



REGISTRATION FOR THE 2020-2021 SCHOOL YEAR

Thank you for your interest in BCNS! To enroll your child in our 3, 4, or 4/5 year-old class for September, please submit the completed forms included in this enrollment packet, along with a non-refundable registration fee of \$100 per child for new families or \$50 per child for returning families. In addition, the May 2020 tuition payment must be paid in advance, at time of registration. We will enroll up to 15 students for each class (10 in Enrichment). Admission to the school will be filled on a first-come, first-serve basis. Class rosters for the 4's and 4/5's classes will be determined predominately by age. Personal preference for a specific class will be considered, but not guaranteed. Enrollment into the Enrichment class is subject to approval by the teacher and executive board.

	Monthly Tuition Costs	Days and Hours	Lunch Bunch**
3's Class (Must turn 3 by Sept. 1st)	\$120	Tues./Thurs. 9am-12pm	2 nd and 4 th Thurs. of the month 12pm-130pm
4's Class	\$160	Mon./Wed./Fri. 9am-12pm	1 st and 3 rd Fri. of the month 12pm-130pm
4/5's Class	\$160	Mon./Wed./Fri. 9am-12pm	1 st and 3 rd Fri. of the month 12pm-130pm
Enrichment class (eligible 4 & 5 year old students only)	\$120 (5 day total- \$280)	Tues./Thurs. 9am-12pm	none

** Lunch Bunch starts in October and is an extra 1.5 hours (no extra cost) and students bring in their own packed lunch.

If you have any questions, please contact me at 443-306-1887 or info@belaircoop.org

Thank You,

Nicole Law
 BCNS Vice President-Membership

(Revised 7/2019)

Belair Cooperative Nursery School
3120 Belair Drive Bowie, MD 20715
301-464-5782
www.belaircoop.org

Registration Form for 2020-2021

Name of Student: _____ Sex: M/F
Date of Birth: _____
Address: _____
City: _____ State: _____ Zip Code: _____

Parent or Guardian: _____
Email Address: _____
Occupation: _____ Cell Phone: _____
Business Address: _____

Parent or Guardian: _____
Email Address: _____
Occupation: _____ Cell Phone: _____
Business Address: _____

Student lives with: _____ Parents _____ Relatives _____ Guardians _____
_____ Other (please specify) _____
Birthdates of younger siblings: _____

Payments due at time of registration:

-Registration Fee (non-refundable): \$50 for returning families, \$100 for new families
May 2021 Tuition: 3's-\$120 4's & 4/5's-\$160 Enrichment-\$120
May tuition is refundable **only if there is a replacement for the student, currently registered on the waitlist, to fill the vacancy.*

Parent/Guardian Signature: _____ Date: _____

Class Requested: (circle preference) 3's 4's* 4/5's* Enrichment**

*4's and 4/5's class will be determined primarily by age. Preference considered by not guaranteed.
** Enrichment enrollment subject to teacher/executive board approval, trial period may be required.

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

This acknowledges receipt of the registration fee of \$_____ and \$_____ May 2021 tuition to enroll the child names on the registration form for the school year 2020-2021, in the program for _____ class(es).
Funds paid by: _____ cash _____ PayPal _____ Check (# _____)
Received by: _____ Date: _____

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2020-2021 Member Agreement

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

I understand that the tuition is due the 1st 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 weekend cleaning duties 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 at minimum, a \$100.00 fee. A \$100.00 membership fee will be added to September's tuition and refunded in June if all requirements are met. Members are required to arrive within the first 15 minutes of the meetings and remain for the duration of the meeting 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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2020-2021 Conditions of Enrollment

Registration Fee and May Tuition: At the time of registration, payment of a non-refundable registration fee and May 2020 tuition is due. The registration fee is \$50 per child for returning families and \$100 per child for new families. Tuition is \$120 for the 3-year-old class, \$160 for the 4-year-old and 4/5-year-old classes and \$280 for the 5 day a week program. In the event of withdrawal, the pre-paid May tuition is refundable only if there is a replacement for the student, currently registered on the waitlist, to fill the vacancy.

Eligibility: To be eligible for admission to the 3's class, a child must reach the age of 3 by September 1st of the school year during which the child is enrolled (exceptions can be made for siblings of current members). To be eligible (but not guaranteed admission) for the 4's or 4/5's classes, a child must reach the age of 4 by October 15th of the school year during which the child is enrolled. The Enrichment class is open to eligible 4's & 4/5's students and returning students. Enrollment in the Enrichment Class may require a trial period and is subject to approval by the teacher and executive board. All BCNS students must be toilet-trained. Current and associate members are given priority in enrollment.

Tuition: The monthly tuition is \$120 for the 3-year-old class and Enrichment, \$160 for the 4-year-old and 4/5-year-old classes. Tuition is due the 1st 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. Students attending any days within a given month are required to pay full tuition for that month. Families intending to leave the co-op during the year are required to submit written notice to the Executive Board of Directors prior to the start of the month for which they no longer plan to attend.

Membership Fee: A \$100 fee, per student, 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:

- Parent participation regularly in the classroom and fulfilling assigned job duties.
- Attending all the mandatory membership meetings.
- Completing your family's weekend cleaning duties, 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 and fingerprinting is also required for the parent helper(s) 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: _____

Child's Name: _____ Class Requested: _____

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2020-2021 Executive Board Member Interest Form

Parent's Name: _____
Child's Name: _____ Returning or New Family: _____

If you are interested in serving on the Board of Directors next year, please mark below:

_____ **President:** Coordinates and directs the school, leads Executive Board and Membership meetings. *Returning families only.*

_____ **VP - Membership:** Maintains membership files making sure all necessary school/health/state forms are on file, handles all registration matters, gives tours to prospective new families and plans/organizes Open House. Access to computer *required*. *Returning families only.*

_____ **VP - Job Coordinator:** Responsible for creating, assigning, and coordinating the membership jobs. Maintain job list and folders.

_____ **VP – Social Events:** Oversees and assigns duties where necessary for all special events that concern the entire school (i.e. Holiday Party, Ice Cream Social, Family Night, End of Year Picnic, Graduation)

_____ **Secretary:** Records meeting minutes, maintains/updates Handbook and class rosters, posts reminders/notices at school, and creates weekly email newsletter. Access to computer *required*.

_____ **Treasurer:** Creates/maintains budget, handles payroll and tuition, pays school bills, handles reimbursements for membership, and files taxes. Strong accounting background *preferred*, access to computer *required*. *Returning families only.*

