

**Durham Cooperative Nursery School**  
**Rules and Policies (Revised January 2015)**  
*“Enrollment Agreement”*

**I. Conditions for Enrollment**

- A. Enrollment is held in the months of February and/or March.
- B. Must be 4 years old by December 31 of the current year to be accepted in a 4-year-old group.
- C. Must be 3 years old by December 31 of the current year to be accepted in a 3-year-old group.
- D. Must be toilet trained.
- E. Parent or representative must be present at registration to fill out forms and to become acquainted with the school policies.
- F. The age requirements will be subject to change if necessitated by low enrollment. Such change will be the responsibility of the Executive Board.
- G. There shall be a waiting list kept in order of application, from this list openings will be filled.
- H. Enrollment applications shall have a numerical notation made which indicates the order in which they are received on enrollment days.
- I. A class that has low enrollment by the Mid-Summer Executive Board meeting may be cancelled by a three quarter (3/4) majority vote of the Board. Parents of children assigned to that class would be notified immediately that they would be put at the head of the waiting list.
- J. All outstanding balances and fines must be paid before enrollment.
- K. Parents must sign up for a committee at time of enrollment. All chairpersons of major committees will provide to the school chairperson an end-of-year committee summary when applicable.

**II. Membership**

- A. Any person legally responsible for a child of preschool age is eligible for registration.
- B. A non-voting, past Active Member is an Associate member. Associate Members will be given preference over the general public for enrollment regardless of their town of residence. Associate Members may enroll prior to the general public.
- C. Present Active members will be given preference over Associate Members and the general public for enrollment. Active members may enroll prior to Associate Members and the general public.
- D. The general public is eligible to apply for enrollment; receiving acceptance following the Active/Associate registration, if openings still exist.
- E. Each family constitutes one Active membership and will be entitled to one vote on all Association matters.
- F. Active Membership shall become effective July 1.

### **III. Fees**

#### **A. The following fees are due at enrollment:**

1. Registration-\$50.00 per child (*Non-refundable*)
2. One month's tuition as payment for June 2015:

\$150.00 (2-day)  
\$200.00 (3-day 9am – 12pm)  
\$280 (3-day 9am – 2pm)

3. Insurance Fee - \$90.00

#### **B. Additional Fees and Information**

1. A music fee is also assessed bi-annually in September and January, the amount to be determined and due with October and February's tuition.
2. School accident insurance (Insurance Fee) is compulsory for all children. This coverage is obtained at parents' expense, through the Association. It must be paid before the child is allowed to start school, and is refundable up until July 15, prior to the start of school of the enrollment year.

### **III. Tuition payments**

- A. Members may pay the annual tuition for the year on a monthly basis or also have the option of paying the tuition biannually in two payments due on September 1<sup>st</sup> and January 1<sup>st</sup>. The payment plan requires June's tuition to be paid at registration.
- B. If paying monthly, tuition for the month of September would be due September 1<sup>st</sup>; followed by payments due the 1<sup>st</sup> of each month thereafter. If payment is not received by the 15<sup>th</sup>, a \$25.00 late fee will be applied.
- C. If the total amount is not paid in full by the next month's billing date, an additional \$25.00 penalty will be imposed. If payment is not received, membership will be terminated and the child will not be allowed to continue school. If due cause is presented to the Executive Board with promise and payment arrangements of back payment, an extension period may be granted at the sole discretion of the Executive Board. All payments will be mailed to the Treasurer.
- D. Operation Neighbor: In extreme cases of financial burden, an alternative payment method may be authorized by the Treasurer and Executive Board to assist a member in meeting tuition requirements.

### **IV. Deductions, Withdrawal, Late Enrollment**

#### **A. Deductions**

1. In case of a child's extended length of illness, partial tuition will be charged at the sole discretion of the Board.
2. A 10% reduction of the 2nd child's (or the lower tuition) tuition will be offered to those families who have more than one child in the school at one time.
3. Cleaning: Once a week cleaning of the Co-op for a month may be done by members for a \$100 discount of tuition. This option is offered at the discretion of the Executive Board and subject to the Association's financial circumstances. If no family volunteers for this or if the financial circumstances prevent this option, members will be required to clean the school on a rotating basis. Keys may be obtained from the teachers. Members of the Executive Board shall be exempt from cleaning.

#### B. Withdrawal

1. A thirty day written notice of withdrawal must be given to the Treasurer.
2. Tuition for this 30 day period must be paid at which time responsibility for the rest of the year will be waived. No waiver will be granted after April 15<sup>th</sup> and the June tuition payment will not be refundable.
3. If the student is withdrawn on or before July 15, one month's tuition (which is June's/last month tuition) and insurance fee will be refundable.
4. If student is withdrawn between July 16 and July 31, the family will be entitled reimbursement up to 50% of tuition. The insurance fee will not be refundable.
5. If student is withdrawn after August 1 of the school year of enrollment, there will be no refund.
6. Regardless of withdrawal date, the \$50.00 registration fee is non-refundable.

#### C. Late Enrollment

1. Tuition will be prorated for the month in which enrollment begins.
2. Insurance and Music fees will be pro-rated.
3. Regardless of enrollment date, the registration fee is the same.
4. All other school commitments (including joining a committee and class volunteering, etc.) will be expected.
5. Those who have signed up after the initial registration period are required to have all fees (1<sup>st</sup> month and June's tuition, insurance, registration fees) paid within seven business days of commitment or prior to the first day of school. If all fees are not paid in full within the above time frame, enrollment will be terminated and there will be a refund of fees. At that time, the next family on the waiting list will be contacted.

#### **IV. Enrollment Forms**

- A. A child's health certificate is required by the State Dept. of Health and shall be filled out by a doctor and returned to the Enrollment Chairman by the 1<sup>st</sup> day of school.
- B. Consent forms, emergency forms and participation forms shall be filled out at the time of registration and returned prior to the first day of school to the Enrollment Chairman.
- C. No child will be allowed to start school in the fall until the first installment of tuition is paid and consent slips and health forms are sent to the Association.
- D. The school follows vaccination policies set by the State Dept. of Public Health. Families will be notified of applicable requirements and deadlines for each school year.

#### **V. Probationary Period**

- A. If the parents, in consultation and agreement with the teachers, suggest withdrawal, all advanced tuition will be refunded and responsibility for the balance of the term will be waived.

#### **V. Participation**

- A. Participation is required in the form of time and energy by the membership in all school and assembly activities. Failure to participate in required activities, participate on committees will result in members being fined. If unable to perform membership responsibilities, each member is expected to arrange for a substitute. Families with more than one sibling enrolled in the school do not have to perform double membership responsibilities other than teacher aide duties.

##### **B. School Activities**

- 1. Members are required to sign up for at least one committee at the time of registration; otherwise one will be assigned for you, by the executive board.
- 2. Teachers' Aides: Members will be asked to act as teachers' aides through a sign up according to your child's school schedule (2 day or 3 day). A teacher's aide list will be provided. You must find a substitute if you cannot make your shift. For insurance reasons, siblings are not allowed.
- 3. Field Trips: Members will be expected to ride or drive on field trips as needed. Siblings are allowed under the discretion of the Head Teacher and are based upon the nature of the field trip.
- 4. Repair and Maintenance: Members may be asked to participate in maintaining and repairing equipment, doing the work at school or at home.

5. Members will be responsible for participating on committees for which they have signed up for or were appointed.

#### C. Meetings

1. Membership meetings are held 4 or 5 times per year. Meetings shall be deemed mandatory at the discretion of the Executive Board (the September and January membership meetings are always mandatory).
2. Although attendance is not mandatory for the remaining meetings, it is greatly encouraged should we have to vote on financial and other important issues and a majority vote is necessary.

#### D. Fund Raising

1. **ALL MEMBERS MUST PARTICIPATE.** Members are required to work two shifts at the Durham Fair and participate in any other fundraisers as determined by the Fundraising Committee in consultation with the Executive Board.
2. Other opportunities to raise money throughout the year may arise at the discretion of the Executive Board and Membership.
3. Failure to participate will result in a fine. See E below.

#### E. Fines

1. A list of fines approved by the Executive Board is as follows, the Board has the final say:

<u>FINE</u>	<u>REASON</u>
\$25.00	For each late tuition
\$175.00	Per shift missed in the Durham Fair
\$125.00	For ANY non-participation of an assigned fundraiser or committee
\$50.00	For a missed mandatory membership meeting
\$100.00	For a second missed mandatory membership meeting
\$1.00/minute	Late pick up fine. For every minute starting at six minutes past the designated pick-up time. A fine will be imposed in each instance of a late pick up after one written warning is given.

2. A missed mandatory membership meeting constitutes less than 24 hours advance notice. Imposing of fines will be at the discretion of the board and extenuating circumstances will be considered.

## **VI. Safety Issues**

- A. Arrival Policy: Each parent must accompany their child (and sibling) into the school. A teacher must acknowledge your child's arrival before you leave.
- B. Indoor Dismissal Policy: To protect the children while exiting the school, a teacher will be at the door to ensure a safe departure of your child with the appropriate adult.
- C. Outdoor Dismissal Policy: To protect the children while exiting the playground, a teacher will be at the gate to ensure a safe departure of your child with the appropriate adult.
- D. No cars may be left running in the parking lot, no siblings should be left in the car unattended while dropping off or picking up your child.
- E. No parking along the main entrance to the school. (Indicated by orange cones)
- F. It is the responsibility of the parents (or designated person) to supervise their children upon arrival to and departure from school.
- G. A note is required if anyone other than the child's designated person (who is indicated on the child's release form) will be picking up your child. A phone call will be accepted for emergency situations.
- H. Inclement Weather: If Regional School District 13 is operating under a delayed opening, the Co-op will open at 10 a.m. If school is cancelled for Regional School District 13 due to weather, the Co-op will be closed.

### **AGREEMENT – Parent Copy**

By signing this agreement, I acknowledge I have read the above Rules and Policies Enrollment Agreement and agree to the terms:

\_\_\_\_\_  
Parent(s) Signature

\_\_\_\_\_  
Date

AGREEMENT – Durham Cooperative Nursery, Kindergarten Association, Inc. Copy

By signing this agreement, I acknowledge I have read the above Rules and Policies Enrollment Agreement and agree to the terms:

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Parent(s) Signature

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Date