



***New Canaan Nature Center Preschool
ENROLLMENT PROCESS for 2012 – 2013***

Early Enrollment

- a. Applications and \$75 fee for current students, siblings of current students, children enrolled in Mommy, Me and Nature classes or alumni, and NCNC staff children must be received by **January 6, 2012**.
- b. All tuition bills for the 2011 – 2012 NCNC Preschool year must be paid in full in order to participate in this enrollment process for future NCNC Preschool classes.
- c. Early Enrollment families will be notified by phone by **January 10, 2012**, regarding enrollment and class placement.
- d. After class enrollment is offered, you will receive your enrollment contracts. Your signed enrollment contract and a \$500 non-refundable deposit must be returned by **January 23, 2012**, to reserve your child's seat. This amount will be credited toward your first tuition payment.
- e. If the contract and \$500 are not received by **January 23rd**, NCNC Preschool will assign your child's seat to another child.

Regular Enrollment

- a. Registration for new students starts **December 15th** and ends **January 30th**. Applications and \$75 fee for families new to NCNC Preschool must be received by **January 30, 2012**.
- b. Regular Enrollment families will be notified by phone by **February 10th, 2012**, regarding enrollment and class placement.
- c. After class enrollment is offered, you will receive your enrollment contracts. Your signed enrollment contract and a \$500 non-refundable deposit must be returned no later than by **February 24, 2012**, to reserve your child's seat. This amount will be credited toward your first tuition payment.
- d. If the contract and \$500 are not received by this date, NCNC Preschool will assign your child's seat to another child.

Applications

To receive an Application for Enrollment for 2012- 2013, [CLICK HERE](#) or call the Preschool Director, Marianne Kay at 203 966 9577 x16 to have one mailed/emailed to you. Applications will also be available at our Open Houses.

Enrollment Considerations

Your commitment to our mission and your partnership with us for your child's benefit is taken into consideration. We carefully balance our classes by age and gender. We do not discriminate on the basis of race, ethnicity, religion or for any other reason. NCNC Preschool has limited funds available to support financial assistance awards. Financial assistance awards are granted exclusively on financial need. If your family is in need of financial assistance to attend our program, please contact NCNC Preschool Director, Marianne Kay at (203) 966-9577, x 16, or email mkay@NewCanaanNature.org. All financial assistance award applications will be kept in absolute confidence.

NCNC Membership

Your enrollment and tuition payments include a NCNC family membership and all of the benefits associated with membership. Visit www.newcanaannature.org to learn more about the benefits of membership.

Enrollment and Withdrawal

Enrollment in NCNC Preschool commences with the return of your signed enrollment contract and \$500 deposit. At this point you are responsible for payment of the tuition for the entire year. Deposit is nonrefundable.

Payment Plan

A tuition payment plan will be included along with your contract. We have enlisted Facts Management Company to help us manage our tuition payment program as it provides a convenient and secure payment process.

For any additional questions, please contact:

Marianne Kay
Preschool Director
New Canaan Nature Center
144 Oenoke Ridge
New Canaan, CT 06840
203 966 9577 ext 16
mkay@NewCanaanNature.org
www.NewCanaanNature.org