



6000 Drake Road Cincinnati, Ohio 45243
(513) 561-5513 e-mail nurseryschool@indianhillchurch.org
website: www.ihcns.org

Dear Families,

We are pleased to be sending you an application for the 2019- 2020 school year. We are an award winning Three Star, non- profit preschool, operated as an outreach of the Indian Hill Church, open to the community. We serve the needs of 2, 3, 4 and 5 year old children and their families with developmentally appropriate educational, social, creative, and faith experiences. In addition to the regular 9-12 session we offer an Extended Day program Tuesday, Wednesday and Thursday as well as a Friday Enrichment course. The 2019-2020 school year runs from September 3, 2019 to May 15, 2020.

Priority registration for currently enrolled families, church members and past families will take place January 7-15, 2019. Please complete the application and return it with a \$75.00 non-refundable registration fee by 2:00 P.M. January 15, 2019. This fee does not apply towards tuition. Checks should be made to the Indian Hill Church Nursery School. You may also use initials I.H.C.N.S.

Registration for new families will begin on January 7, 2019 and will be on a first come first serve basis. Priority is given to families that are currently enrolled, church members and past families. Any open spaces after priority registration is completed will be filled with new families. Applications will be dated once both application and \$75 non-refundable registration fee are received by the school. Confirmation of your acceptance into our school, or waiting list position, will be sent by mail as soon as possible the week of January 28, 2019. Once all the spaces are filled, the school will keep a waitlist. Position on the waitlist will be placed in order based on the date the application and registration fee are received. If your child receives a spot from the waitlist you will be notified through a phone call and/or email about the space.

All families enrolled in our Nursery School program must pay their first semester tuition by May 1, 2019. Second semester tuition is due by November 1, 2019. Monthly payment plans are available upon Director's approval. **This payment is non refundable and you are liable for the full year's tuition, or until the position is filled with an age appropriate child. This policy allows us to budget a quality curriculum, including weekly chapel and music classes, monthly naturalist visits and three symphony performances.** Families that enroll in Extended Day at time of enrollment are automatically enrolled in Extended Day for the full school year and this is considered part of your tuition. A discount will be applied for advance payment. A \$30.00 annual activity fee is included in the first semester tuition. No bills will be sent, so please remember to mark your calendars. Please review the payment schedule, which can be found on the tuition page in this packet.

Scholarship money is available based on financial need. Please submit a letter of request to the School Director by 2:00 P.M. January 26, 2019. All requests will be kept confidential. Notification of a scholarship award will be made as close to February 16, 2019 as possible.

Thank you for your interest in our program. If you have any questions please feel free to call me at 513-561-5513 or e-mail at nurseryschool@indianhillchurch.org.

Sincerely,
Jocelyn Tozier, School Director

