

TREE TOWN COOPERATIVE NURSERY SCHOOL

2018-2019 REGISTRATION

Registration Timelines

Current & Alumni Families: December 1, 2017 – December 22, 2017

New Families: January 8, 2018 – January 24, 2018

Registration Procedures

1. Please review Tree Town Cooperative Nursery School class offerings included on the following page. Complete the Tree Town Registration Form for each child indicating your class selection. **Each child must meet the age requirement listed.**
2. Please read and sign the Enrollment Contract for each child.
3. Complete the Emergency Health Form for each child.
4. Please Read the Tree Town Handbook at <http://www.treetown-coop.org/parents>, sign and date the Tree Town Handbook Acknowledgement/Field Trip Waiver/consent/Web Policy Form for each child.
5. All new students must provide a copy of their Birth Certificate.
6. Please include the \$80 non-refundable registration fee for each child.
7. Return the completed and signed forms, Birth Certificate copy (new students only) and registration fee to the Tree Town office on or before the due date.
8. New Families: We highly recommend a tour of Tree Town before forms are submitted or shortly after.

Once your completed forms and registration fee is received, your child's place will be secured in his/her chosen class as space allows. Once the maximum enrollment for the class has been reached, any new registrants will be placed on a waitlist based on the date completed registration forms/fee were received.

TREE TOWN COOPERATIVE NURSERY SCHOOL

CLASS OFFERINGS 2018 – 2019

Two Year Old Classes

This class meets one day per week. You may choose to enroll your child in both days. The class is staffed by 3 teachers and one parent helper. The class enrollment is capped at 12 students and has an adult/child ratio of 1 to 3. A parent will be required to help in your child's class 2-3 times per year. Goals for 2's include but are not limited to: learning finger plays and nursery rhymes, learning to sit for a story, finger strengthening art activities, and learning to play with others.

Days	Times	Min. Age by 9/1/2018	Max Enrollment
Monday	9:00 a.m. – 11:00 a.m.	2	12
Wednesday	9:00 a.m. – 11:00 a.m.	2	12

Three Year Old Classes

This class meets two days per week. This class maintains a teacher/child ratio of 1 to 5. The class enrollment is capped at 16 students. Goals for 3's include but are not limited to: learning to recognize letters, shapes, and writing his/her first name, learning numbers, and working on fine motor skills of cutting and writing. Parents are not required to help, but have an opportunity to be in the classroom approximately 3 times per year.

Days	Times	Min. Age by 9/1/2018	Max Enrollment
Tuesday & Thursday	8:45 a.m. – 11:15 a.m.	3	16

Four Year Old Classes

This class meets three days per week. This class maintains a teacher/child ratio of 1 to 6. Goals for 4's include but are not limited to: letter and sound recognition, writing first and last name, counting 1-20, and introduction to sight words. Preparing your child for kindergarten academically and socially is one of the main focuses of this class. Parents are not required to help, but have an opportunity to be in the classroom approximately 3-4 times per year.

Days	Times	Min. Age by 9/1/2018	Max Enrollment
Monday, Wednesday & Friday	8:45 a.m. – 11:15 a.m.	4	18

Preschool Enrichment Classes

This class meets one day per week. This class is staffed by a teacher and an aide. These classes are intended to provide an extra day to explore current curriculum. The three's program has more opportunities for math and science. The four's program focuses on a different letter each week. Helping is not required in enrichment.

Days	Times	Min. Age by 9/1/2018	Max Enrollment
Thursday	8:45 a.m. – 11:15 a.m.	4	12
Friday	8:45 a.m. – 11:15 a.m.	3	12

Kid Town Kindergarten Enrichment

This class meets two days per week. This class maintains a teacher/child ratio of 1 to 10. Kid Town is a kindergarten enrichment program which reinforces phonetic and mathematical concepts learned in kindergarten in a thematic and fun setting. Helping is not required in Kid Town.

Days	Times	Min. Age by 9/1/2018	Max Enrollment
Tuesday & Thursday	8:45 a.m. – 11:15 a.m. Or 12:15 p.m. – 2:45 p.m.	5	12

ENROLLMENT CONTRACT 2018-2019 SCHOOL YEAR

TREE TOWN COOPERATIVE NURSERY SCHOOL

I understand that when I enroll my child in Tree Town Cooperative Nursery School, I agree to become a member of the Tree Town Parents' Association. As a member of this Association, I agree to the following:

To enroll my child, _____ in the noted class for the entire school year, September through May.

1. Payment of a non-refundable \$80 registration fee.
2. Payment of tuition in three installments on April 1, 2018, October 1, 2018 (includes snack fee) & February 1, 2019:

Class Selection	Class	Total Tuition	Installment amount	One Time Snack Fee
<input type="checkbox"/>	Two Year Old – Monday	\$1,005	\$335	\$35
<input type="checkbox"/>	Two Year Old – Wednesday	\$1,140	\$380	\$35
<input type="checkbox"/>	Three Year Old	\$1,905	\$635	\$70
<input type="checkbox"/>	Three Year Old Enrichment	\$825	\$275	\$35
<input type="checkbox"/>	Four Year Old	\$2,655	\$885	\$105
<input type="checkbox"/>	Four Year Old Enrichment	\$900	\$300	\$35
<input type="checkbox"/>	Kid Town (Kindergarten Enrichment)	\$1,875	\$625	\$70

A \$20.00 late fee will be assessed for 1-7 days

A \$50.00 late fee after 7days unless arrangements have been made with the treasurer.

3. To notify the Registrar immediately in the event my child is unable to complete the school year so that the vacancy can be filled.
4. Should I withdraw my child from school after this contract has been entered into and the vacancy cannot be filled, I agree to pay a withdrawal fee of 10% of total tuition.
5. Members shall be allowed to withdraw prior to the end of the school year without responsibility for full year tuition only in the following cases:
 1. Serious or prolonged illness;
 2. Permanent move of the family from the community;
 3. Mutual agreement between the member and the Parent Board if there is an unsatisfactory adjustment of the child to the School or of the member as a participant. In such cases, withdrawal shall take effect upon one month's written notice to the Registrar and Treasurer. That month's tuition will be retained and any remaining tuition will be refunded.
6. The teacher and/or Parent Board may request that a member withdraw their child from the school if the child's needs cannot be met or if the child's presence is preventing the teacher from meeting the needs of the rest of the class.
7. To keep my child home if he/she shows symptoms of a cold or other communicable disease.
8. To attend the scheduled orientation and parent education meetings and to serve on either the Parent Board or on one of the Committees.

I understand and agree that the Board of Directors of Tree Town Cooperative Nursery School maintains the right to terminate the membership of any member who fails to fulfill any of the above obligations.

		Kate Knicker,	
Parent/Guardian	Date	Parent Board President	

Parent/Guardian	Date		

EMERGENCY HEALTH FORM

TREE TOWN COOPERATIVE NURSERY SCHOOL

Child's Name _____ Class _____
Address _____
Home Phone (____) _____
Parent 1 Work Phone (____) _____ Cell Phone (____) _____
Parent 2 Work Phone (____) _____ Cell Phone (____) _____
e-mail _____

I hereby authorize the staff of Tree Town Cooperative Nursery School, who is trained in First Aid and CPR Procedures, to act on my behalf should an emergency situation arise at school when I am not present.

- I authorize emergency First Aid measures to be administered to my child.
- I understand that the staff will activate the Emergency Medical System (EMS) 911 if needed.

Parent / Guardian Signature: _____ Date _____

In the event of an emergency if parents / guardians cannot be reached, the Tree Town staff may contact and release my child to the following persons: **(Must be able to reach the school within 15 minutes)**

1. _____ (____) _____
Name Address Phone
2. _____ (____) _____
Name Address Phone

Child's physician is Dr. _____ (____) _____
Address Phone

CHILD'S HEALTH CONCERNS

Check and describe any of the health problems that pertain to your child.

Allergies _____
Speech _____
Vision _____
Hearing _____
Special Needs _____

TREE TOWN HANDBOOK ACKNOWLEDGEMENT

I have received a copy of the Tree Town Handbook.

Parent / Guardian Signature _____ Date _____

I have read and understand the following policies. Please initial each section:

I agree to cooperate with the staff in the policy's implementation.

Guidance and Discipline Policy _____

I understand medication will only be administered with parental consent or in an emergency situation.

Medication Administration Policy _____

I understand the police will be notified if my child is not picked up within 30 minutes after class dismissal.

Late Pick-Up Policy _____

I understand if I wish to be notified in advance of pest application I must notify the director.

Pest Control Policy _____

FIELD TRIP PERMISSION FORM

I understand that my child's, _____ participation in field trips with Tree Town Cooperative Nursery School is optional. Should my child choose to participate, I am responsible for transporting my child to and from these field trips and accompanying him or her during the field trip. I agree that Tree Town is not responsible for providing and/or arranging transportation or chaperones for these field trips. I will arrange any desired car pools, including any necessary child protection seats, and chaperones for my child. I, on behalf of myself, my family and child, waive any and all claims against Tree Town, its employees, agents, officers and directors, and relieve them from liability that any way related to my child's transportation to and from, attendance at and participation in these field trips.

Parent/Guardian Signature _____ Date _____

(Field Trips are not part of the curriculum for 2 year olds)

PHOTOGRAPHY RELEASE

I authorize Tree Town Cooperative Nursery School to use photographs of my child for news or publicity purposes.

Parent/Guardian Signature _____ Date _____

WEB POLICY

I will not post any photos or video taken at Tree Town on any social media.

Parent/Guardian Signature _____ Date _____