



## Enrollment Reservation Agreement

Current Date: \_\_\_\_\_

Date Fee Received: \_\_\_\_\_

Parent names, phone number, and email address:

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Please reserve a space for my/our child, \_\_\_\_\_,  
born on (date) \_\_\_\_\_ beginning on (date you wish your child to begin care)  
\_\_\_\_\_ in the following program(s): (check all that apply below.)

Morning Only Care 9:00 am to 12:30 pm

- Continuity of Care, 6 months to 3 years
- Mixed Age Preschool: mixed age 3 years to 5 years

Full Day Care 9:00 am to 4:00 pm

- Continuity of Care, 6 months to 3 years
- Mixed Age Preschool: mixed age 3 years to 5 years

I/we would like:

- 2 days per week: Thursday and Friday\*
- 3 days per week: Monday-Wednesday\*
- 5 days per week: Monday-Friday

\*If there is a special circumstance where this daily arrangement will not work for you (i.e. you can't change your work schedule), please contact the director or write it in here. We will do our best to accommodate you, but cannot guarantee we can.

- Extended Care program, which is 8 am to 9 a.m. or after 4 pm care until 5 pm. The charge for each extended care session (early or late) is \$10 per day and is dependent on staffing. Please indicate which care you will need, early or late.

Summer session is part of our annual 12 month contract and payment is expected each month, however sometimes parents choose to keep their child home regardless. A 30% holding fee will be charged to hold your child's space for September. It is helpful to know if you will not be using summer care. Please circle if your child will attend summer session July 8-August 23, 2024.

Yes

No

Northern Lights School, P.O. Box 228, Saranac Lake, NY, 12983

Email: [info@northernlightsschool.org](mailto:info@northernlightsschool.org) Phone: 518.891.3206

Website: [northernlightsschool.org](http://northernlightsschool.org)

Northern Lights School follows the Saranac Lake Central School calendar of holidays, and reserve the right to amend that calendar. The current year's, July 1, 2023 to June 30, 2024 schedule can be found on our website.

**Enrollment Reservation Application Fee**

To reserve a space for your child on the waitlist, please send this signed form and a *nonrefundable application fee* of **\$100.00** to Northern Lights School at the address at the bottom of this page, drop it off at school, or pay online at our website and email a scan/picture of this form to [info@northernlightsschool.org](mailto:info@northernlightsschool.org).

**Initial Enrollment Holding Fee**

During initial enrollment when there is a space available and we have a waiting list for the space that you want us to keep open for you, but you are not ready for your child to attend, a non-refundable holding fee of 50% of the monthly tuition will be paid to Northern Lights School each month the space is held open for the above mentioned child. This payment will be charged monthly from the date that you submit the reservation form until the anticipated month that care will begin, approximately \_\_\_\_\_.

Tuition is billed monthly and is delivered via email through Quickbooks with the address of Intuit-Invoice. A tuition contract and all required enrollment forms, including the child in care medical statement and an up to date immunization record must be completed and returned to Northern Lights School before the child can attend school. A medical exemption form signed by your child's doctor is required for alternate immunization schedules.

**Tuition Assistance**

Financial assistance for child care is also available through the New York State Child Care Assistance Program <https://ocfs.ny.gov/programs/childcare/ccap/help.php> NLS also offers tuition assistance. Please circle YES or NO if you will be in need of tuition assistance so that we can assign funds in the order that they are requested.

Printed Name(s) \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_