



THE MEDICAL CENTER NURSERY SCHOOL

**60 Haven Avenue
New York, New York 10032**

Telephone: 212.304.7040

Facsimile: 212.544.4243

E-Mail: information@mcns.org

OFFICE

Dear Parent or Parents:

Thank you for your request for information about The Medical Center Nursery School, located at the Columbia University Medical Center. Enclosed you will find:

A Guideline Letter,

An Application,

A Brochure describing the school,

Tuition plans and schedules for the 2011 - 2012 academic year.

Priority for admission into the school's programs is given to children whose parents are affiliated with Columbia University, New York Presbyterian Hospital, the New York State Psychiatric Institute, or who are siblings. An Application Fee of \$ 50.00 (checks may be made out to MCNS) must accompany the submitted application.

Please note that submission of an application does not guarantee acceptance into the programs or session of choice. If you have any questions, please feel free to call the school office.

Sincerely yours,

Howard E. Johnson

Howard E. Johnson
Director

Linda Soleyn

Linda Soleyn
Assistant Director



THE MEDICAL CENTER NURSERY SCHOOL

60 Haven Avenue

New York, New York 10032

Telephone: 212.304.7040

Facsimile: 212.544.4243

E-Mail: information@mcns.org

OFFICE

Dear Applying Parent or Parents:

We at The Medical Center Nursery School (MCNS) understand that the choices of quality early childhood programs in northern Manhattan are limited. There are only two programs located at the Columbia University Medical Center to serve the large staff population. We realize that such a situation may cause concern about applying to early childhood schools. In order to provide you with guidance about the process, this letter is being included with the application material.

In completing the application form, please make certain that your child's birth date is accurate and that you indicate affiliation status. It also is important that you indicate on the second page of the application whether you are applying for a half day or a full day session. The Application Fee is \$50.00 (checks may be made out to MCNS) and should be included with the application when it is submitted.

Please note that the school accepts applications for children from 2 years through 5 years at the time of enrollment. We recommend that applications (for programs beginning in September of the following year) be submitted during the first week of September (but not before September 1st). Applications usually are processed on a "first come, first-served" basis; but preferences are given to those for children of families affiliated with Columbia University, New York Presbyterian Hospital, the New York State Psychiatric Institute or to those for siblings. It is important to remember that submitting an application does not guarantee admission into the school.

The second step in the application process is the school visit. The visits typically begin in November. The dates of the visits have no impact on acceptance; nor are they in any way formal interviews.

If you are interested in applying for tuition assistance/reduction, please check the appropriate box. You can download the financial aid application from the school's website or they can be mailed to you in early January 2012. They are due by February 3, 2012.

Please note that a child's placement in a class or program is the school's decision.

Notifications will be sent in early March of 2012. The parent reply date will be approximately ten business days later. Notification and reply dates conform to regulations set by the Independent Schools Admissions Association of Greater New York (ISAAGNY), of which the school is a member.

You may access the school's website at www.mcns.org for more information. If you have further questions, you are welcome to call the school office.

Thank you for your interest in the school. We look forward to your application.

Sincerely yours,

Howard E. Johnson

Howard E. Johnson
Director

Linda Soleyn

Linda Soleyn
Assistant Director & Admissions Coordinator



The Medical Center Nursery School

APPLICATION FOR ADMISSION

APPLICANT

CHILD'S NAME: _____ DATE OF BIRTH _____
(first) (middle) (last) (month) (day) (year)

ADDRESS: _____
(number and street) (apartment number) (city) (state) (zip code)

TELEPHONE: _(_____)_____

FEMALE

MALE

Child's previous school or group experience:

Name of school or program: _____

Hour per day or week: _____

Length of Attendance: _____

FAMILY

PARENT'S NAME: _____

PARENT'S NAME: _____

Address (if different from child's): _____

Address (if different from child's): _____

Telephone: _(_____)_____

Telephone: _(_____)_____

E-Mail: _____

E-Mail: _____

Title (if applicable): _____

Title (if applicable): _____

Employer: _____

Employer: _____

Business Address: _____

Business Address: _____

Business Telephone: _(_____)_____

Business Telephone: _(_____)_____

OTHER CHILDREN IN THE FAMILY (not including the applicant):

Name: _____ Birthdate: _____ School: _____

Name: _____ Birthdate: _____ School: _____

OTHER PERSONS LIVING IN THE HOUSEHOLD (not including the applicant and immediate family members listed above):

Name: _____ Relationship: _____

Name: _____ Relationship: _____

PLEASE CONTINUE ON THE OTHER SIDE.

COLUMBIA AFFILIATION

IS A PARENT A CURRENT COLUMBIA UNIVERSITY STUDENT?

YES NO

If yes, who? _____

IS A PARENT A CURRENT COLUMBIA UNIVERSITY STAFF MEMBER/EMPLOYEE?

YES NO

If yes, who and what is(are) the position(s)/title(s)? 1) _____

2) _____

PROGRAMS

PLEASE CHECK YOUR PREFERENCE OF PROGRAMS OFFERED:

ACADEMIC YEAR: Half Day Full Day

SUMMER: Half Day Full Day

Please note that, for the Academic Year, the school cannot offer a choice between morning or afternoon half day.

TUITION REDUCTION

DO YOU WISH TO APPLY FOR TUITION REDUCTION?

YES NO

Please note that completed Tuition Reduction Applications must be submitted by February 1st of the year prior to enrollment.

MISCELLANEOUS COMMENTS:

SIGNATURE: _____ **DATE:** _____

The Medical Center Nursery School admits students of any race, religion, ethnic background, or sex 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, religion, ethnic background, or sex in the administration of its educational policies, admissions policies, financial aid programs, and other programs administered by the school.

FOR OFFICE USE ONLY

Date received: _____ Fee received: _____ Date of school visit: _____



THE MEDICAL CENTER NURSERY SCHOOL

60 Haven Avenue

New York, New York 10032

Telephone: 212.304.7040

Facsimile: 212.544.4243

APPLICATION FOR FINANCIAL AID

(If you are applying for the 2012 - 2013 Academic Year, please submit this form by February 3, 2012.)

Name of Child: _____

Name of Parent (s): _____

Address: _____
(Street) (Apt. #) (City, State, & Zip Code)

Telephone: _____

Occupation and employer of parent:

Occupation: _____

Employer: _____

Address: _____
(Street) (City, State, & Zip Code)

Occupation and employer of parent:

Occupation: _____

Employer: _____

Address: _____
(Street) (City, State, & Zip Code)

Other dependent children:

	Name	Age	Current School	Tuition	Amt. of Aid
1)	_____	_____	_____	\$ _____	\$ _____
2)	_____	_____	_____	\$ _____	\$ _____
3)	_____	_____	_____	\$ _____	\$ _____

Please list other individuals to whom you contribute support.

	Name	Relationship	Form of Support	Annual Amount
1)	_____	_____	_____	\$ _____
2)	_____	_____	_____	\$ _____
3)	_____	_____	_____	\$ _____

Total gross income for family (**past and current calendar years and projected for next year**):

2011: Parent 1 \$ _____ Parent 2 \$ _____

2012: Parent 1 \$ _____ Parent 2 \$ _____

2013 (projected):

Parent 1 \$ _____ Parent 2 \$ _____

Please list other sources of income (i.e., child support, financial assistance from other family members, etc.) and amounts:

Source	Annual Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____

List unusual assets (property, etc.):

Yearly income from these assets: \$ _____

Yearly rent or mortgage payment: \$ _____

Household help (such as child care providers, etc.) and annual cost:

Description	Annual Cost
_____	\$ _____
_____	\$ _____

Do you own a car? _____

For what purpose: _____

Annual maintenance cost: \$ _____

List and provide amounts of unusual debts and liabilities:

Annual payment for these debts: \$ _____

Please explain any other unusual arrangements or obligations which affect your financial situation and include amount.

Please explain any temporary circumstances bearing on this application (i.e., medical or dental expenses not covered by insurance, etc.) and include annual amount.

Other comments:

Signature: _____

Date: _____

STAFF

A group teacher and two or three assistant teachers are assigned to each class with sixteen to twenty-four children. All faculty members meet the New York City licensing requirements for early childhood teachers. Music, movement, science, and storytelling specialists supplement the program. In addition to the director and assistant director, the staff includes an educational consultant, a consulting psychologist, a consulting occupational therapist, and two developmental pediatricians.

PARENTS

Parents are encouraged to be closely involved with the staff in matters concerning their children. Individual parent conferences are scheduled at the beginning, middle, and end of the year. All school and classroom events also are scheduled to provide social activities and general information about the school and the purpose and goals of each class. Parent workshops may be scheduled during the year. Parents should feel free to visit the school at any time it is open and to schedule a conference with a teacher or either of the directors when the need arises.

As a body, the parents provide the school invaluable support. The principal form is fund-raising, which helps the school provide staff development opportunities, specialists who work regularly with the children, and one-time enrichment events and activities. Parents also plan and organize family and parent social events.

ADMISSIONS

The school is open to children aged two years through five years. Parents must submit an application, preferably during the early fall of the year prior to enrollment eligibility. School visits for parents and child are scheduled between November and mid February. Children should be able to participate in the activities of a play-centered, developmental early childhood program. Each child must have a physical examination and required immunizations and a dental screening before the date of entrance.

The Medical Center Nursery School admits students of any race, religion, ethnic background, or sex 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, religion, ethnic background, or sex in the administration of its educational policies, admissions policies, financial aid programs, and other programs administered by the school.

TUITIONS

Information about tuitions is included in the application packet. A limited amount of tuition aid is made available each year, the application for which may be secured from the school office. It should be submitted by February 1 of the academic year prior to enrollment.

Administration and Consultants:

Director: Howard E. Johnson, M.A.

Assistant Director: Linda Soleyn, M.S.

Educational Consultant: Liege Motta, M.Ed.

Consulting Psychologist: Elizabeth W. Auricchio., Ph.D.

Consulting Pediatrician: Candace J. Erickson, M.D.

Consulting Pediatrician: Harriet McGurk, M.D.

Consulting Occupational Therapist: Lauren Robertson, M.S.

Supervisors, Child Psychiatry Fellows:

Elisabeth Guthrie, M.D.

Clarice Kestenbaum, M.D.

Board of Trustees:

Jay Dubner, President

Lauren Robertson, Vice-President

Prudence Fisher, Secretary

Mayra Marte-Miraz, Treasurer

Vicki Aspenberg

Yolanda Davidson

Candace J. Erickson

Howard E. Johnson (*ex officio*)

Joan S. Mohr

Susmita Pati

Renee Riley

Rachel Sherrow,

Marcella Wainwright

Frank S. Weiss (*ex officio*)



The Medical Center Nursery School

60 Haven Avenue
New York, NY 10032

Telephone: 212.304.7040 Website: www.mcns.org
Facsimile: 212.544.4243 E-mail: mcns@mcns.org

THE MEDICAL CENTER NURSERY SCHOOL



An Early Childhood School
affiliated with and supported by
Columbia University



GENERAL INFORMATION AND HISTORY

The Medical Center Nursery School is an independent, not-for-profit early childhood school located in the Washington Heights section of Manhattan. It provides half day and full day programs and serves both the medical center and the community at large.

The school is licensed by the Department of Health of the City of New York, registered with the State Education Department of the University of the State of New York, and accredited by the National Academy of Early Childhood Program Accreditation. It is a member of the following local organizations:

- ◆ Independent Schools Admissions Association of Greater New York (ISAAGNY)
- ◆ Parents League of New York, Inc.
- ◆ Educational Records Bureau (ERB)



The school opened in September, 1957 as a parent cooperative program. In March, 1963 the school was granted its charter by the Board of Regents for the Education Department of the University of the State of New York. In September, 1971, the school moved to its present facility in Bard-Haven Tower I at 60 Haven Avenue and currently enrolls more than seventy children.

Since 1978 the school has been a program in which the director and staff are responsible for the day-to-day operation of the school. The Board of Trustees is responsible for financial matters, major changes in both the physical and program structure of the school, and long-range planning.

PURPOSE

The purpose of The Medical Center Nursery School is to provide a secure, educational setting in which young children can participate in a wide range of learning activities, investigate a large number of developmentally-appropriate materials, and experiment with a variety of stimulating creative media outside their own home, with their peers, and with experienced and caring non-parental adults. Early childhood education is based upon a child's beginning to understand and appreciate himself and herself and interacting and communicating comfortably with others. The school philosophy is that these developments can

be encouraged most effectively in a warm, intimate environment in which young children play, interact, and learn with nurturing, well-trained, and experienced teachers. It also provides opportunities for adult observation of well, typically-developing children in group settings.

FACILITIES

The school has three spacious, air-conditioned classrooms, each of which has an expansive view of the Hudson River; an additional space for gross motor activities; a small library; and a kitchen. The Stephen L. Bennett Playground, on the terrace one floor above the school, is equipped with a dramatic and challenging climbing and play structure and includes Angela's Garden.



ACADEMIC YEAR PROGRAM

The Academic Year Program runs from early September through the third week in June. The following sessions are available:

- ◆ Morning Half Day (a thirty-six week program)
8:30 A.M. - 12:30 P.M.
- ◆ Afternoon Half Day (a thirty-six week program)
1:30 P.M. - 5:00 P.M.
- ◆ Full Day (a forty-one week program)
8:00 A.M. - 5:30 P.M.

SUMMER PROGRAM

The Summer Program runs from the end of June through the end of August. Both full day and morning half day sessions are available. Enrollment is by the week; tuition is due only for the week or weeks a child actually is in attendance.

CURRICULUM

The curriculum utilizes materials and methods as they best suit young children's needs and interests. The school begins with each child's need to be appreciated and accepted and to appreciate and accept herself or himself. Children participate in a variety of individual and group activities. Strong emphasis is placed upon exploration and discovery and development of personal satisfaction, independence, motivation, and self-management skills. In addition, focus is made on each child's relationships with his or her peers and with teaching adults and on appreciating cultural diversity. Intellectual growth is fostered by materials and activities which help to develop early conceptualization in such areas as science and math; by encouraging the development of language and communication skills; and by initiating basic reading-readiness skills. The curriculum naturally includes many activities which allow the children self-expression and help develop creativity. It also includes activities which foster the development of appropriate manipulative and gross motor skills. The school's goal, in short, is to help each youngster grow in self-awareness, in self-acceptance, in awareness of and respect for others, in curiosity about the world around her or him, and in readiness for future learning experiences.

THE MEDICAL CENTER NURSERY SCHOOL

TUITION INFORMATION AND PAYMENT PLANS

MORNING HALF DAY SESSION

Academic Year - 2011 - 2012

September 12, 2011 - June 15, 2012

Total of 36 weeks

8:30 A.M. - 12:30 P.M. five days per week

FIRST INSTALLMENT:

\$ 3,980.00 for Payment Option 1,
2,006.00 for Payment Option 2,
1,348.00 for Payment Option 3
1,020.00 for Payment Option 4,

due when the signed Contract is submitted. Please note that this payment is part of the total tuition.

TUITION PAYMENT OPTIONS:

- 1) 3 payments (Please note that if payments are not made within a month of due date, a late payment fee may be charged and Plan #4 may be substituted.)

\$ 11,940.00 total per academic year

- 2) 6 payments (Please note that if payments are not made within a month of due date, a late payment fee may be charged and Plan #4 may be substituted.)

\$ 12,036.00 total per academic year

- 3) 9 payments

\$ 12,132.00 total per academic year

- 4) 12 payments

\$ 12,240.00 total per academic year

PAYMENT OPTION SCHEDULES ARE ON THE BACK OF THE PAGE.

PAYMENT OPTION SCHEDULES:

1)				
	March	10, 2011	-	\$ 3,980.00
	June	6, 2011	-	3,980.00
	November	7, 2011	-	3,980.00

TOTAL TUITION, OPTION 1 \$11,940.00

2)				
	March	10, 2011	-	\$ 2,006.00
	May	2, 2011	-	2,006.00
	July	4, 2011	-	2,006.00
	September	5, 2011	-	2,006.00
	November	7, 2011	-	2,006.00
	January	2, 2012	-	2,006.00

TOTAL TUITION, OPTION 2 \$12,036.00

3)				
	March	10, 2011	-	\$ 1,348.00
	April	4, 2011	-	1,348.00
	May	2, 2011	-	1,348.00
	June	6, 2011	-	1,348.00
	September	5, 2011	-	1,348.00
	October	3, 2011	-	1,348.00
	November	7, 2011	-	1,348.00
	December	5, 2011	-	1,348.00
	January	2, 2012	-	1,348.00

TOTAL TUITION, OPTION 3 \$12,132.00

4)				
	March	10, 2011	-	\$ 1,020.00
	April	4, 2011	-	1,020.00
	May	2, 2011	-	1,020.00
	June	6, 2011	-	1,020.00
	July	4, 2011	-	1,020.00
	August	1, 2011	-	1,020.00
	September	5, 2011	-	1,020.00
	October	3, 2011	-	1,020.00
	November	7, 2011	-	1,020.00
	December	5, 2011	-	1,020.00
	January	2, 2012	-	1,020.00
	February	6, 2012	-	1,020.00

TOTAL TUITION, OPTION 4 \$12,240.00

THE MEDICAL CENTER NURSERY SCHOOL

TUITION INFORMATION AND PAYMENT PLANS

FULL DAY SESSION

Academic Year – 2011 - 2012

September 12, 2011 - June 22, 2012

Total of 41 weeks

8:00 A.M. - 5:30 P.M. five days per week

FIRST INSTALLMENT:

\$ 7,364.00 for Payment Option 1,
3,690.00 for Payment Option 2,
2,476.00 for Payment Option 3,
1,866.00 for Payment Option 4,

due when the signed Contract is submitted. Please note that this payment is part of the total tuition.

TUITION PAYMENT OPTIONS:

- 1) 3 payments (Please note that if payments are not made within a month of due date, a late payment fee may be charged and Plan #3 may be substituted.)

\$ 22,092.00 total per academic year

- 2) 6 payments (Please note that if payments are not made within a month of due date, a late payment fee may be charged and Plan #3 may be substituted.)

\$ 22,188.00 total per academic year

- 3) 9 payments

\$ 22,284.00 total per academic year

- 4) 12 payments

\$ 22,392.00 total per academic year

PAYMENT OPTION SCHEDULES ARE ON THE BACK OF THE PAGE.

PAYMENT OPTION SCHEDULES:

1)				
	March	10, 2011	-	\$ 7,364.00
	June	6, 2011	-	7,364.00
	November	7, 2011	-	7,364.00
				=====
	TOTAL TUITION, OPTION 1			\$22,092.00
2)				
	March	10, 2011	-	\$ 3,690.00
	May	2, 2011	-	3,690.00
	July	4, 2011	-	3,690.00
	September	5, 2011	-	3,690.00
	November	7, 2011	-	3,690.00
	January	2, 2012	-	3,690.00
				=====
	TOTAL TUITION, OPTION 2			\$22,188.00
3)				
	March	10, 2011	-	\$ 2,476.00
	April	4, 2011	-	2,476.00
	May	2, 2011	-	2,476.00
	June	6, 2011	-	2,476.00
	September	5, 2011	-	2,476.00
	October	3, 2011	-	2,476.00
	November	7, 2011	-	2,476.00
	December	5, 2011	-	2,476.00
	January	2, 2012	-	2,476.00
				=====
	TOTAL TUITION, OPTION 3			\$22,284.00
4)				
	March	10, 2011	-	\$ 1,866.00
	April	4, 2011	-	1,866.00
	May	2, 2011	-	1,866.00
	June	6, 2011	-	1,866.00
	July	4, 2011	-	1,866.00
	August	1, 2011	-	1,866.00
	September	5, 2011	-	1,866.00
	October	3, 2011	-	1,866.00
	November	7, 2011	-	1,866.00
	December	5, 2011	-	1,866.00
	January	2, 2012	-	1,866.00
	February	6, 2012	-	1,866.00
				=====
	TOTAL TUITION, OPTION 4			\$22,392.00

THE MEDICAL CENTER NURSERY SCHOOL

TUITION INFORMATION AND PAYMENT PLANS

AFTERNOON HALF DAY SESSION

Academic Year – 2011 - 2012

September 12, 2011 - June 15, 2012

Total of 36 weeks

1:30 P.M. - 5:00 P.M. five days per week

FIRST INSTALLMENT:

\$ 1,856.00 for Payment Option 1,

1,248.00 for Payment Option 2,

945.00 for Payment Option 3,

due when the signed Contract is submitted. Please note that this payment is part of the total tuition.

TUITION PAYMENT OPTIONS:

- 1) 6 payments (Please note that if payments are not made within a month of due date, a late payment fee may be charged and Plan #3 may be substituted.)

\$ 11,136.00 total per academic year

- 2) 9 payments (Please note that if payments are not made within a month of due date, a late payment fee may be charged and Plan #3 may be substituted.)

\$ 11,232.00 total per academic year

- 3) 12 payments

\$ 11,340.00 total per academic year

PAYMENT OPTION SCHEDULES ARE ON THE BACK OF THE PAGE.

PAYMENT OPTION SCHEDULES:

1)

March	10, 2011	-	\$ 1,856.00
May	2, 2011	-	1,856.00
July	4, 2011	-	1,856.00
September	5, 2011	-	1,856.00
November	7, 2011	-	1,856.00
January	2, 2012	-	1,856.00
			=====
TOTAL TUITION, OPTION 1			\$11,136.00

2)

March	10, 2011	-	\$ 1,248.00
April	4, 2011	-	1,248.00
May	2, 2011	-	1,248.00
June	6, 2011	-	1,248.00
September	5, 2011	-	1,248.00
October	3, 2011	-	1,248.00
November	7, 2011	-	1,248.00
December	5, 2011	-	1,248.00
January	2, 2012	-	1,248.00
			=====
TOTAL TUITION, OPTION 2			\$11,232.00

3)

March	10, 2011	-	\$ 945.00
April	4, 2011	-	945.00
May	2, 2011	-	945.00
June	6, 2011	-	945.00
July	4, 2011	-	945.00
August	1, 2011	-	945.00
September	5, 2011	-	945.00
October	3, 2011	-	945.00
November	7, 2011	-	945.00
December	5, 2011	-	945.00
January	2, 2012	-	945.00
February	6, 2012	-	945.00
			=====
TOTAL TUITION, OPTION 3			\$11,340.00