



### Enrollment Reservation Agreement

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

Parent/guardian names, phone number, and email address:

---

---

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.)

**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). We cannot guarantee when a space will be available.

**Initial Enrollment Holding Fee-**During initial enrollment when there is a space available, but your child is not ready 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. 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 Invoices-**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 alternative immunization schedules.

**Tuition Assistance-** We understand that the cost of child care is a huge financial burden on family budgets. Fortunately, there are 2 programs that assist families in this regard. NLS strongly encourages families to explore the New York State Child Care Assistance Program <https://ocfs.ny.gov/programs/childcare/ccap/help.php> for help paying for child care or investigate The Workforce\_Development Institute Child Care Program <https://wdiny.org/Explore-Our-Work/Child-Care-Subsidy-Program>, who serves families that earn too much to qualify for state aid.

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)

Please indicate the care schedule that you wish 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\*
- 4 days per week: either Monday-Thursday or Tuesday-Friday\*\*
- 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 may not be able.

\*\*We are exploring a four days per week option in our Continuity of Care programs. This is currently not an option, but we wish to know if it is something families would like to have.

- 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 per session and is dependent on teacher availability. Please indicate which care session you will need, early, late, or both.

**Early \$10**

**Late \$10**

**Both \$20**

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 **50%** 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 whether or not your child will attend summer session 2025.

**Yes**

**No**

Northern Lights School follows the Saranac Lake Central School calendar of holidays (<https://www.northernlightsschool.org/news-and-events>), and reserve the right to amend that calendar. The contract year is from July 1 to June 30.

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

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)