



## REGISTRATION FOR THE 2017-2018 SCHOOL YEAR

Hello! We welcome any inquiries you have regarding our school. If you are interested in enrolling your child in our 3, 4, or 4/5 year-old class for next September, please complete the forms in the enrollment packet and submit them along with a **non-refundable** registration fee of **\$75 per child for the new families** or **\$50 per child for returning families**. In addition, the **May 2018 tuition payment** (\$110 for the 3's class, \$150 for the 4's or 4/5's class or \$260 for the 5 day option) must be paid along with the registration fee. We will enroll up to 15 students for each class. Openings will be filled on a first-come, first-serve basis.

If you have any questions, please contact me at 443-306-1887 or amykelm10@yahoo.com.

Thank You,

Amy Kelm  
Vice President of Membership

**Belair Cooperative Nursery School**

3120 Belair Drive  
Bowie, MD 20715  
301-464-5782

[www.belaircoop.org](http://www.belaircoop.org)

**Registration Form for 2017-2018**

Date: \_\_\_\_\_

I. Name of Student: \_\_\_\_\_ Sex: M / F  
Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Family Email Address: \_\_\_\_\_

II. Parent or Guardian: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Cell or Alt. Phone: \_\_\_\_\_  
Business Address: \_\_\_\_\_

III. Parent or Guardian: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Cell or Alt. Phone: \_\_\_\_\_  
Business Address: \_\_\_\_\_

IV. Student lives with: \_\_\_\_\_ Parents \_\_\_\_\_ Relatives \_\_\_\_\_ Guardian  
\_\_\_\_\_ Other (specify) \_\_\_\_\_  
Birthdates of siblings: \_\_\_\_\_

**Registration Fee:** The **non-refundable** registration fee of **\$50.00** per child for returning families is required at the time of registration. The fee per child for new families is **\$75.00**.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Class requested: \_\_\_\_\_ 5 day: Y N Child's Name: \_\_\_\_\_

(This section is for use of the Belair Cooperative Nursery School)

This acknowledges receipt of the registration fee of \_\_\_\_\_ to enroll the child named on the registration form for the Belair Cooperative Nursery School for the school year 2017 - 2018 in the program for \_\_\_\_\_ - year old children, two/three/five days per week.

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

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**2017-2018 MEMBER AGREEMENT**

In addition to all membership guidelines, I agree to uphold my assigned classroom duty and participate on my helping parent days. If I fail to do so, I understand that my child's enrollment may be terminated at the board's discretion.

I understand that the tuition is due the 1<sup>st</sup> business day of each month. I understand that if tuition is not received by the 10<sup>th</sup> of the month, a \$5 per day late fee will be charged for every business day until tuition is paid in full. I agree to pay all tuition and late fees due.

I am aware that there are 4 membership meetings throughout the school year. I understand that I am required to attend all meetings. I agree to complete my family's weekend cleaning duties and attend one of the three large group clean-ups. I also agree to return my completed job folder at the end of the year. If I fail to do so, I will be assessed a \$100.00 fee. This \$100.00 fee will be added to September's tuition and refunded in June if all requirements are met. Members are required to arrive within the first 15 minutes of the meetings and remain for the duration of the meeting in order for that meeting to count for full attendance. Requests for exceptions must be submitted in writing and subject to approval of the Executive Board of Directors.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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### 2017-2018 Conditions of Enrollment

**Registration Fee:** At the time of registration, payment of a non-refundable registration fee and May 2017 tuition is due. The registration fee is \$50 per child for returning families and \$75 per child for new families. Tuition is \$110 for the 3-year-old class and \$150 for the 4-year-old and 4/5-year-old class. Tuition is \$260 for the 5 day a week program. Tuition may be refunded if the student is withdrawn and there is a replacement for the student.

**Eligibility:** To be eligible for admission for a particular class, a child must reach the age for that class by **September 1st** of the school year during which the child is enrolled (exceptions can be made for siblings of current members). The child *must* be toilet-trained. Current members and associate members are given priority in enrollment.

**Tuition:** Tuition is due in accordance with the Tuition Payment Schedule. The monthly tuition is \$110 for the 3-year-old class, \$150 for the 4-year-old and 4/5-year-old classes and \$260 for the 5 day option and is due the 1<sup>st</sup> business day of each month. If tuition is not received by the 10<sup>th</sup> of the month, a \$5 per day late fee will be charged for every business day until tuition is paid in full. If the 10<sup>th</sup> of a month falls on a weekend or holiday, tuition must be received by the first open school day following the weekend or holiday to avoid a late fee. The late fees may be waived at the discretion of the Executive Board of Directors if special circumstances are brought to its attention. If there is a continual problem with late tuition payments, the child concerned may be asked not to return to school until tuition and late payment fees are paid. If the issue is not resolved in a timely manner, the child may be dropped from the roll. Notice will be given before such action is taken. For each check returned to the Treasurer, there is a \$25 fee. Tuition paid for one month is not applicable to tuition paid for any other month. Two weeks written notice of withdrawal of any student from the school is required, and the parents are responsible for the tuition two weeks after written notice.

**Membership Fee:** A \$100 fee is collected with the September tuition. This fee will be refunded at the end of the school year if the family has met all of their co-op obligations. These obligations include:

- Parent participation regularly in the classroom and fulfilling assigned job duties.
- Attending all the mandatory membership meetings.
- Completing your family's weekend cleaning duties, as well as attending one of the three large group clean ups.
- Returning your completed job folder at the end of the year.

**Health Certificates:** A doctor's certificate that the student is physically capable of participating in the program must be furnished before the child's first day of school. Forms will be provided. **The child will not be able to attend class if the necessary health forms have not been submitted. A health certificate is also required for the parent helper before participation in the classroom.**

I agree to abide by the By-laws of the Belair Cooperative Nursery School and to perform all duties outlined therein. I will obey the health and safety rules of the school and will attend all membership and special meetings.

In consideration of the use of the school facilities and instruction by my child, I hereby release the Belair Cooperative Nursery School from any and all liability for any and all injuries which my child may sustain as a result of his/her participation in the activities of the Belair Cooperative Nursery School.

I hereby give permission for my child to accompany his/her class on all trips and excursions, which are part of the planned curriculum of the school.

I hereby give permission for my name, address, telephone number and email address (if applicable) to be printed in a class list for SCHOOL USE ONLY.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Class requested: \_\_\_\_\_ Child's Name: \_\_\_\_\_

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**2017-2018 Board Member Interest Form**

Parent's Name \_\_\_\_\_

Child's Name: \_\_\_\_\_ Class requested: \_\_\_\_\_

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If you are interested in serving on the Board of Directors next year, please mark below.

\_\_\_\_\_ **President:** Coordinates and directs the school, leads Executive Board and Membership meetings.

\_\_\_\_\_ **VP - Membership:** Maintains membership files making sure all necessary school/health forms are on file, handles all registration matters, and plans/organizes Open House. (access to computer *required*)

\_\_\_\_\_ **VP - Job Coordinator:** Responsible for creating, assigning, and coordinating the membership jobs. Maintain job list and folders.

\_\_\_\_\_ **VP – Social Events:** Oversees and assigns duties where necessary for all special events that concern the entire school (i.e. Holiday Party, Ice Cream Social, Movie Night, End of Year Picnic) and acts as a liaison between the Executive Board and the Graduation Committee.

\_\_\_\_\_ **Secretary:** Records meeting minutes, maintains/updates Handbook and class rosters, posts reminders/notices at school, and creates monthly newsletter. (access to computer *required*)

\_\_\_\_\_ **Treasurer:** Creates/maintains budget, handles payroll, pays school bills, handles reimbursements for membership, and files taxes. (Strong accounting background *preferred*, access to computer *required*)