



Bannockburn Nursery School

A Cooperative Preschool Program since 1950

6314 Bannockburn Drive #2, Bethesda, MD 20817

Tel. (301) 320-4252 Fax (301) 320-6452

www.BannockburnNurserySchool.com

NEW STUDENT APPLICATION FORM 2017-2018

Today's Date _____

Child's Last Name _____ First _____ M.I. _____

Birth Date ____/____/____ Sex: Male/Female Home Phone () _____
M D Y

Mailing Address _____
(Street) (City) (State) (Zip)

Parent/Guardian's Name _____

Parent/Guardian's Occupation _____ Work Phone () _____

E-mail address: _____ Cell Phone () _____

Parent/Guardian's Name _____

Parent/Guardian's Occupation _____ Work Phone () _____

E-mail address: _____ Cell Phone () _____

How did you hear about Bannockburn Nursery School? _____

Has your child ever been in a school or day care program before? Yes _____ No _____

If yes, which one? Briefly indicate why you are changing programs. _____

In order to plan for the most successful school experience for your child, the staff needs to know if your child has been treated for, or you suspect, that your child has any special emotional, physical, or behavioral needs. Examples include, but are not limited to attention deficit, sensory integration problems, severe allergies, impaired senses, and physical limitations. Please specify here any that apply to your child whether they have been diagnosed by a professional or not (use back of application if additional space is needed).

Class Placement Request

Please indicate your class preference. In the event your preference cannot be accommodated, a school representative will contact you to discuss alternate class placement where possible.

_____ 2 day, 2-year olds (Tues, Thurs) – (Age 2 by the first day of school)

_____ 3 day, 3-year olds (M, W, F) - (Age 3 by Dec. 31)

_____ 5 day, 3- & 4-year olds – (Age 3 by Sept. 1)

_____ 5 day, 4- & 5-year olds – (Age 4 by Sept. 1)

Fee Structure

Our tuition fees include the daily cleaning of the school, funding for our financial aid program, on-premises activities sponsored during the school day, and a fee to the Bannockburn Community Club who oversees the management of the building and school grounds. (See www.bannockburncommunity.org for associated benefits for your family). In addition to the \$60 new student application fee due at the time of application, a \$300 tuition deposit is due within two weeks of the date on the acceptance letter to secure your child's place in the designated class. The remaining tuition is paid (unless alternative arrangements are made) in four installments. For illustration purposes, the tuition schedule for the 2017/2018 school year is shown below.

Class	2 day 2-yr olds	3 day 3-yr olds	5 day 3-yr olds	5 day 4-yr olds
Annual Tuition* Regular Co-Op	\$2471	\$3070	\$4102	\$4102
Annual Tuition* Limited Co-Op	\$3441	\$4789	\$6454	\$6454

* Annual tuition rates include the \$300 deposit paid upon acceptance.

Limited Co-op Option

Each year a very small number of limited co-op positions are available for a higher tuition. Limited co-op parents or guardians are only required to co-op 2 times in a 6-week period and are never scheduled as substitutes. Limited co-op families must fulfill all other school related responsibilities (listed on page 3). You may also contact the Membership Chair for more information about the limited co-op option.

_____ I would like to request a Limited Co-op position.

Priorities for Acceptance

Applications received by DECEMBER 1st, which meet any of the following criteria (listed in order of priority), are given preferential consideration for admission to the school or the wait list. Please check any of the following that apply to your child:

- 1) ___ Members applying for a child who is already enrolled and children of BNS employees.
- 2) ___ Family applying for a child who will be attending concurrently with a sibling who is already enrolled.
- 3) ___ Family who has had children previously enrolled in the school.
- 4) ___ Family currently resides within the Bannockburn community or the Bannockburn Elementary School district.
- 5) ___ Parents/Guardians who attended BNS as children. (List years attended : _____)

In addition to the priorities noted above, other factors considered by the Admissions Committee include the date on which the application was submitted and the gender and age balance of the classes. Acceptance letters are generally mailed after the beginning of the new year. Bannockburn Nursery School does not discriminate on the basis of race, color, religion, sexual orientation or national origin.

Refund Policy

If I withdraw my child by March 1st the \$300 deposit will be refunded. After March 1st any deposit and/or tuition is forfeited. If I voluntarily decide to withdraw my child from the School after the commencement of the school year I must provide the School with notice of the intention to withdraw at least four (4) weeks before my child's departure. Such notice shall be provided in writing to the President of the Board of Directors. All pre-paid tuition and fees will be forfeited and I will remain responsible for payment of all tuition and related fees until the vacancy caused by my child's departure is filled or until the end of the school year, whichever occurs first. Voluntary departure shall not include any withdrawal that occurs based on a mutual agreement between School staff and/or the Board of Directors that the child's continued enrollment in the School is not in the best interest of the child, the family, and/or the School, nor shall the term include withdrawals pursuant to Section XII of the bylaws. (A copy of the by-laws is available from the School Office).

Parental Responsibilities to Bannockburn Nursery School

BNS is a parent -participation nursery school that counts on the active involvement of its members to ensure its ongoing operation. Therefore, all parents or guardians of students enrolled in BNS must agree to the following:

1. Co-oping Responsibilities

- Parents and Legal Guardians ONLY will co-op according to the schedule for each class. Your participation may be increased as dictated by the number of children enrolled in the class. Otherwise, your average participation is required as follows:
 - Two day 2-yr olds: 2 to 3 times per month
 - Three day 3-yr olds: 2 to 3 times per month
 - Five day 3- & 4-yr olds: 3 to 4 times per month
 - Five day 4- & 5-yr olds: 2 to 3 times per month
- You will also serve as a substitute on a rotating basis.

2. Participation in School Operations

- One parent of each household will serve on either a School Committee (Auction Committee or Hospitality Committee) or on the School Board
- Parents will donate up to 15 hours total for school repair/maintenance activities including but not limited to (a) Unpacking Day, (b) Packing Day, (c) two Saturday morning work parties, (d) annual rummage sale, (e) signing up for the monthly cleaning of your child's classroom
- You will provide the classroom snack on a rotating schedule
- You will attend up to 4 evening parent meetings

3. Additional Responsibilities

- In order for my child to attend school, I must have the following information on file with the office:
 - a. Any required health and emergency notification forms. A child cannot begin school until these forms are received.
 - b. A notarized Release of Information form which authorizes the Office of Child Care (OCC) to have access to any files or records of child and adult abuse or neglect. (Must be submitted by the first day of school).
- I agree to follow the policies of the school, as set forth in the by-laws contained in the BNS Handbook.

FAILURE TO ABIDE BY THE CONDITIONS OF THIS AGREEMENT MAY RESULT IN TERMINATION OF MY ENROLLMENT CONTRACT WITH BANNOCKBURN NURSERY SCHOOL.

I have read and agree to all conditions and responsibilities associated with my child's application to, and enrollment in Bannockburn Nursery School.

Parent/Guardian signature _____ Date: _____

Print Name _____

Upon completion, please mail your signed application and the following items to the attention of the *BNS Membership Chair*:

_____ **Photocopy of your child's birth certificate or legal proof of age**

_____ **A \$60.00 non-refundable application fee made payable to BNS**

For administrative purposes only:

Date rcv'd: _____ Check #: _____ Notice sent: _____

Accept/Deposit rcv'd: _____ Proof of Birth rcv'd: _____

Priority: _____