



*Christian Day Nursery School  
St. Peter Evangelical Lutheran Church  
243 Benedict Avenue  
Norwalk, Ohio 44857  
419-668-2856 ext.2*

Dear Parent/Guardian,

Thank you for your interest in Christian Day Nursery School.

**Purpose:** The Christian Day Nursery School provides a Christian environment to aid in a child's total development...physical, emotional, social and spiritual. The program is designed to help the child in a gradual adjustment from home to school life and to develop a readiness for future schoolwork. The program is flexible to permit the teachers to plan activities for the needs and abilities of the children in the class. The program provides for both quiet and active play.

**Sponsorship:** The Christian Day Nursery School is a non-profit, interdenominational, interracial and non-political institution, an outreach ministry of St. Peter Evangelical Lutheran Church, Norwalk, Ohio. The Christian Day Nursery School Board of Education of St. Peter Evangelical Lutheran Church is to provide guidance and support to the Director, staff and parents of the enrolled students of the school. In all matters, the Board is accountable to the SPELC Council.

**Licensing:** The Christian Day Nursery School (CDNS) is licensed by the Ohio Department of Job and Family Services and operates according to rules and regulations developed by the department. A copy of the licensing rules and laws is available upon request. Our license is on display in the CDNS office off the Church office. The CDNS licensing records, including compliance report forms from the department and evaluation forms from the Health, Building and Fire Department that inspect the school are available upon request. The toll-free number for the Department of Job and Family Services is 1-877-302-2347. This number may be used to report a suspected violation by this school of Chapter 5102: 2-12 of the Administrative Code.

**Admission Policy:** There will be no discrimination in the registration of children due to race, color, religion, sex, or national origin. CDNS accepts children on a first come, first serve basis. Parents must complete and return a registration form with the registration fee of \$50.00, this fee is non-refundable. Children must be Toilet Trained, no pull-ups allowed due to our CDNS Board ruling 4-12-2010. We will also need a copy of the child's birth certificate.

**Health Records:** The State of Ohio requires that a Medical Statement signed by a physician be on file at school. This form expires 13 months after the date of the medical exam. If school is still in session, an enrolled child must have a new medical exam and new health form filled in and returned to the school.

**Custody Agreements:** In legal separation or divorced family situations, a copy of temporary/permanent custody papers must be in the child's file while attending Christian Day Nursery School.

<b>Tuition:</b> M-W-F 3 am	\$140.00/month	\$1260.00/year
T-T-F 3 am	\$140.00/month	\$1260.00/year
T-T 3 am	\$120.00/month	\$1080.00/year
M-T-W-Th 4	\$170.00/month	\$1530.00/year
PreK full day	\$370.00/month	\$3330.00/year
Optional Friday (mixed 4's and PreK)	\$50.00/ month	\$450/year

- Operation expenses require that parents maintain tuition payments. Tuition is based on the number of days in the school year, not the number of days per month.
- No refunds or tuition allowances will be made for vacation days, sick day, or school holiday - including emergency closings. A schedule will be provided in August during Parent Orientation. Reminders are placed on the monthly calendar.
- Any extenuating circumstances regarding the payment of tuition will be decided by the Nursery School Director.
- One-month notice is required if your child will be leaving the program. You are still responsible for the entire month's tuition whether your child is in attendance or not

**Payments**

- The yearly tuition is divided into 9 monthly payments.
- The first payment is due at the Parent Orientation Meeting along with \$30.00 supply fee.
- The last payment is due on May 1, 2025.

Make checks payable to "Christian Day Nursery School". Write your child's name in the memo column. Payments are to be made by check, credit card or money order, no cash.

We use Brightwheel and payment can be set up with a process fee.

**Tuition Assistance Fund**

Tuition assistance maybe available on a limited basis to families in need. These funds are distributed upon approval of the Christian Day Nursery School Board. Partial monthly tuition payment may be required of the family; amount of that payment will be determined by the Tuition Assistance Committee. Confidentiality assured.

Tuition assistance can be given for up to 2 months at a time with option to reapply as needed.

**Application are available in the Nursery School office.**

Christian Day Nursery School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

**Curriculum:** We are a play base program and believe children learn through their play. Our play has a purpose and follow the Early Learning and Development Standards set by the Ohio Department of Education to support the development of each individual child. The interest centers and group activities include worship, social skills, literacy, math, art, music, and motor skills.

**3-Year-Olds** child must be 3 yrs. old by October 1, 2024

MWF am (8:30-11:30 am)

TTF am (8:30-11:30 am)

TT am (8:30-11:30 am)

**4-Year-Olds**

MTWT am (8:30-11:30 am)

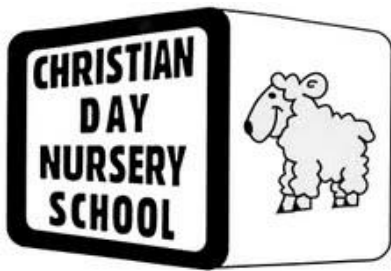
MTWT pm (12:00- 3:00 pm) MTWT Full Day (8:30am-3:00pm)

**PreK** child must be 5 by September 30

MTWT Full day (8:30 am to 3:00 pm)

**Roster:** Your child's name will be placed on the school roster when the enrollment form and \$50.00 enrollment fee is returned to the school. Please make checks payable to Christian Day Nursery School. If you have any further questions, please call the preschool office at 419-668-2856.

In His Service,  
Michelle Schaffer Director



CHRISTIAN DAY NURSERY SCHOOL  
243 BENEDICT AVE.  
NORWALK, OH 44857  
409-668-2856 ext.2  
christiandns1967@gmail.com

## ***ENROLLMENT 2024-25***

### **Student Information**

Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Circle one: male female

Name child is called: \_\_\_\_\_ Age child will be on first day of school: \_\_\_\_\_

Primary address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

### **Family Information**

Mother's name: \_\_\_\_\_

Address: \_\_\_\_\_

Mother's cell phone: \_\_\_\_\_ Mother's e-mail address: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Father's name: \_\_\_\_\_

Address: \_\_\_\_\_

Father's cell phone: \_\_\_\_\_ Father's e-mail address: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Siblings and ages: \_\_\_\_\_

St. Peter member Yes \_\_\_ No \_\_\_ Church Affiliation: \_\_\_\_\_

**Custody Agreements:** In legal separation or divorced family situations, a copy of temporary/permanent custody papers must be in the child's file while attending Christian Day Nursery School.

**Physical, emotional, or medical needs of the child (including allergies):** \_\_\_\_\_

**Preschools and/or Day Care child has attended:** \_\_\_\_\_

When \_\_\_\_\_

**School System and /or School child will attend:** \_\_\_\_\_

**Ethnic Category:**

Asian  American Indian  African American/Black  Caucasian  
 Hispanic  Multi-racial/Ethnic

Completion of this form conveys a request for admission to the Christian Day Nursery School for the program selected above. A \$50.00 non-refundable registration fee must accompany this form. Upon receipt of the forms and deposit of your registration fee, your child is registered. Based upon Christian Day Nursery School enrollment, Christian Day Nursery School reserves the right to cancel classes or adjust a child's classroom placement. If a class is canceled the school will refund all monies.

**Signature of parent/guardian:** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please list your 1<sup>st</sup> & 2<sup>nd</sup> choice)**

**3's**

MWF am\_\_ \$140.00 (8:30-11:30 am)      TTF am\_\_ \$140.00(8:30-11:30 am)  
TT am\_\_ \$120.00(8:30-11:30)

**4's**

MTWT am\_\_ \$170.00 (8:30-11:30 am)      MTWT pm\_\_ \$170.00 (12:00- 3:00 pm)  
MTWT Full Day\_\_ \$370.00 (8:30 am-3:00 pm)

**PreK child must be 5 by September 30**

MTWT Full day\_\_ \$370.00 (8:30am -3:00pm)

**Optional Friday** \_\_\_\_ \$50.00 (mixed 4's and Prek 8:30-11:30)

**Office use only:**

Date received \_\_\_\_\_  
Class \_\_\_\_\_  
Amt paid \_\_\_\_\_  
Confirm \_\_\_\_\_  
Birth Certificate \_\_\_\_\_  
Custody Agreement \_\_\_\_\_

# CHRISTIAN DAY NURSERY SCHOOL TRANSPORTATION FORM

I \_\_\_\_\_ (Parent/guardian name) give the following people permission to transport my child \_\_\_\_\_ (name) to/from Christian Day Nursery School during the 2024-2025 school year.

1. \_\_\_\_\_ Phone no. \_\_\_\_\_ Relationship \_\_\_\_\_

(Parents)

2. \_\_\_\_\_ Phone no. \_\_\_\_\_ Relationship \_\_\_\_\_

*(Emergency contact name from Pg.1 of Child Enrollment & Health Information form)*

3. \_\_\_\_\_ Phone no. \_\_\_\_\_ Relationship \_\_\_\_\_

*(Emergency contact name from Pg.1 of Child Enrollment & Health Information form)*

4. \_\_\_\_\_ Phone no. \_\_\_\_\_ Relationship \_\_\_\_\_

5. \_\_\_\_\_ Phone no. \_\_\_\_\_ Relationship \_\_\_\_\_

6. \_\_\_\_\_ Phone no. \_\_\_\_\_ Relationship \_\_\_\_\_

7. \_\_\_\_\_ Phone no. \_\_\_\_\_ Relationship \_\_\_\_\_

8. \_\_\_\_\_ Phone no. \_\_\_\_\_ Relationship \_\_\_\_\_

9. \_\_\_\_\_ Phone no. \_\_\_\_\_ Relationship \_\_\_\_\_

10. \_\_\_\_\_ Phone no. \_\_\_\_\_ Relationship \_\_\_\_\_

\_\_\_\_\_  
(Parent/guardian signature)

\_\_\_\_\_  
(Date of signature)

*CDNS will only release a child to those whose names that appear on this Transportation Form. You may revise this list with a new driver by sending in a signed and dated note with your child or fax a change in driver to the school, 419-663-8457. The teacher will ask your emergency driver for a picture I.D. before your child is released to him/her.*

• I give permission for my child to use all of the play equipment and to participate in all of the activities of CDNS. I give permission for my child to participate in any activities on the St. Peter property including class walks on the outside property, including the outdoor classroom. I release Christian Day Nursery School from all liability associated with any accident or injury occurring while my child is participating in any CDNS activity, especially where the hazard of such activity is apparent. Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

• I also give my permission for photographs that may be taken of my child while participating in CDNS programs to appear in newspapers, magazines, brochures, Facebook, website or other publicity materials. Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

• I would like my (our) name, my child's name, our address and phone number to be listed on the parent roster (to be given to parents only.) Yes \_\_\_\_\_ No \_\_\_\_\_

Names to be published \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

I have signed up for classes which begin in September and end in May. I understand that my child is expected to attend these classes for the entire year. I am responsible for tuition that is to be paid for by personal check, bank check or money order. I am aware that tuition is due on the 1st of each month. If school closes after the 1st of month due to COVID-19 there will be no tuition reimbursement and if closures continue after that month ½ tuition will be due and home packets will be supplied. I understand if a check does not clear I am responsible for both the tuition and the bank fee.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Childcare programs are required, per Ohio Administrative Code, to ensure that all administrators, employees, childcare staff, and children do not have a fever prior to arriving to school.

- The individual cannot return to the program until fever-free without the use of fever-reducing medication for at least 24 hours.
- If the individual has had known contact with someone confirmed or probable to have COVID-19, prior to returning to the program, he or she must complete isolation or quarantine procedures in coordination with their local health department.

Programs are also required to take several steps when a staff member or child enrolled in the program has tested positive for COVID-19. Programs must:

- Notify the Ohio Department of Job and Family Services (ODJFS) by the next business day in the Ohio Child Licensing and Quality System (OCLQS) as a serious incident.
- Notify the local health department by the next business day.
- Ensure that the person completes isolation or quarantine procedures for COVID-19 in coordination with the local health department.

I release Christian Day Nursery School from all liability if my child test positive for COVID-19. Yes\_\_\_\_\_ No\_\_\_\_\_

Signature of Parent or Guardian\_\_\_\_\_ Date\_\_\_\_\_