

## General Instructions

**Please use blue or black ink on all forms!!**

1. By **May 31, 2010**, bring the following items to the LCNS office (or mail to LCNS, PO Box 13, Libertyville, IL 60048).
  - Contract (blue form)
  - Balance of May 2010 Tuition (see chart on blue form)
  
2. By **July 15, 2010**, mail the following to the appropriate Admissions Coordinator.
  - 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 15<sup>th</sup>.**
  - 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)
  
3. In **early August**, you will be receiving an informative newsletter regarding orientation. In the meantime, please see our welcome sheet for a general schedule for the start of the school year.
  
4. LCNS Officers: **Please call between 9AM and 5PM**
  - For questions regarding the Registration Forms please contact the **Admissions Coordinators:**

<b>Admissions Coordinators</b>	Young 3's/ 3-Year-Olds	4-Year-Olds/Young 5 Specialty Classes
Before June 1, 2010	Christine Gaiden 613 Wrightwood Libertyville, IL 60048 847-367-3031 <a href="mailto:christinegaiden@mac.com">christinegaiden@mac.com</a>	Carrie Giordano 1121 Ashbury Ln Libertyville, IL 60048 847-984-2405 <a href="mailto:carriegio@yahoo.com">carriegio@yahoo.com</a>
After June 1, 2010	Melissa Whitebread 447 Appley Libertyville, IL 60048 847-680-8001 <a href="mailto:mzilinski@hotmail.com">mzilinski@hotmail.com</a>	Christine Gaiden 613 Wrightwood Libertyville, IL 60048 847-367-3031 <a href="mailto:christinegaiden@mac.com">christinegaiden@mac.com</a>

(over)

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

<b>Registrars</b>	Young 3's/3-Year-Olds	4-Year-Olds/Young 5 Specialty Classes
Before June 1, 2010	Vicki Foster 847-816-6155 avfoster@comcast.net	Christine Tropp 847-573-8827 cktropp01@yahoo.com
After June 1, 2010	Angela Keirn 847-680-6593 <a href="mailto:keirn4@sbcglobal.net">keirn4@sbcglobal.net</a>	Jenny Thomson 847-549-0327 <a href="mailto:ljthoms@sbcglobal.net">ljthoms@sbcglobal.net</a>

- 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**

Christine Tropp	847-573-8827	cktropp01@yahoo.com
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- For any other questions, please contact the President.

**President**

Aynsley Amidei	847-573-1009	<a href="mailto:aynsleyamidei@comcast.net">aynsleyamidei@comcast.net</a>
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