



## **Admission Application and Agreement**

**As members of Woodside Nursery School, parents must accept certain responsibilities. Listed below are your obligations. Please carefully read all of the information below and contact the registrar with any questions.**

**1. Registration Fee:** Pay a \$50.00 fee to hold a spot for your child in any class at Woodside Nursery School, payable by cash, check, or via PayPal (PayPal invoice available upon request, will include a \$1.50 convenience fee). This is a non-refundable\* registration fee to hold your child's place at Woodside. ***This fee will not be applied toward tuition.***

*\*If you plan to apply for the Webster Central School District's UPK lottery and are selected, you may submit a copy of your acceptance letter to the Executive Board by May 1<sup>st</sup>, 2018 in order to receive a refund on your registration fee. You must, however, check the box below that indicates your intent to apply to the UPK Program in order to be eligible for the refund.*

- Will you be applying for UPK?    Yes \_\_\_\_\_    No \_\_\_\_\_

**2. Yearly Tuition:** Please carefully read through your financial obligations to Woodside Nursery School on the contract. Late fees may apply when tuition is not paid by the due date. Additional late fees will be charged for every 10 days after the tuition due date. Refunds are not considered unless special circumstances or hardship cases are confidentially presented to the Executive Board Members for exception, or a new child that you bring to the school is enrolled to replace your child. *Please note that Woodside is under no obligation to find or assist in finding a new child to replace your child.*

**3. Complete all forms:** You must complete and submit all necessary paperwork **PRIOR** to the start of school.

**4. Class Snack:** You must provide a snack for your child's class when assigned. (This is required regardless of co-op status. Please note, this is for Busy Bees and Pre-K families only.)

**5. Fundraising:** To raise the specified amount per family enrolled through fundraising, or to simply pay the specified amount to not participate in the designated fundraisers.

**6. Parent Participation Job** (if applicable): To participate your time to Woodside as either a Board Member or a Work Night family, which will result in lowering the monthly tuition due.

**7. Mandatory Co-op Training:** All family members who will be assisting in the classroom must complete this training session, further information will be provided closer to the start of class in September.

**8. Scheduling to Co-Op:** To be scheduled by the class scheduler to assist in the classroom (*scheduling frequency will be determined by the selected tuition rate*). Once the schedule has been posted, if you are unable to work on a scheduled day **you are responsible for finding a substitute** - it is not the responsibility of the class scheduler once the schedule has been posted. Please remember that school cannot be held without the appropriate number of adults to supervise. You will be given advance notice each month to let the scheduler know of dates that are conflicts for you. The scheduler will make every attempt to accommodate your request. (Please note, this is for Busy Bees and Pre-K co-op families only.)

**9. Co-op Responsibility:** To be punctual on all assigned co-op days; **you must arrive 15 minutes** prior to the start of class unless otherwise stated by the teacher.

**10. Any Co-Op Adult** must complete and pass a background check. Failure to pass will result in revoking co-op and could result in higher tuition if no other co-op adult has passed.

***I/We have read, understand and agree to these obligations.***

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*Please submit this application to the School Coordinator, Jill Jones, along with the **non-refundable registration fee** per child, checks made payable to Woodside Nursery School.*

## Application for 2018-2019 School Year

Child's Name: \_\_\_\_\_ M/F: \_\_\_\_\_ Birthdate: \* \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Parent's Names: \_\_\_\_\_ Cell #: \_\_\_\_\_

\_\_\_\_\_ Cell #: \_\_\_\_\_

Caregiver's Name (If applicable): \_\_\_\_\_ Caregiver's Phone #: \_\_\_\_\_

Parent's Email Address(es): \_\_\_\_\_

*\*Child must be age 2 by August 1<sup>st</sup>, 2018 to be eligible for the Lil' Explorers class; child must be age 3 by November 1<sup>st</sup>, 2018 to be eligible for the Busy Bees class; child must be age 4 by December 1<sup>st</sup>, 2018 to be eligible for the Pre-K class.*

**Are you a return family to Woodside Nursery School?**     Yes     No

How did you hear about Woodside? \_\_\_\_\_

**Requested Session:** Please check the appropriate box(s)

<b>Pre-K Class:</b> (Mon/Wed/Thurs, optional day Tues) Class time 9:15-12:15	<b>Mon/Wed/Thurs            Non Co-Op</b> <input type="checkbox"/>	<b>Mon/Wed/Thurs            1 Co-Op/Month</b> <input type="checkbox"/>	<b>Mon/Wed/Thurs            2 Co-Ops/Month</b> <input type="checkbox"/>	<b>Add Optional Day**            Tuesday            (no co-op for parents on            this day)</b> <input type="checkbox"/>
<b>Busy Bees Class:</b> (Tues/Fri, optional day Wed) Class time 9:15-11:45	<b>Tues/Fri            Non Co-Op</b> <input type="checkbox"/>	<b>Tues/Fri            1 Co-Op/Month</b> <input type="checkbox"/>	<b>Add Optional Day**            Wednesday            (no co-op for parents on            this day)</b> <input type="checkbox"/>	
<b>Lil' Explorers Class:</b> (Mon/Thurs) Class Time: 9:15-11:00	<b>Monday/            Thursday            Non Co-Op</b> <input type="checkbox"/>	<b>Monday/Thursday            1 Co-Op Month</b> <input type="checkbox"/>		

**\*\* Optional Day for Busy Bees & Pre-K class will focus on STEM (Science, Technology, Engineering, Math). The optional day does not require a parent to co-op, classroom aides only. Cap of 10 children per optional day, if you are considering this option please sign up early!**

**Tuition Rates:** Monthly, due in 10 monthly installments \*\*\*

**Please Circle Your Tuition below!**

Program	Days	Cost/Month (Non Co-Op)	Cost/Month (1 Co-Op)	Cost/Month (2 Co-Ops)
Pre-K (4 days)	M/Tu/W/Th	\$270	\$255	\$240
Pre-K (3 days)	M/W/Th	\$210	\$195	\$180
Busy Bees (3 days)	Tu/W/F	\$195	\$180	-
Busy Bees (2 days)	Tu/F	\$145	\$130	-
Lil' Explorers (2 days)	M/Th	\$120	\$110	-

\*\*\* Subtract \$25 or \$15 from the monthly rate listed above if you hold a Parent Participation Job mentioned on the next page

\*\*\* A 5% discount is given for a lump sum, full-year tuition payment made on or before July 1<sup>st</sup>, 2018

\*\*\* A 5% discount will be applied to the lesser of the two tuitions if you have multiple children enrolled at Woodside

**Parent Participation Jobs: (Please check your preference)**

Board Member (please list one or two of your desired positions, jobs are first come first serve and based on availability):

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Work Night Family

I am not able or interested in holding a job

**Descriptions of Jobs - the following jobs are a discount of \$250 off per year (or \$25 off monthly):**

1. **Chairperson** – on the Executive Board, required to attend monthly board meetings, helps to open and close the school in August & June, assist the School Coordinator with coordinating and sanction activities of the school, act as a church liaison, update registration paperwork, decide on class structure for the following school year, encourage school work spirit and general enthusiasm, may occasionally give tours of the school. Please note, must be an active co-op parent who takes great interest in the well-being of the school, students, and teachers. Average time commitment per month is approximately 8-10 hours.
2. **Vice Chair** – on the Executive Board, required to attend monthly board meetings, helps to open and close the school in August & June, assist in setup of orientation folders prior to the start of school, act as the liaison between the teacher and parents in your child’s class throughout the school year, collection of money for field trips, coordinate holiday and end of year gifts for the teachers/aides, and perform clerk duties such as cutting templates and patterns for class projects (as requested by teachers). **Please note, there is a Vice Chair for the Lil' Explorers, Busy Bees, and Pre-K classes (3 positions)**, this parent must be an active co-op parent in the class in order to hold this position, you will need to keep in close contact with the teacher! Average time commitment per month is approximately 5-8 hours.
3. **Secretary** – on the Executive Board, required to attend monthly board meetings, helps to open and close the school in August & June, will take detailed meeting minutes at the monthly board meetings and distribute them via email to all parents and employees of the school, collect and pass out Scholastic Book order forms to all parents each month, collect any cash orders for Scholastic and submit the orders online for the school. Please note, this position requires a detail-oriented parent. Average time commitment per month is approximately 5-8 hours.
4. **Health Chair** – on the Executive Board, required to attend monthly board meetings, helps to open and close the school in August & June, collects all health forms that are required to be turned in by parents prior to school starting (immunization records, etc), will work closely with the School Coordinator to collect and submit health reports to NYS, will perform a minor background check of any family members who plan to co-op in the classroom, and make homemade Play-Doh each month for each class (recipe and cream of tarter provided by the school). Average time commitment per month is approximately 5-8 hours.
5. **Class Scheduler** – on the Executive Board, required to attend monthly board meetings, helps to open and close the school in August & June, will reach out to all parents via phone or email at the start of the school year for availability in September, send out a monthly email to parents for availability, prepare and distribute the co-op classroom schedule each month via hard copy into backpacks and email to parents. **Please note, there is a scheduler for the Busy Bees and Pre-K classes (2 positions)**. This parent must have high organizational skills, as you must keep track of many emails coming in from parents each month to collect their availability. Average time commitment per month is approximately 3-5 hours.
6. **Work Night Coordinator** - on the Administrative Board, not required to attend monthly board meetings, helps to open and close the school in August & June, must attend all 9 Work Night cleaning's of all Woodside classrooms, typically the first Wednesday of each month running October-June, will work together to complete a specific cleaning checklist each month. Responsible for checking that scheduled families attended and creating the monthly schedule of families. Average time commitment per month is approximately 3-5 hours.

(Continued on the back)

**Descriptions of Jobs - the following jobs are a discount of \$150 off per year (or \$15 off monthly):**

1. **Fundraising Chair** – on the Administrative Board, not required to attend monthly board meetings but may be asked to attend occasionally, helps to open and close the school in August & June, work with the School Coordinator to identify fundraising ideas and events, review past year's fundraising items to determine what ones were successful, distribute fundraising updates via email twice a year to parents, distribute final amount due for any remaining balance to parents. Any prior fundraising experience is a plus, average time commitment per month is approximately 3-5 hours.
3. **Events Coordinator** – on the Administrative Board, not required to attend monthly board meetings but may be asked to attend occasionally, helps to open and close the school in August & June, will help to plan Woodside's events centered around family and community (typically 3 per year – events may change from year to year, in the past we have held a Fall Harvest, Valentine's Dance Party, Ice Cream Social, etc.), create and distribute flyers announcing the event, collection of money for the event, purchasing items for the event (will be reimbursed by the school), and finding volunteers to help run the event. Average time commitment per event is approximately 3-5 hours.
4. **Special Projects Team** – on the Administrative Board, not required to attend monthly board meetings, helps to open and close the school in August & June, will complete small projects that come up throughout the year - such as installing curtain rods, hanging blinds, small painting projects, staining or sanding the playground equipment, repairing any items broken at the school, etc. This position is ideal for the handyman or handywoman who enjoys small project work on a weekend or time that they are available. The teacher would communicate when a project comes up that needs to be completed, occasionally throughout the year. The commitment per month will vary, depending on projects that come up. **There are two (2) of these positions available.**
5. **Work Night Family** – must attend 5-6 work night cleaning's of all Woodside classrooms, typically the first Wednesday of each month running October-June, will work together to complete a specific cleaning checklist each month. This commitment is typically around 1.5 hours each month that you are assigned. **There are ten (10) of these positions available.**