



Belair Cooperative Nursery School

3120 Belair Drive, Bowie, Maryland 20715 (301)464-5782
www.belaircoop.org

PRE-REGISTRATION FOR 2012-2013 SCHOOL YEAR

Hello! If you are interested in pre-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 \$40. In addition, the May 2012 tuition payment (\$105 for 3's class or \$125 for 4's or 4/5's class or \$230 for the 5 day option) must be paid along with the registration fee. If you have a current 3s student, you may pay the May 2013 tuition payment this May, since you have already pre-paid your May 2012 tuition.

Open enrollment for the 3's class will begin on February 7th and for the 4's and 4/5's classes will begin on February 8th. Spaces may fill up fast, so be sure to get your forms and payment in before those dates to secure a place for your child. If you have any questions, please contact me at 619-675-2724 or via email at widicoj@hotmail.com.

Thank You,

Jessica Stroop
Vice President of Membership

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Pre - Registration Form for 2012-2013

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: _____

Registration Fee: The **non-refundable** registration fee of **\$40.00** for returning families is required at the time of registration.

Date: _____ Signature: _____

Class requested: _____ 5 day: Y N 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 on the registration form for the Belair Cooperative Nursery School for the school year 2012 - 2013 in the program for _____ - year old children, two/three days per week.

Received by: _____ Date: _____

Student's Name: _____

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2012-2013 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 1st business day of each month. I understand that if tuition is not received by the 10th 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 4 membership meetings throughout the school year. I understand that I am required to attend all 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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2012-2013 Conditions of Enrollment

Registration Fee: At the time of registration, payment of a non-refundable registration fee and May 2013 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 and 4/5-year-old class. Tuition is \$230 for the 5 day a week program. 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 and 4/5-year-old classes and \$230 for the 5 day option and is due the 1st business day of each month. If tuition is not received by the 10th of the month, a \$5 per day late fee will be charged for every business day until tuition is paid in full. If the 10th 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 all the mandatory 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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2012-2013 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.

_____ **Vice President – Social Events:** Oversees and assigns duties where necessary for all special events that concern the entire school (i.e. Holiday Party, Ice Cream Social, Movie Night, End of Year Picnic) and acts as a liaison between the Executive Board and the Graduation Committee.

_____ **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, 4/5's):** Will schedule classroom participation for each member of that class on an evenly distributed rotating basis.

_____ **Classroom Pet Specialist:** Responsible for care of the classroom pet including repairs and weekly cleaning of the pet's habitat. Ensures fresh food and water is consistently available, maintains a supply of appropriate food and materials and arranges for care of pet over breaks and/or summer break. A family with pet experience is preferred.

- _____ **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 & 4/5's):** Arranges specific field trips as included in curriculum and coordinated with the teacher.
- _____ **Fundraiser (3's, 4's & 4/5's):** Presents fundraiser possibilities to the Executive Board of Directors and organizes and coordinates such fundraisers once approved.
- _____ **Handy Family:** Checks furniture and toys in the classrooms, playground, rainy day room, and toy shed to ensure all equipment is safe for use. Provides minor maintenance and repairs when necessary.
- _____ **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.
- _____ **Photographer (3's, 4's & 4/5'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.
- _____ **Public Relations:** Takes pictures at all social and class functions and submits stories to local newspapers on a monthly basis.
- _____ **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.
- _____ **Social Coordinator:** Responsible for organizing classroom parties in collaboration with the Teachers. The Social Coordinator creates sign-up sheets for materials needed and advertises events around the classrooms and in the Bellringer.
- _____ **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)
- _____ **Yearbook:** Collects photos from the photographers and creates a yearbook to give each student at school's end.