

# Open Door Nursery School

5681 Main Street • Williamsville, NY 14221 • (716) 633-1655  
www.williamsvilleumc.org

## Policies & Information

Open Door Nursery School, founded in 1970, is owned by the Williamsville United Methodist Church. We provide children with social, physical, and intellectual experiences. Open to all races and religions, we teach respect and recognition of the cultures and religions represented. The classes are guided by well qualified, experienced and nurturing teachers.

1. The school is operated on a non-profit basis by the church and Board of Directors with tuition covering the cost of salaries, supplies, equipment and WUMC's apportionment.
2. Limited class size assures individual attention. Field trips to nearby points of interest supplement the regular class program.
3. Registration is for the entire school year. Children may be withdrawn only with a doctor's certificate, if the family moves outside a reasonable travel distance, or on the recommendation of the school staff that it is for the benefit of the child or the classroom environment to do so.
4. An agreement form signed by the parent/guardian and a copy of the child's current immunization form signed by the family physician are required. **The completed immunization form must be returned to above address by September 1<sup>st</sup> of the upcoming school year.**
5. Written application for the **3 & 4 year old classes** must be accompanied by a **\$170 registration and placement fee**. The **Pre-K** class has a **\$305 registration and placement fee**. Placement fees will be applied to the first tuition installment due August 1<sup>st</sup>. If the first tuition installment is not received by August 15<sup>th</sup>, it will result in forfeiture of position within the class. **All registration and placement fees are non-refundable.** No refund will be made for absences.
6. Tuition payments are due on Aug. 1st, Nov. 1st, Feb. 1st and April 1st. An invoice will be sent to you approximately two weeks prior to the due date.
7. Any tuition payment over 14 days late will be subject to a \$15.00 late fee. Payment plans are possible – but are subject to Board approval.
8. If a tuition payment is 60 days past due, the registered child will be asked to leave Open Door until the past due account is made current.
9. If a child becomes ill during school, the parent or guardian will be asked to remove the child for his health and the health of the others.
10. The hours of classes are 9:00a.m. to 11:15 a.m. for the 3 year olds, 9:00a.m. to 11:30 a.m. for the 4 year olds and 9:00a.m. to 12:00 p.m. for the Pre-K class. Williamsville School District vacations, holidays, Superintendent's days and snow days will be observed. A calendar will be displayed by each teacher every month indicating any differences that exist in the ODNS calendar from that of the District's.
11. Individual parent-teacher conferences are held twice a year, and upon request.
12. **Children must be 3, 4, or 5 by December 1<sup>st</sup> in order to register for their respective classes.**

\* Please keep this page for future reference \*