

General Instructions

Please use blue or black ink on all forms!!

1. By **June 1, 2011**, bring the following items to the LCNS office (or mail to LCNS, PO Box 13, Libertyville, IL 60048).
 - Contract (blue form)
 - Balance of May 2012 Tuition (see chart on blue Contract form)

2. By **July 15, 2011**, mail the following to the appropriate Admissions Coordinator.
 - If you have not already presented a Certified Birth Record please send one at this time.
 - Child Physical (white form) if applicable.
 - Please note: New students require a recent physical. Physicals are valid for 2 years.
 - Please help the Admissions Coordinators by double checking the following on your child's physical form:
 - Have **you** completely filled out the personal information and signed the health history section?
 - Has your physician or representative signed and dated **both** sections of the form?
 - Is there a TB test with results or has the doctor indicated it is not necessary on this form?
 - Is there a lead assessment or screening on this form?
 - *Please do not assume that your physician has completed the form to licensing standards. If your form is NOT complete, please contact your doctor prior to July 15th.**
 - Adult Medical Report (green form) and TB test.
 - Please note: A medical report is valid for 2 years. If you have a child currently enrolled at LCNS, your TB test is still valid.
 - Please make sure your doctor has signed and dated the green form and a TB examiner has initialed the results.
 - Teacher Reference Form (2 page ivory form)

Please note: If you need additional forms they may be obtained from our website, www.libertyvilleco-op.com

3. In **early August**, you will be receiving an informative newsletter regarding orientation. The newsletter will also be posted on the website. In the meantime, please see our welcome sheet for a general schedule for the start of the school year.

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LCNS Officers: **Please call between 9AM and 5PM**

- For questions regarding the Registration Forms please contact the **Admissions Coordinators:**

Admissions Coordinators	2-Year-Olds, Young 3's/ 3-Year-Olds	4-Year-Olds/Young 5 Kaleidoscope
Before June 1, 2011	Melissa Whitebread 447 Appley Libertyville, IL 60048 847-680-8001 mzilinski@hotmail.com	Christine Gaiden 613 Wrightwood Libertyville, IL 60048 847-367-3031 christinegaiden@mac.com
After June 1, 2011	Sarah Seiberlich 126 Brookhill Rd. Libertyville, IL 60048 847-573-1053 sarah.seiberlich@yahoo.com	Tricia Johnson 1524 Juliet Ln. Libertyville, IL 60048 847-549-0580 te.johnson@gmail.com

- For questions regarding placement or the change/waiting list please contact the **Registrars:**

Registrars	2-Year-Olds, Young 3's/ 3-Year-Olds	4-Year-Olds/Young 5 Kaleidoscope
2011-2012	Angela Keirn 847-680-6593 angelakeirn@gmail.com	Becky Lester 847-615-9103 becky.lester@gmail.com

- For questions concerning the Parent Helper schedule (i.e. need to request specific dates for child's birthday, need time for new baby or need to work around work schedules), please contact the VP.
Vice President

Arian Colton	847-837-8512	chrisarian@att.net
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- For any other questions, please contact the President.

President		
Christine Tropp	847-573-8827	cktropp01@yahoo.com