



## Admission Application and Agreement

Student Name: \_\_\_\_\_

Class: \_\_\_\_\_

**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 \$75.00 fee to hold a spot for your child at Woodside Nursery School, payable by cash, check, or via PayPal (PayPal invoice available upon request, will include a \$3.00 convenience fee). This is a non-refundable\* registration fee to hold your child's place at Woodside.

*\*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>, 2021 in order to receive a partial refund of \$50 of 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. Any acceptance after May 1<sup>st</sup> will not be eligible for a 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. (You will receive a contract packet of paperwork in May/June).

4. **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.

5. **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.

6. **Co-op Participation** (if applicable):

- **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.
- **Scheduling to Co-Op:** To be scheduled by the co-op 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.
- **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.
- **Background Check:** 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, along with the **non-refundable registration fee** per child, checks should be made payable to Woodside Nursery School.*

## Application for 2021-2022 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 3 by November 1<sup>st</sup>, 2021 to be eligible for the Busy Bees class; child must be age 4 by December 1<sup>st</sup>, 2021 to be eligible for the Pre-K class. Request for an exception of age may be requested.*

**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).  
(Co-op is working in the classroom, while Parent Jobs are obligations outside of classroom time.)

<b>Pre-K Class:</b> (Mon/Wed/Thurs, optional day Tues) Class time 9:00am-12:00 pm Or *1:00-4:00pm based on availability	<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 STEM Day** Tuesday</b> (no co-op for parents on this day)  <input type="checkbox"/>
<b>Busy Bees Class:</b> (Tues/Fri, optional day Wed) Class time 9:00-11:45 am Or *1:00-3:45 pm based on availability	<b>Tues/Fri Non Co-Op</b>  <input type="checkbox"/>	<b>Tues/Fri 1 Co-Op/Month</b>  <input type="checkbox"/>	<b>Add Optional STEM Day** Wednesday</b> (no co-op for parents on this day)  <input type="checkbox"/>	

**Select your first choice class time if afternoon class is offered** \_\_\_\_\_

*\*Afternoon class option is based on availability and interest*

*\*\* Optional Day class will focus on STEM (Science, Technology, Engineering, Math). The optional day does not require a parent to co-op, classroom aides only. Limited spots available 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	\$303	\$278	\$263
Pre-K (3 days)	M/W/Th	\$238	\$215	\$200
Busy Bees (3 days)	Tu/W/F	\$222	\$200	-
Busy Bees (2 days)	Tu/F	\$168	\$147	-

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

\*\*\* A 2% discount is given for a lump sum, full-year tuition payment made on or before June 15, 2021

\*\*\* A 2% 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):

---

---

Work Night Family (Based on availability)

I am not able or interested in holding a job

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

**\*\*All Executive Boards members are required to attend monthly board meetings, help to open and close the school in August & June\*\***

1. **Chairperson** – Leads the Executive Board, manage's board meetings, responsible for the school operations assist the board and School Coordinator. Average time commitment per month is approximately 8-10 hours.
2. **Vice Chair** – Act as the liaison between the teacher and parents in your child's class throughout the school year. **Please note, there is a Vice Chair for the Busy Bees, and Pre-K classes (2 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/Scheduler** – Takes detailed meeting minutes at the monthly board meetings and distribute them via email. Create monthly coop schedule. Average time commitment per month is approximately 5-8 hours.
4. **Events Coordinator** – Will help to plan Woodside's events centered around family and community (typically 3 per year). Average time commitment per event is approximately 5-8 hours.
5. **Fundraising Chair** – Work with the Executive Board to identify fundraiser products and distribute to families. Any prior fundraising experience is a plus, average time commitment per month is approximately 5-8 hours
6. **Marketing/Social Media Chair** – Responsible for maintaining our social media platforms and marketing school events and advertising. Average time commitment per month is approximately 5-8 hour

**Work Night Coordinator** - on the Executive Board but not required to attend monthly board meetings, as you 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. Average time commitment per month is approximately 3-5 hours. **This role is based on availability.**

**Description of Job - the following job is a discount of \$150 off per year (or \$15 off monthly):**

**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. **This role is based on availability.**