

***Admission Application and Agreement***

***We are very excited that you and your child are considering joining us for the beginning of their educational journey. The goal of Woodside Nursery School is to create a caring, accepting, and structured environment in which each child can develop independence and self-confidence. Our students are encouraged to follow their own interests, as well as explore new activities within the choices given in the class.***

***As members of Woodside Nursery School, parents must accept certain responsibilities. Listed below are your obligations. Please carefully read all the information below and contact our school coordinator with any questions at*** ***coordinator@woodsidenurseryschool.com******.***

1. **Registration Fee**: To hold a spot at Woodside, we require a $75.00 registration fee, payable by cash, check, or Venmo at the time of registration. This is a non-refundable registration fee to hold your child’s place at Woodside.

* 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. 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**: Fundraising is critical to our ability to keep tuition costs down. All students must raise $150 via the school sponsored fundraising. Families can also choose to simply pay the $150 to fulfil the obligation.

5. **Co-op Participation** (if applicable): We encourage you to be a Co-op! It is a unique perspective into your child’s first educational experience. If you decide that Co-oping in your child’s classroom is the right fit for your family, please note:

* **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**: Our Co-op schedule is distributed monthly and your conflicts will be requested prior to distribution. The scheduler will make every attempt to accommodate your request. 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.
* **Co-op Responsibility**: To be punctual on all assigned co-op days; ***you must arrive 20 minutes*** prior to the start of drop off 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/GUARDIAN SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT/GUARDIAN 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 2022-2023 School Year**

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_M/F: \_\_\_\_\_\_ Birthdate: \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Parent/Guardian Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

*\*Must be 2 by December 1st, 2022 to be eligible for Tiny Tots; must be 3 by December 1st, 2022 to be eligible for the Busy Bees class; must be 4 by December 1st, 2022 to be eligible for the Pre-K class. Please contact school coordinator to discuss an age exception as appropriate.*

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

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

**Requested Session:** **Please check the appropriate box**. Please see next page for additional class information . Please contact the school coordinator for any questions calculating your tuition, coordinator@woodsidenurseryschool.com

Woodside offers an exciting STEM program for a limited number of students. Our STEM program focuses on Science, Technology, Engineering, and Math at the preschool level. The additional day does not require a parent to co-op, classroom aides only. Limited spots available for STEM day, if you are considering this option please sign up early!

**Pre K Program for 4 year olds:**

\_\_\_\_\_ 3 Day Program with Co-op(M/W/R – 9AM-12PM) $235/month for 10 months

\_\_\_\_\_ 3 Day Program No Co-op(M/W/R – 9AM-12PM) $275/month for 10 months

\_\_\_\_\_ 4 Day Program including STEM day with Co-op (M/T/W/R – 9AM – 12PM) $305/month for 10 months

\_\_\_\_\_ 4 Day Program including STEM day No Co-op (M/T/W/R – 9AM – 12PM) $345/month for 10 months

**Busy Bees Program for 3 years olds:**

\_\_\_\_\_ 2 Day Program with Co-op (T/F – 9AM – 11:45AM) $165/month for 10 months

\_\_\_\_\_ 2 Day Program No Co-op (T/F – 9AM – 11:45AM) $205/month for 10 months

\_\_\_\_\_ 3 Day Program including STEM day with Co-Op (T/W/F – 9AM – 11:45AM) $220/month for 10 months

\_\_\_\_\_ 3 Day Program including STEM day No Co-op (T/W/F – 9AM – 11:45AM) $260/month for 10 months

**Tiny Tots Program for 2 years olds:**

\_\_\_\_\_ 2 Day Program (M/R – 9AM – 10:45) $140/month for 10 months

***\*\*\* A 2% discount is offered for families who pay their tuition in full by 6/15/22***

***\*\*\* A 2% discount will be applied to the lesser of the two tuitions if you have multiple children enrolled at Woodside***

***\*\*\* Additional discounts are available if you would like to join the Woodside Board, subject to availability. Please see details on next page:***

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

[ ]  I am not able or interested in holding a job

[ ]  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)

**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, mange’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 and action items at the monthly board meetings. Creates and distributes 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
7. **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.**