

**Potomac Nursery School
Application for Admission**

2015-2016

12300 Falls Road
Potomac, Maryland 20854
301-340-0579

Child Information

Name of Child (first and last) Prefers to be called

Date of Birth Gender (M/F) Home Phone Subdivision

Home Address City/State Zip

Describe any medical conditions, allergies, developmental or behavioral issues your child may have.

Primary language spoken at home. Names and ages of siblings.

Previous school attended. Phone Permission to contact school (y,n)

Parent Information

Father/Guardian Mother/Guardian

Home Phone (if different from above) Home Phone (if different from above)

Cell Phone Work Phone Cell Phone Work Phone

Email Email

Occupation/Employer Occupation/Employer

How did you hear about us?

***Select from the itemized options below OR Select a Full Time option at the bottom of the page.**

Preschool Class - 9am-12pm

- Bumble Bees (must be 2yrs old by Sept 1st) - Monday-Friday - \$740
- Bumble Bees (must be 2yrs old by Sept 1st) - Monday, Wednesday, Friday - \$480
- Bumble Bees (must be 2yrs old by Sept 1st) - Tuesday, Thursday - \$320
- Turtles (must be 3yrs old by Sept 1st) - Monday-Friday - \$685
- Turtles (must be 3yrs old by Sept 1st) - Monday, Wednesday, Friday - \$440
- Turtles (must be 3yrs old by Sept 1st) - Tuesday, Thursday - \$300
- Penguins (must be 4yrs old by Sept 1st) - Monday - Friday - \$685

Monthly total for preschool (9:00am -12:00pm) \$ _____

Lunch Bunch 12pm-1pm – Children should bring a bag/boxed lunch from home.

- Mondays
- Tuesdays
- Wednesdays
- Thursdays
- Fridays
- 1 day a week - \$33 monthly
- 2 days a week - \$65 monthly
- 3 days a week - \$96 monthly
- 4 days a week - \$124 monthly
- 5 days a week - \$155 monthly

*Students who are registered for After Care do not need to pay for the lunch hour.

Monthly total fee for Lunch Bunch (12:00am – 1:00pm) \$ _____

Before Care –Rates are listed on pages 3 and 4.

Check desired days **OR** select Full Time option below.

- | | |
|---|--|
| <input type="checkbox"/> Mondays – 7:30am-9am | <input type="checkbox"/> Mondays -8:00am-9am |
| <input type="checkbox"/> Tuesdays – 7:30am-9am | <input type="checkbox"/> Tuesdays - 8:00am-9am |
| <input type="checkbox"/> Wednesdays – 7:30am--9am | <input type="checkbox"/> Wednesdays - 8:00am-9am |
| <input type="checkbox"/> Thursdays – 7:30am-9am | <input type="checkbox"/> Thursdays - 8:00am-9am |
| <input type="checkbox"/> Fridays – 7:30am-9am | <input type="checkbox"/> Fridays - 8:00am-9am |

Monthly total fee for Before Care \$ _____

After Care – Rates are listed on pages 3 and 4.

Check desired days and fill in pick-up time **OR** select Full Time option below.

- Mondays - 12:00pm _____
- Tuesdays - 12:00pm _____
- Wednesdays - 12:00pm _____
- Thursdays - 12:00pm _____
- Fridays - 12:00pm _____

Monthly total for After Care \$ _____

Please enter your totals below:

Preschool Total _____	Full Time 2’s - \$1520 - (7:30am -6:00pm) _____
Lunch Bunch Total _____	Full Time 3’s - \$1345 - (7:30am – 6:00pm) _____
Before Care Total _____	OR Full Time 4’s - \$1345 - (7:30 am – 6:00pm) _____
After Care Total _____	*Full Time options include the preschool class and the lunch hour.

Total Monthly Tuition \$ _____

2 Year - Before and After Care Rates:

FULL TIME (2 year) 7:30am-6:00pm – Monday- Friday - \$1520 monthly (includes the preschool day and the lunch hour). * This is our best hourly rate!

Before Care 2 year old rates:

7:30-9:00am

1 day a week - \$36 monthly
2 days a week - \$60 monthly
3 days a week - \$90 monthly
4 days a week - \$120 monthly
5 days a week - \$150 monthly

8-9:00am

1 day a week - \$24 monthly
2 days a week - \$40 monthly
3 days a week - \$60 monthly
4 days a week - \$80 monthly
5 days a week - \$100 monthly

After Care 2 year old rates:

12-2:00pm

1 day a week - \$56 monthly
2 days a week - \$96 monthly
3 days a week - \$144 monthly
4 days a week - \$192 monthly
5 days a week - \$240 monthly

12-3:00pm

1 day a week - \$84 monthly
2 days a week - \$144 monthly
3 days a week - \$216 monthly
4 days a week - \$288 monthly
5 days a week - \$360 monthly

12-4:00pm

1 day a week - \$112 monthly
2 days a week - \$192 monthly
3 days a week - \$288 monthly
4 days a week - \$384 monthly
5 days a week - \$480 monthly

12-5:00pm

1 day a week - \$140 monthly
2 days a week - \$240 monthly
3 days a week - \$360 monthly
4 days a week - \$480 monthly
5 days a week - \$600 monthly

12-6:00pm

1 day a week - \$168 monthly
2 days a week - \$288 monthly
3 days a week - \$432 monthly
4 days a week - \$576 monthly
5 days a week - \$720 monthly

3 -5 Year - Before and After Care Rates:

FULL TIME (3 - 5 years) 7:30am - 6:00 pm – Monday – Friday - \$1345.00 per month
(includes the preschool day and the lunch hour). * This is our best hourly rate!

Before Care 3-5 yrs.:

7:30 - 9:00am

1 day a week - \$30 monthly
2 days a week - \$48 monthly
3 days a week - \$72 monthly
4 days a week - \$96 monthly
5 days a week - \$120 monthly

8-9:00am

1 day a week - \$20 monthly
2 days a week - \$32 monthly
3 days a week - \$48 monthly
4 days a week - \$64 monthly
5 days a week - \$80 monthly

After Care 3-5 yrs.:

12-2:00pm

1 day a week - \$48 monthly
2 days a week - \$80 monthly
3 days a week - \$120 monthly
4 days a week - \$160 monthly
5 days a week - \$200 monthly

12-3:00pm

1 day a week - \$72 monthly
2 days a week - \$120 monthly
3 days a week - \$180 monthly
4 days a week - \$240 monthly
5 days a week - \$300 monthly

12-4:00pm

1 day a week - \$96 monthly
2 days a week - \$160 monthly
3 days a week - \$240 monthly
4 days a week - \$320 monthly
5 days a week - \$400 monthly

12-5:00pm

1 day a week - \$120 monthly
2 days a week - \$200 monthly
3 days a week - \$300 monthly
4 days a week - \$400 monthly
5 days a week - \$500 monthly

12 – 6:00pm

1 day a week - \$144 monthly
2 days a week - \$240 monthly
3 days a week - \$360 monthly
4 days a week - \$480 monthly
5 days a week - \$600 monthly

School Policies:

1. The registration fee and deposit must be paid before your child is officially enrolled. **The registration fee and deposit are non-refundable.**
2. One month's written notice is required for withdrawal from the nursery school. If the Director does not receive one month's written notice, the tuition for the following month will be required.
3. Tuition is due on the first day of each month. There are no reductions in tuition for illness or family vacations.
4. We reserve the right to dismiss a child with behavioral or health problems. This action will not be taken until the parents and the teacher have worked together to try to resolve the problem.
5. All required medical forms and immunization forms must be received by Potomac Nursery School before the first day of school.
6. A copy of "Parents Guide to Regulated Childcare" is posted in the front hall.
7. Potomac Nursery School does not practice or condone discrimination based on race, religion, color or national origin in the admission of pupils or the employment of faculty and administrative staff.
8. Potomac Nursery School reserves the right to make or change rules, restrictions and conditions that are consistent with the safety, health and best interests of our students, faculty and families.
9. There will be a separate application for Potomac Nursery School Camp admission.
10. Potomac Nursery School is licensed by the Maryland State Department of Education.
11. We encourage parents to visit our classrooms at any time during the school year (without notice). A security key-code will be given to parents for safe entry into our building.

***Registration Deposit and Registration Fee:**

A Registration fee and deposit are due with the application. **The Registration deposit is equal to one month's tuition** (the deposit will be credited to you as May's Tuition). **The Registration fee is \$30.00.**

The Registration Fee and Deposit are non-refundable.

Deposit (one month's tuition) \$ _____ + Registration Fee \$ _____ = Total Due \$ _____

Office Use Only: Amount Received _____ Check # _____

*I have carefully read the terms and conditions stated above. I agree to comply with the terms herein expressed and to be bound by Potomac Nursery School's regulations and conditions.

Please print name (first, last) _____

Signature _____ Date: _____

The Application along with the registration fee and deposit may be handed in to the director or sent to the following address: P.O. Box 2194 Rockville, MD 20852