



# OKEMOS NURSERY SCHOOL

Tel/Text: 517-802-8123

Email: [okemosns2021@gmail.com](mailto:okemosns2021@gmail.com)

2165 Clinton Street

Okemos, Michigan 48864

## Enrollment Application

Please check one\*:

"2-days" (TTh mornings)

*At least 30-months old at time of entry, typically aged 3-years by end of school year.*

"3-days" (MWF mornings)

*Typically aged 4-years by end of school year.*

"5-days" (M-F Afternoons)

*Typically aged 5-years by end of school year, and kindergarten-bound the following fall.*

**\*A \$230 fee is required with this Application, checks payable to Okemos Nursery School**

*(\$50 non-refundable registration fee, \$180 specialty class defrayment fee.)*

CHILD'S FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

MIDDLE NAME: \_\_\_\_\_ PREFERRED/NICKNAME: \_\_\_\_\_

BIRTHDATE (mm/dd/yyyy): \_\_\_\_\_ GENDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

*Street*

*City*

*Zip Code*

### PARENT/GUARDIAN/EMERGENCY CONTACT INFORMATION

*NOTE: The individual listed as "PARENT/GUARDIAN #1" should be the primary contact for your child.*

	PARENT/GUARDIAN #1	PARENT/GUARDIAN #2	EMERGENCY CONTACT (other than parents/guardians)
FIRST NAME:			
LAST NAME:			
RELATIONSHIP TO CHILD:			
EMAIL:			
CELL PHONE:			
HOME/WORK PHONE:			
EMPLOYER:			
OCCUPATION:			
HOURS:			

FAMILY DOCTOR: \_\_\_\_\_ Phone: \_\_\_\_\_

OTHER CHILDREN IN FAMILY (names, ages): \_\_\_\_\_

Please use this space (*and supplemental sheet*) to share with us any specific expectations you may have from this program, or any special information that you wish for us to be aware of regarding your child (e.g. ALLERGIES etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# Okemos Nursery School

## Enrollment/Registration and Withdrawal/Dismissal Policy

The first step for families wishing to enroll a child at Okemos Nursery School (ONS) is to complete an Enrollment Application Form and submit it, together with the required enrollment fee\*, to:

Jayne Lock  
*Director of Okemos Nursery School*  
2165 Clinton Street  
Okemos, MI 48864

\*A \$230 fee is required with every Enrollment Application, checks payable to Okemos Nursery School. *\$50 of this is a non-refundable registration fee, the remaining \$180 is a specialty class defrayment fee. Note that the whole amount of \$230 is non-refundable should an accepted application be withdrawn within four weeks of the start of the academic year.*

A separate enrollment application form and the accompanying fee is required for each child.

Our admission priority gives first consideration to currently enrolled ONS families, followed by ONS friends and family, and then the wider community. This is facilitated by an annual closed enrollment period prior to open enrollment opportunities being made available.

**CLOSED ENROLLMENT/REGISTRATION PERIOD:** We offer a closed enrollment period for currently enrolled families, typically in early January. Those families will have a two-week period within which to register their enrolled child for the coming academic year. The completion and submission of a registration form and the accompanying \$230 registration fee is required to hold a place for their child. Siblings of currently enrolled children may also be enrolled at that time by completing and submitting an enrollment application form with the accompanying \$230 enrollment fee.

**OPEN ENROLLMENT:** Open enrollment typically commences mid-January, after the closed enrollment period ends, and continues until any remaining open spots have been filled.

**WAITING LIST:** Prospective families may contact us by emailing [okemosns2021@gmail.com](mailto:okemosns2021@gmail.com) at any time to express their interest in a place for their child. With mutual agreement, we may then place them on our "waiting list". Being added to our waiting list does not hold a place but it does ensure that those families receive communications pertaining to enrollment opportunities. Submission of an enrollment application form and the \$230 application fee is required to hold any place, with the application fee only being processed in the circumstance of a place being offered and accepted.

**ONS TOURS:** We typically host an Enrollment Open House in January, and offer individual tours when required. Prospective families can connect with us and make arrangements by emailing [okemosns2021@gmail.com](mailto:okemosns2021@gmail.com).

**WITHDRAWAL/DISMISSAL:** A child may be withdrawn from ONS upon the written request of their parent/guardian. A notice period of four (4) weeks is required for their withdrawal, with tuition being paid up to and including the last day of the child's attendance or the last day of the notice period, whichever is later. Any excess fees that have been paid (for example, if annual tuition was already paid in full) will be refunded. ONS reserves the right to dismiss a child from our program for non-payment of tuition and/or persistent behavioral issues (e.g. excessive aggressiveness).

**CLOSURES AND ABSENCES:** Please note our policy that sessions missed due to illness, quarantine, vacation, or emergency closures are not refundable or available for use as make-up days. In the event of a prolonged absence, tuition must continue to be paid to hold the child's place in class.