Period Application and Enrollment Terms and Conditions shall become binding for the applicable school year as of the date of such Rolling Enrollment Period Notice of Acceptance (which shall for the avoidance of doubt be the date of such notice, and not the date of receipt) (the "**Rolling Enrollment Acceptance Date**"). The registration process for the **Rolling Enrollment Period** is based on a first come, first served priority.

**H.** The Rolling Enrollment Period Deposit shall become fully nonrefundable on the Rolling Enrollment Acceptance Date, unless the applicant provides written notice of withdrawal ("**Rolling Enrollment Period Notice of Withdrawal**") to Saugatuck Nursery School (by mail, by hand delivery or by email (PDF)) within (3) days of the Rolling Enrollment Acceptance Date ("**Rolling Enrollment**

**Withdrawal Period”).**

I. If the Rolling Enrollment Period Notice of Withdrawal is received by Saugatuck Nursery School within the Rolling Enrollment Withdrawal Period, the Rolling Enrollment Period Deposit will be refunded in full. If the Primary Enrollment Period Notice of Withdrawal is received by Saugatuck Nursery School after the end of the Rolling Enrollment Withdrawal Period, any refund of the Rolling Enrollment Period Deposit would be considered at the sole discretion of Saugatuck Nursery School Board of Directors.

**3. Tuition and Enrollment**

A. Tuition is calculated on an annual (school year) basis and broken down into ten (10) monthly installments based on the program(s) selected by the applicant. Payment installment is due on or before the fifteenth (15th) of each month, September through May. Any Primary Enrollment Period Deposit or Rolling Enrollment Period Deposit will be applied to the last month's tuition (June).

B. Once a child is enrolled, the child is deemed to be enrolled for the entire year. Families are responsible for a full year of tuition costs if the child does not remain enrolled for the full school calendar year. If a child is withdrawn after the start of a school year, the family is responsible for all remaining unpaid tuition, with exceptions left to the sole discretion of the Saugatuck Nursery School Board of Directors.

C. Regularly scheduled extended hours will be added to the monthly Payment. All extra hours (Early Bird, Lunch Bunch, and any add-on hours) will be billed in the following month's regular bill at \$20.00/hour.

D. Payments received more than thirty (30) days after the month in which it is due, a late fee will be levied at the rate of 12% per annum.

E. If payments fall two months in arrears, a mutually agreeable date will be set for a meeting of the parent(s), with the Nursery School Director and the Chairman of the Finance Committee of the Saugatuck Nursery School Board of Directors. Failure to make and/or keep the appointment may result in termination of Saugatuck Nursery School services at the sole discretion of the Saugatuck Nursery School Board of Directors.

F. Parents may request changes in days/times/programs if availability permits; however, a \$50 processing fee will be assessed to cover administrative costs.

G. Changes to programs will be accepted and changed on the first of each

month.

**H.** No credit shall be given for days the school is officially closed or days in which the child is absent.

**I.** Each child entering the center must have an updated physical form, signed and dated by his/her physician. All children's physicals must be updated yearly.

Parents shall assume full responsibility for the safety and protection of the child during transportation to and from Saugatuck Nursery School Inc. ("the school") and agree that they will not hold the school, any member of its staff, the Saugatuck Nursery School Board of Directors, or its agents or The Saugatuck Congregational Church (the Church) responsible for any accidental injury that may occur during any activities in which the child might engage from causes not due to the gross negligence or willful misconduct of the school, the church, its employees, directors or agents.

I hereby agree to the terms and conditions as set forth above.

Student's Name: \_\_\_\_\_

Parent or Guardian (Printed): \_\_\_\_\_

Parent or Guardian (Signature): \_\_\_\_\_ Date: \_\_\_\_\_