



## Belair Cooperative Nursery School

3120 Belair Drive, Bowie, Maryland 20715 (301)464-5782  
[www.belaircoop.org](http://www.belaircoop.org)

### **REGISTRATION FOR 2011-2012 SCHOOL YEAR**

Hello! We welcome any inquiries you have regarding our school. If you are interested in enrolling your child in our 3 or 4-year-old class for next September, please complete the forms in the enrollment packet and submit them along with a **non-refundable** registration fee of **\$55 for new families** or **\$40 for returning families**. In addition, the **May 2012 tuition payment** (\$105 for 3's class or \$125 for 4's class) must be paid along with the registration fee. We will enroll up to 15 students for each class. Openings will be filled on a first-come, first-serve basis.

If you have any questions, please contact me at 301-809-2882 or [chadren78@gmail.com](mailto:chadren78@gmail.com).

Thank You,

Chadren Aten  
Vice President of Membership

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**Membership Application for 2011-2012**

Date: \_\_\_\_\_

I. Name of Student: \_\_\_\_\_ Sex: M / F  
Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Family Email Address: \_\_\_\_\_

II. Father or Guardian: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Cell or Alt. Phone: \_\_\_\_\_  
Business Address: \_\_\_\_\_

III. Mother or Guardian: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Cell or Alt. Phone: \_\_\_\_\_  
Business Address: \_\_\_\_\_

IV. Student lives with: Parents \_\_\_\_\_ Relatives \_\_\_\_\_ Guardian \_\_\_\_\_  
Other (specify) \_\_\_\_\_  
Birthdates of siblings: \_\_\_\_\_

V. Are you a former Co-op Member? **Yes** or **No** If yes, what year(s)? \_\_\_\_\_

VI. How did you hear about the Co-op? Chesapeake Family Mag \_\_\_\_\_ Website \_\_\_\_\_  
Community Bulletin Board \_\_\_\_\_ Friend \_\_\_\_\_ Other (specify) \_\_\_\_\_

**Registration Fee:** A **non-refundable** registration fee of **\$40.00** for returning families or **\$55.00** for new families is required. In addition, the **May 2012 tuition payment** (\$105 for 3's class or \$125 for 4's class) must be paid along with the registration fee.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Class requested: \_\_\_\_\_ Child's Name: \_\_\_\_\_

**(This section is for use of the Belair Cooperative Nursery School)**

This acknowledges receipt of the registration fee of \_\_\_\_\_ to enroll the child named above for the Belair Cooperative Nursery School for the school year 2011 - 2012 in the program for \_\_\_\_\_ - year old children, two/three days per week.

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Student's Name: \_\_\_\_\_

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**2011-2012 MEMBER AGREEMENT**

In addition to all membership guidelines, I agree to uphold my assigned classroom duty and participate on my helping parent days. If I fail to do so, I understand that my child's enrollment may be terminated at the board's discretion.

I understand that the tuition is due the 1<sup>st</sup> business day of each month. I understand that if tuition is not received by the 10<sup>th</sup> of the month, a \$5 per day late fee will be charged for every business day until tuition is paid in full. I agree to pay all tuition and late fees due.

I am aware that there are 5 membership meetings throughout the school year. I understand that I am required to attend the August orientation meeting, the May meeting and at least two of the other three membership meetings. I agree to complete my family's one weekend clean-up and attend one of the three large group clean-ups. I also agree to return my completed job folder at the end of the year. If I fail to do so, I will be assessed a \$50.00 fee. This \$50.00 fee will be added to September's tuition and refunded in May if all requirements are met. Members are required to arrive within the first 15 minutes of the meetings in order for that meeting to count for full attendance. Requests for exceptions must be submitted in writing and subject to approval of the Executive Board of Directors.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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### **2011-2012 Conditions of Enrollment**

**Registration Fee:** At the time of registration, payment of a non-refundable registration fee and May 2010 tuition is due. The registration fee is \$40 for returning families and \$55 for new families. Tuition is \$105 for the 3-year-old class and \$125 for the 4-year-old class. Tuition may be refunded if the student is withdrawn and there is a replacement for the student.

**Eligibility:** To be eligible for admission for a particular class, a child must reach the age for that class by **September 1st** of the school year during which the child is enrolled (exceptions can be made for siblings of current members). The child must be toilet-trained. Current members and associate members are given priority in enrollment.

**Tuition:** Tuition is due in accordance with the Tuition Payment Schedule. The monthly tuition is \$105 for the 3-year-old class and \$125 for the 4-year-old class and is due the 1<sup>st</sup> business day of each month. If tuition is not received by the 10<sup>th</sup> of the month, a \$5 per day late fee will be charged for every business day until tuition is paid in full. If the 10<sup>th</sup> of a month falls on a weekend or holiday, tuition must be received by the first open school day following the weekend or holiday to avoid a late fee. The late fees may be waived at the discretion of the Executive Board of Directors if special circumstances are brought to its attention. If there is a continual problem with late tuition payments, the child concerned may be asked not to return to school until tuition and late payment fees are paid. If the issue is not resolved in a timely manner, the child may be dropped from the roll. Notice will be given before such action is taken. For each check returned to the Treasurer, there is a \$25 fee. Tuition paid for one month is not applicable to tuition paid for any other month. Two weeks written notice of withdrawal of any student from the school is required, and the parents are responsible for the tuition two weeks after written notice.

**Membership Fee:** A \$50 fee is collected with the September tuition. This fee will be refunded at the end of the school year if the family has met all of their co-op obligations. These obligations include:

- Attending the mandatory August and May membership meetings and missing no more than one of the other membership meetings.
- Completing your family's one weekend clean up, as well as attending one of the three large group clean ups.
- Returning your completed job folder at the end of the year.

**Health Certificates:** A doctor's certificate that the student is physically capable of participating in the program must be furnished before the child's first day of school. Forms will be provided. **The child will not be able to attend class if the necessary health forms have not been submitted. A health certificate is also required for the parent helper before participation in the classroom.**

I agree to abide by the By-laws of the Belair Cooperative Nursery School and to perform all duties outlined therein. I will obey the health and safety rules of the school and will attend all membership and special meetings.

In consideration of the use of the school facilities and instruction by my child, I hereby release the Belair Cooperative Nursery School from any and all liability for any and all injuries which my child may sustain as a result of his/her participation in the activities of the Belair Cooperative Nursery School.

I hereby give permission for my child to accompany his/her class on all trips and excursions, which are part of the planned curriculum of the school.

I hereby give permission for my name, address, telephone number and email address (if applicable) to be printed in a class list for SCHOOL USE ONLY.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Class requested: \_\_\_\_\_ Child's Name: \_\_\_\_\_

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## 2011-2012 JOB REQUEST FORM

Parent's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Class Requested: \_\_\_\_\_

Please indicate at least two positions **in which** you would be willing to serve during the school year. You will only be assigned one position per child enrolled.

### EXECUTIVE BOARD OF DIRECTORS

\_\_\_\_\_ **President:** Coordinates and directs the school, leads Executive Board and Membership meetings.

\_\_\_\_\_ **Vice President - Membership:** Maintains membership files making sure all necessary school/health forms are on file, handles all registration matters, and plans/organizes Open House.

\_\_\_\_\_ **Vice President - Job Coordinator:** Responsible for creating, assigning, and coordinating the membership jobs. Maintain job list and folders.

\_\_\_\_\_ **Secretary:** Records meeting minutes, maintains/updates Handbook and class rosters, posts reminders/notices at school, and creates monthly newsletter. (access to computer *required*)

\_\_\_\_\_ **Treasurer:** Creates/maintains budget, handles payroll, pays school bills, handles reimbursements for membership, and files taxes. (Strong accounting background *preferred*, access to computer *required*)

### COMMITTEE CHAIRPERSON

\_\_\_\_\_ **Aquarium:** Responsible for the care of the fish in the classroom including maintaining the fish tank and ensuring the fish are fed over holidays.

\_\_\_\_\_ **Arts and Crafts (3's & 4's):** Assists teacher with preparing class crafts and needed supplies.

\_\_\_\_\_ **Book Club:** Responsible for distributing book club fliers, compiling orders and distributing book orders.

\_\_\_\_\_ **Bulletin Board:** Responsible for decorating the classroom bulletin boards and one in the hallway. Coordinates with the teacher and uses the children's art work if possible.

\_\_\_\_\_ **Class Coordinator (3's & 4's):** Will schedule classroom participation for each member of that class on an evenly distributed rotating basis.

## 2011-2012 JOB REQUEST FORM Cont.

- \_\_\_\_\_ **Community Affairs:** Puts together a list of different activities and opportunities in the local area and submits the information monthly to the Bellringer. When possible, submits special happenings at the Co-op to the local newspaper.
- \_\_\_\_\_ **Equipment, Inventory and Supplies:** Purchases supplies and equipment for housekeeping and keeps the classroom stocked as the classroom and teacher needs. Maintains the School's Master Inventory List.
- \_\_\_\_\_ **Field trips (3's & 4's):** Arranges specific field trips as included in curriculum and coordinated with the teacher.
- \_\_\_\_\_ **Fundraiser (3's & 4's):** Presents fundraiser possibilities to the Executive Board of Directors and organizes and coordinates such fundraisers once approved.
- \_\_\_\_\_ **Housekeeping:** Schedules monthly participation for housekeeping; notifies the Equipment, Inventory & Supplies person of any needed housekeeping items.
- \_\_\_\_\_ **Librarian:** Works with teacher to select books from the public library to be used as part of the program; responsible for taking out & returning books. Maintains the master inventory list of classroom books.
- \_\_\_\_\_ **Pet Specialist:** Care for classroom pet (excluding the fish) which currently is a guinea pig. This entails maintaining a healthy food supply, coordinating its care during school breaks and regularly cleaning of its cage. A family with pet experience is preferred.
- \_\_\_\_\_ **Photographer (3's & 4's):** Takes pictures at all social and class functions as directed by the teacher and create a yearbook to give each student at school's end.
- \_\_\_\_\_ **Snack Coordinator:** Responsible for purchasing and maintaining an inventory of napkins, cups and nutritious snacks. Maintains a snack schedule that is posted on the cabinet. *Existing wholesale store account preferred.*
- \_\_\_\_\_ **Special Events Coordinator:** Coordinates any special school wide and classroom functions and posts sign-up sheets for the same (i.e., Family Nights, Holiday party, End of Year Picnic, etc.).
- \_\_\_\_\_ **Special Events Facilitator:** Works with the Special Events Coordinator and the teacher to determine which items are needed for a special event. Purchases any additional supplies needed for the event such as plates, juice, crafts etc.
- \_\_\_\_\_ **Teacher Assistant:** Aide the teacher as requested by the teacher. Tasks include, but are not limited to, photocopying materials and cutting.
- \_\_\_\_\_ **Website Coordinator:** Responsible for gathering information and photos for website placement, update of general information and descriptions of the Co-op, and regular monitoring of the website. (Computer access required)