



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 completed form and a *nonrefundable application fee* of **\$100.00** (made to Northern Lights Guardianship) to the address at the bottom of this page, or pay online at our website home page along with an email and this completed form to 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 Guardianship 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 Guardianship before the child can attend. 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. NLG 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 Guardianship, P.O. Box 228, Saranac Lake, NY, 12983

Email: info@northernlightsschool.org Phone: 518.891.3206

Website: northernlightsschool.org

Please indicate the care schedule that you wish below.

Full Day Care

- ☐ Continuity of Care, 6 months to 3 years, 9:00 am to 4:00 pm
- ☐ Mixed Age Preschool: mixed age 3 years to 5 years, 8:45 am to 4:00 pm
 - * You may pick up your child at any time during the day.
- ☐ 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 \$11 per day per session and is dependent on teacher availability. Please indicate which care session you wish for, early, late, or both.

Early \$11

Late \$11

Both \$22

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 weekly schedule will not work for you (i.e. you can't change your work days), 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. Please signify your interest in this option below:

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 in July and August. It is helpful to know if you will not be using summer care. Please circle whether or not your child will attend summer session.

Yes

No

Northern Lights Guardianship generally follows the Saranac Lake Central School calendar of closures which can be found on the last page of this form and on our website [NLG Calendar of Care](#). NLG, reserves the right to amend that calendar. The contract year is from July 1 to June 30.

Parent/Guardian signature _____ Date _____

Northern Lights Guardianship, P.O. Box 228, Saranac Lake, NY, 12983
Email: info@northernlightsschool.org Phone: 518.891.3206
Website: northernlightsschool.org



2025-2026 Calendar

July 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jul 1-4 Closed
Summer Session Begins

August 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Aug 25-29 Closed

September 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Sept 1 Closed
Sept 2-3 No Students
All Teacher Workdays

October 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Oct 13 Closed
Oct 18 Harvest Celebration
Oct 24 No Students
Teacher Workday

November 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Nov 11 Closed
Nov 14 Lantern Walk, 5 pm
Nov 25 P/T Conf-Closed
Nov 26-28 Closed

December 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Dec 12 Advent Spiral-5 pm
Dec 24-31 Closed

January 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jan 1-2 Closed

Jan 19 Closed

February 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Feb 6 Closed
Feb 7 Carnival Parade
Feb 16-17 Closed

March 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mar 6 12:30 dismissal for
preschool conferences
Mar 13 No Students
Teacher Workday
Mar 30-31 Closed

April 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Apr 1-3 Closed
Apr 6-10 Gap Week

May 2026						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 16 Mayfaire
May 25 Closed

June 2026						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Jun 19 Closed
Jun 29-30 Closed

Northern Lights Guardianship, P.O. Box 228, Saranac Lake, NY, 12983
Email: info@northernlightsschool.org Phone: 518.891.3206
Website: northernlightsschool.org