

## The Glen Rock Cooperative Nursery School Contract

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between the Glen Rock Cooperative Nursery School (hereafter school) and the Undersigned for and in consideration of the School's acceptance of the Undersigned's child as a pupil in the school. The Undersigned agrees as follows:

1. To pay \$ \_\_\_\_\_ + \$50 registration fee for the school year. This amount should be paid as outlined in this contract.

- Tuition payments: Tuition is payable in either 3 or 10 installments per school year as requested by the undersigned and as outlined and invoiced by the Bookkeeper. Any alternative payment plans must be approved by the Bookkeeper before the school year commences.
- The first tuition payment includes a \$50 insurance fee and a \$25 scholarship fee. These fees are nonrefundable.
- If the family has two or more children attending the 2 1/2 year old, 3 year old, 3 1/2 year old, 4 year old or Transitional Kindergarten classes at the same time, a 5% discount shall be applied to the lesser tuition(s) for the 2 1/2 year old, 3 year old, 3 1/2 year old, 4 year old or Transitional Kindergarten programs. This does not apply to the Mommy and Me, KinderBoost or other enrichment programs offered by the school.
- Tuition continues during any period of the child's absence from school.

2. To comply with the Withdrawal and Refund Policy. The policy is as follows:

- Withdrawals prior to the First Day of School: If under any circumstances a child is withdrawn prior to the first day of school, all tuition is refunded except the following fees: \$50 non-refundable insurance fee, \$25 non-refundable scholarship fee and \$100 administrative fee. The 10% of tuition paid at registration is also non-refundable.

- Withdrawals After the First Day of School: The School Director and the Admissions Committee of the Board may approve the withdrawal of the child if the Undersigned so requests with 20 days notice in writing due to change of residence. Additionally, the Admissions Committee of the board may require or approve the withdrawal of the child if the Undersigned participation has been unsatisfactory as determined by the Admissions Committee. In these cases, all prepaid tuition will be refunded within 60 days from the date of written notice of withdrawal with the following exclusions: (1) a withdrawal fee equivalent to one-month of pre-school tuition (2) \$50 non-refundable insurance fee (3) \$25 non-refundable scholarship fee and (4) \$100 administrative fee. The 10% of tuition fee paid at registration is also non-refundable. Tuition charges will be applied up to the date of withdrawal.

- All other requests for tuition refunds must be presented in writing for consideration by the Admissions Committee. Other refunds would be subject to and not limited to the exclusions noted above.

- No refunds will be given for withdrawal from the special programs including but not limited to Mommy and Me, enrichment classes, camp, lunch, or extended day programs.

3. To participate in the classroom as required. To exchange participation dates with other parents if the undersigned parent is unable to participate on any designated day. To pay a substitute fee of \$25 if unable to participate or exchange participation. To accompany class trips as requested.

4. To participate in one of two school-wide cleaning events as part of the Co-Op Obligation. Sign ups for these cleaning sessions will be available at the Back to School meeting in September or soon thereafter. Should you choose not to participate, you will have the option of paying a onetime \$50.00 "opt out" cleaning fee.

5. To participate on an assigned committee.

6. To act in a respectable and cooperative manner, in accordance with the spirit and philosophy of the School.
7. To attend meetings when scheduled.
8. To keep the child out of School if there are signs of illness or communicable disease.
9. To be governed by all provisions of the School's Constitutional By-laws.
10. To give permission for my child to participate in any School sponsored trip during the school year.

I further agree that I will not hold the School responsible for any sickness or injury, of whatever nature, which may be sustained by my child.

Undersigned

\_\_\_\_\_

\_\_\_\_\_ Parent / Parents

\_\_\_\_\_ Director

Date \_\_\_\_\_

As per state regulations we must also have the following information on file:

**Child Pick-Up Authorization**

Names, addresses and phone numbers of persons (other than mother and father) authorized to pick up your child.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Sign and date

\_\_\_\_\_

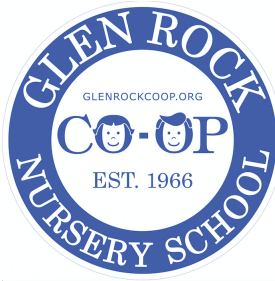
**Photo Release**

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

I do \_\_\_\_ do not \_\_\_\_ wish to have my child's photo released for publicity purposes.

Sign and date

\_\_\_\_\_



## Parent Receipt of Information:

Please check each one to indicate you have received and reviewed:

\_\_\_\_\_ Information to Parents Document

\_\_\_\_\_ Policy on the Release of Children

\_\_\_\_\_ Positive Guidance and Discipline Policy

\_\_\_\_\_ Policy on Methods of Parental Notification

\_\_\_\_\_ Policy on Communicable Disease Management

\_\_\_\_\_ Expulsion Policy

\_\_\_\_\_ Policy on the Use of Technology and Social Media

I have read and received a copy of the information/ policies listed above.

Child/ Children's Name: \_\_\_\_\_

Parent/ Guardian Name: \_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Date