

November 2009

Dear Parents:

Enclosed is a registration form for enrollment in the Orange Room (three-year- old) nursery school classes for the 2010-2011 school year. Enrollment will be open December 16<sup>th</sup> to present students, siblings, and alumni families. On the 17<sup>th</sup> of December enrollment will be open to the entire community.

To apply, please return your completed application form and non-refundable registration fee by the appropriate dates listed above. Applications will be accepted by mail, or can be dropped off at the school office. ***Applications must include registration fee and first month's tuition to be considered. Important: If you register for both summer camp and the 2010-2011 school year programs during registration week (Dec. 14<sup>th</sup> – 17<sup>th</sup>), you will not be charged a registration fee for summer camp. After registration week, both fees will apply.***

Our program for three-year-olds will be in the Orange Room on Monday, Wednesday and Friday mornings, or Tuesday and Thursday mornings from 9:00 to 11:15. To be eligible for our 3-day program a child must be three-years-old by September 1<sup>st</sup>, 2010. To be eligible for our 2-day program, a child must be three-years-old between May 1, 2010 and December 31, 2010. ***While all children do not need to be completely toilet trained, please be aware that "Community" is not licensed to change diapers. Therefore, a parent or caregiver will need to be available by phone should their child need changing.***

There will be a maximum of 20 students in the 3-day class with 3 teachers. The 2-day class will have a maximum of 14 children with 2 teachers. If more requests are received than places allocated, the Board of Directors will conduct a lottery on Wednesday, December 16<sup>th</sup> at 5:30 P.M. for early registration and Thursday, December 17<sup>th</sup> for open registration. You will receive information immediately as to whether or not we will be able to honor your request.

Thank you for your interest in Highland Park Community Nursery School and Day Care Center. We look forward to working with you and your child.

Sincerely,

Jean Wallace–Baker  
Director