



REDWOOD PARENTS NURSERY SCHOOL
3997 Jefferson Avenue • P.O. Box 759 • Redwood City, CA 94064
(650) 286-7732 – www.rpns.org

2010-2011 Registration Instructions

Registration for Fall 2010 opens on **February 6th, 2010**. Applications are accepted **in-person** at the school from **9am to 11am**. All applications are processed in the order received, with the exception that returning alumni receive priority placement if they apply by February 6th.

The following items must be included with your application to enroll or be placed on waiting list:

- Application to Register.** One form per family.
- Membership Agreement, signed and dated.** Please keep one copy for yourself.
- A check for \$35.00 made out to RPNS.** This is a non-refundable family registration fee.

After February 6th, send applications by mail to the following address:

**Lisa Scheidecker
1318 Harrison Ave
Redwood City, CA 94062**

We will notify you in a registration confirmation email of your placement or waiting list status, and provide forms for any additional documentation required to complete your enrollment.

If you are placed in a class, your **first month's tuition** is due **June 1st**.

Any **additional documentation** requested in your confirmation is due **August 1st** and will include:

- Medical Emergency Information** for each child you are enrolling.
- Child's Pre-Admission Health Evaluation** including immunization history for each child you are enrolling. Your pediatrician or pediatrician's office must complete this form.
- Adult Tuberculosis Test Information.** A negative TB test or TB clearance from a doctor must be submitted for each adult participating at the school during the day.
- Automobile Insurance Coverage.**
- A photocopy of Driver's License.** For each adult participating at the school during the day.

A non-refundable **annual maintenance fee** (\$30 per family) will be due **October 1st**.

If you have any questions, do not hesitate to contact us.

Lisa Scheidecker and Andy Velline
Vice Presidents, Membership Health & Safety
membership@rpns.org
(650) 286-7732 ext 1



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APPLICATION TO REGISTER

<u>Class</u>	<u>Age (by Sept. 2)</u>	<u>Days</u>	<u>Time</u>
○ Toddlers (\$75)	15 months & walking through 23 months	◇ Tuesday or ◇ Wednesday	9:15-11:15 am
○ Twos (\$146)	24-35 months	Tuesday and Thursday	9:00-11:30 am
○ Threes (\$212)	36 months and up; may be Kindergarten eligible following year	Monday, Wednesday, and Friday	9:00-11:30 am
○ Pre-Kindergarten (\$313)	45 months and up; must be Kindergarten eligible following year	Monday through Thursday	12:00-3:00 pm

DATE:

Name of child	Birth Date	Class	Sex F M
Name of second child	Birth Date	Class	Sex F M
Name of third child	Birth Date	Class	Sex F M
Home Address	City		Zip
Home Phone			
Mother/Parent/Guardian *Participating <input type="checkbox"/>	Birth Date	Email	Cell Phone
Father/Parent/Guardian *Participating <input type="checkbox"/>	Birth Date	Email	Cell Phone
Other Adult (Grandparent, etc) *Participating <input type="checkbox"/>	Birth Date	Email	Cell Phone
Other siblings (names and ages)			
Have you been a member of RPNS before?	If yes, are you an Alumni Member <input type="checkbox"/> Continuing Member <input type="checkbox"/> Returning Member <input type="checkbox"/>		
If no, how did you learn of this school?			

**Participating – check box for those parents/other adults who will be participating in classroom during the day*

This school admits students of any race, color, nationality or ethnic origin

For School Use Only	Agreement		Fee
	Date Received		

REDWOOD PARENTS NURSERY SCHOOL

Membership Agreement

By choosing Redwood Parents Nursery School, you have made the decision to obtain the best possible nursery school experience for your child. Your involvement is essential to maintain the high standards that we have established. The Redwood Parents Nursery School Bylaws and Rules and Procedures contain a detailed outline of the requirements for participation. To help alleviate any possible confusion of what these requirements are, we have summarized them below:

1. All outstanding registration forms must be submitted to the VP of Membership & Health by August 1st, or prior to starting class for mid-year registration.
2. Tuition must be paid by the 10th of the month, or a 10% late fee will be assessed.
3. You must be at school on time, prepared to work on your workday(s) or find a substitute. Members will be charged a \$50.00 fine for failure to notify their teacher of a scheduled workday absence prior to the start of the school day in which it occurs or make arrangements for a substitute.
4. In the Twos or Threes class, if two or more children (e.g., twins, triplets) are participating in a single class, the parent or participating adult *may be required* to work one day per week for each child enrolled in the class at the teacher's discretion. In the Pre-K class, if two or more children are participating in the class, the parent or participating adult *will be required* to work one day per week for each child enrolled.
5. Attendance at parent education night class is mandatory. Classes typically meet at least once monthly for the Toddlers class and twice monthly for the Twos, Threes, and Pre-K classes. Please consult your calendar for specific dates. Families are allowed two absences per school year for the Toddlers class, and three absences per school year for the Twos, Threes, and Pre-K classes, said absences do not need to be made up. Two additional absences per school year are permitted for all classes, which must be made up within the same quarter they occur. Said two additional absences may not occur within the same quarter. Parents with siblings in two different classes are required to attend only two monthly night classes. Members with total absences in excess of those stated above shall be considered members in bad standing and their membership may be terminated upon notice from the Board of Directors.
6. Three (3) hours of indoor maintenance are required per year for the Toddlers class. Six (6) hours of indoor maintenance are required per year for the Twos, the Threes, and the Pre-K classes. There is a \$50 fine for non-performance of scheduled maintenance activities and they still must be rescheduled.
7. Three (3) hours of outdoor maintenance are required per year for the Twos, the Threes, and the Pre-K classes only. There is a \$50 fine for non-performance of scheduled maintenance activities and they still must be rescheduled.
8. Your fundraising commitment is six (6) hours per year: two (2) hours devoted to the Halloween Carnival, and four (4) hours devoted to the Janet Cocconi Memorial Fund Dinner and Auction.
9. Each family is required at the beginning of the school year to sign up for and participate in a committee to assist certain board positions.
10. The following registration and enrollment fees are payable as set forth and are non-refundable. A \$35.00 registration fee is due upon registration. September tuition is due June 1st. For members joining after this date, your first month's tuition is due upon enrollment. A \$30.00 maintenance fee per family is due October 1st or at the time the child starts school if later.
11. All new members, and returning members, who were not at school at the beginning of the previous year, must attend the New Parent Orientation meeting.
12. Photographs of member and member's children may be taken throughout the school year and shared by membership for class photo albums, slide shows and other purposes. RPNS may also use photographs in external publicity material provided any identifying information is removed. If member does not wish to have photographs used for publicity purposes, a publicity exclusion request must be made to the VP of Membership by August 1st of each school year.
13. By signing this agreement, member verifies that any automobile(s) used to transport children to and from Redwood Parents Nursery School and to and from functions and field trips is in safe running condition and is insured. Member agrees to maintain documentation of Automobile Insurance Coverage on file with the school and notify the school when any changes in coverage occur.

Families who are having difficulty meeting the above requirements should contact the appropriate board member. If the problem cannot be resolved, the board will issue a written warning and may, if necessary, ask the family to withdraw from the school.

By joining Redwood Parents Nursery School, you are making a commitment to your child and to our school. We ask that you sign and return one copy of this agreement to indicate that you understand your responsibilities as a Redwood Parents Nursery School member.

 Print Name

 Sign Name

 Date

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Print Name

Sign Name

Date