Morgan Hill Parent Child Nursery School
16870 Murphy Ave. Morgan Hill, CA 95037
408-779-4515
www.mhpcns.com

Dear MHPCNS New and Returning Parents:

We are looking forward to a great 2011-2012 school year with you and your child. Attached are the admissions forms for you to complete and return prior to **July 20, 2011.**

Completed packets may be hand-delivered to the office through May 20, 2011. After this date, packets can be mailed to the school, or turned in at the park days. If you have questions about your packet, you can call the office at 408-779-4515 for the Registrar's phone number, or email registrar@mhpcns.com.

Please be sure to read the following for important information about the school.

_____ a) Important Dates
_____ b) Parent Participation Guidelines
_____ c) Committee/Parent Job Descriptions
_____ d) Caregiver Background Check

Parent participation days and committee/parent jobs will be assigned on a first come, first served basis and ONLY upon return of the completed admissions packet.

In order to accept your packet, the following must be completed:

_____ 1. Pay Materials Fee (**Post Date July 20, 2011**)
_____ 2. Admissions Agreement
_____ 3. Parent Participation Assignments
_____ 4. Child's Pre-Admission Health History – Parent's Report
_____ 5. Identification and Emergency Information
_____ 6. Consent for Emergency Medical Treatment
_____ 7. Personal Rights
_____ 8. Parent's Rights
_____ 9. Getting to Know You

The following forms and fees must be turned in on your Orientation Day. Your child WILL NOT be able to start school without these forms and fees:

_____1. Pay tax-deductible Administrative Fee **($65 per child)**
_____2. Child's Pre-Admission Physician's Report – Health Evaluation
(Attach yellow California Immunization Record if necessary.)
_____3. Health Screening Report – Facility Personnel
(TB tests are valid for two years. If your test is still valid, you only need the evaluation of general health. Regular substitutes for the participating parent (i.e., father, grandparent, etc.) must also have a current TB test date on file.

We have a terrific program and anticipate a positive and fulfilling school year for you and your child. We look forward to seeing you at the upcoming events.

Important Dates – Mark Your Calendars

PARK DAYS**: June 22, July 20 (Packets Due), August 17**
Meet at Diana Park from **10:00 am to 12:00 pm.** These are a fun, optional way for you and your child to meet other families from the school and to promote the school to the community. Diana Park is located on Diana Avenue off Butterfield Boulevard between Main Avenue and East Dunne. If traveling north on Monterey Road, make a right on East Dunne, left on Butterfield and right on Diana. The park will be on your left.

SCHOOL OPENING MAINTENANCE DAYS: **Dates TBD**
Meet at the school from **9:00 am to 1:00 pm**. We will 'open the school' by setting up the classrooms and organizing supplies, along with some general yard cleanup. Please be certain to mark your calendar and schedule your babysitter (children are not permitted on the campus when cleaning agents are in use.) These workdays are great opportunities to meet other parents and also to fulfill your maintenance obligations early in the school year. If you wish to work on one or both of the above days, please leave a message on the school message machine at 408-779-4515 with your name and number and the day/s you wish to work. The chairperson or his/her representative will contact you to confirm the event and your attendance.

PARENT ORIENTATION:
2/3 Combo and Pre-K classes meet September 6th
3/4 classes meet September 7th
Meet at the school from **9:00 am to 12:00 pm.** This meeting will take place of the regular September parent meeting. It is **mandatory** that you attend this orientation meeting. Policies and procedures will be introduced, you will see your child's classroom, and teacher and other school staff and board members will provide information concerning our school philosophy, class routines, expectations and coming events. You will also be receiving committee/parent job assignments and workday schedules at this time. This meeting is just for parents and your child's teacher. Please be sure to mark your calendars and arrange for a babysitter.

FIRST DAY OF SCHOOL:
2/3 Combo Classes and Pre-K classes start September 8th
Mommy & Me and 3/4 Combo classes start September 9th
Meet at the school at **8:30 am** for the T/TH 2/3 Combo and MWF 3/4 Combo classes. Meet at the school at **11:30 am** for the MTWTh Pre-K and Mommy & Me classes.

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Parent Participation Guidelines

FALL ORIENTATION: The parent must attend the September Orientation Meeting.

CLASSROOM PARTICIPATION: For each child enrolled the parent is expected to participate one day a week in the classroom. **Participation Day Assignments will be assigned on a first response basis.** Plan to start work 5 minutes prior to the start of class. For the safety and happiness of all the children, each parent is responsible for all the children as well as his/her own child during class time. Parents are responsible to find substitutes as needed for their workdays. This includes maternity leave, vacations and all other absences. **Substitute fees will be billed at $25/day and No Show fees will be billed at $35/day.**

COMMITTEE CHOICES: The parent is responsible for participating in one committee/parent job for each child enrolled. Refer to the committee/parent job choices included with this packet. These descriptions are general; specific responsibilities will follow from your committee chair or Board Advisor. **Committee Choice Assignments will be assigned on a first response basis.**

MAINTENANCE: The parent is responsible to perform 4 hours of maintenance work per enrolled child per year. **Unfulfilled hours will result in a $25/hour billing.**

PARENT MEETINGS: One parent must attend monthly Parent Education Meetings held each month from 7:00 pm - 9:00 pm throughout the school year. Meetings are held at the MHPCNS site in the church unless otherwise posted. One parent meeting can be missed during the year. **Meetings missed thereafter will be billed at $25 per meeting or the parent can do a Director approved make-up activity.**

FUNDRAISING: MHPCNS is a non-profit school and fundraising is essential for school operation. We encourage all families to participate in fundraising events throughout the school year.

MONTHLY TUITION: Tuition is due by the 7th day of each month. **After the 7th day of the month, a $10 late fee is assessed.** A 10% discount is given off of the lower tuition of each additional child. A 5% discount is given when tuition is prepaid in full for the entire year (by September 30th).

MATERIALS FEE: **There is a non-refundable Materials Fee per enrolled child.** The fees are as follows; $85 2/3 Combo, $120 3/4 Combo, and $140 Pre-K. This will be used to purchase materials used during the school year.

ADMINISTRATIVE FEE: There is an Administrative Fee of $65.00 per enrolled child. This fee is a monetary contribution in lieu of participation in monthly fundraisers to support the school.

INSUFFICIENT FUNDS CHECK POLICY: If an insufficient funds check is received, the member will pay any bank charges incurred by the school, plus a **$10 fee** in addition to the amount of the check. In the event that a second insufficient funds check is received, the member will pay any bank charges incurred by the school, plus a **$20 fee**. Any future payments will require payment by cash or cashier's check only.

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Committee Descriptions

Committees will consist of a chairperson (or co-chairs) and 4 to 8 general members. All committees will communicate on a regular basis with the teachers and/or the Vice-President. The chairperson's job is to help organize and keep a record of the committee's planned activities. All committees will a have a job description and budget (if necessary).

FUNDRAISING COMMITTEE: This committee reports to the Fundraising Board member. The committee helps run small fundraisers from start to finish including producing and distributing flyers, ordering, sorting and submitting a reconciliation report to the Fundraising Board member. The committee may also be asked to solicit donations for small fundraising opportunities at school events throughout the year.

MAINTENANCE: This committee reports to the Maintenance Board member and assists in keeping our school running smoothly. The members will be responsible for overseeing school maintenance days, keeping inventory and purchasing required cleaning supplies. This committee would also maintain our drinking water supply, clean the laundry and keep school cabinets in order.

NATURE CAMP COMMITTEE: This committee reports to the Nature Camp Board member. The committee works throughout the school year to organize Nature Camp for the following summer. Responsibilities include securing a site, hiring counselors and teachers, setting fees and organizing registration materials. The committee members will also oversee the camp during its five (5) day session.

SCIENCE COMMITTEE: This committee will gather materials for and develop basic science and nature experiences for use in the classroom. This committee has a representative for each class.

SPECIAL EVENTS COMMITTEE: This committee reports to the Special Events Board member and will assist in planning and organizing all the special events of the school: Winter Holiday Party, Family Picnic, Open House Night and Pre-K Graduation.

YEAR BOOK COMMITTEE: Two members from each class will be responsible for taking and gathering photographs and artwork from each child throughout the school year to create a class yearbook which all the students can receive at the end of the school year. One of the eight committee members will lead the group by creating deadlines, negotiating printing costs and keeping the project in budget.

NEWSLETTER COMMITTEE: The "Preschool Press" will be produced at least 4 times throughout the year beginning with October and ending with May. This committee consists of an Editor, four classroom reporters and a general reporter. The Editor must have knowledge of and access to some kind of desktop publishing program. The committee will collect articles from contributors (i.e. teachers, committee chairs, board members), create the newsletter and e-mail to our members.

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Parent Job Descriptions

Parent Jobs are positions that operate more independently than committee jobs. These positions report to either the teachers or Vice President.

GARDENING: Maintains the garden and other plants and flower beds, This includes working with the teachers to develop opportunities for the children to participate in regular watering, weeding and establishing new plants as needed.

LIBRARY: Maintains the school library, categorizes books by topic.

BOOK CLUB COORDINATOR: Responsible for taking, purchasing and distributing Book Club orders throughout the school year.

HEALTH & SAFETY COORDINATOR: Works closely with the Director to fulfill health and safety needs of the school (fire & earthquake drills, first aid kit, etc). Beginning in July, maintains records on student health information including immunizations.

PUBLICITY COORDINATOR: Coordinates and maintains an e-mail list of school alumni and friends and notifies them of school events. Updates and mails school brochure and open house flyer. Works with the Director and Board President in creating a display for the Las Madres Preschool Panel Night in the winter. Coordinates advertising the school within the community.

REGISTRAR'S ASSISTANT: Assists the Registrar in duties such as organizing student files, preparing nametags, and orientation materials. Assists with compiling and distributing enrollment packets in the spring for the following school year.
Note: This position starts in the summer.

SEWING COORDINATOR: Maintains dress-up clothes, smocks, curtains etc. Makes felt birthday crowns for all classes. May work on special projects as requested by teachers.

WEB SITE DESIGN: This individual will design and implement a website for the school. Please note this is a qualified position and selected candidate must demonstrate related prior experience and agree to commence this project.

CLASS REPRESENTATIVE: This individual is ideally a previous school member who acts as a class facilitator to assist with communication between the Teachers, Director, Board and Parents. One parent from each class is needed. Class Representatives are encouraged to attend Board Meetings to share and gather information.

ART PARENT: Supports the work of the teachers in developing materials and gathering items for arts and crafts or other classroom activities. Responsible for keeping both the Art Room and Art Shed organized and well-stocked. Two parents are needed, one T/TH parent and one MWF parent.

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2011 - 2012 Admissions Agreement

This is an agreement between the Morgan Hill Parent Child Nursery School (MHPCNS)

and the Parent or Guardian of _____ (please print).

Tuition Rates and Class Times are as follows:

	CLASS	DAYS	TIME	TUITION
_____	Mommy & Me	Fri	11:30 am - 1:30 pm	$ 75.00 monthly
_____	2 Day 2/3 Combo	Tue/Thu	8:30 am - 11:00 am	$ 185.00 monthly
_____	3 Day 3/4 Combo	Mon/Wed/Fri	8:30 am -11:00 am	$ 240.00 monthly
_____	4 day Pre-K	Mon/Tue/Wed/Thu	11:30 am - 2:30 pm	$ 320.00 monthly

Other Fees:

Annual Enrollment Fee (per child, per year, non-refundable)		$100.00
Materials Fee (per child, per year, non-refundable)	2/3 Combo	$ 85.00
	3/4 Combo	$120.00
	Pre-K	$140.00
Tax Deductible Administrative Fee		$ 65.00
Substitute Fee		$ 25.00/day
No Show Fee (no show, no call at 10 minutes past class start time)		$ 35.00
Unfulfilled Maintenance Hours		$ 25.00/hr
Missed Parent Meeting		$ 25.00
Tuition Late Fee (after 7th day of the month)		$ 10.00

All checks should be made out to MHPCNS. Tuition is due the first of each month and is to be placed in the tuition box in the Director's office. Any changes in these basic rates will be given in writing 30 days prior to such change to the parent or authorized representative.

The Department of Social Services or Licensing Agency shall have the authority to interview children or staff and to inspect and audit child or facility without prior consent.

The Department of Social Services or Licensing Agency shall have the authority to observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child(ren).

MHPCNS shall make provisions for private interviews with any child(ren) or staff member for the examination of all records relating to the operation of the facility.

The agreement can be terminated with the written notice of two weeks to the Director and the withdrawal of the student from the school. If a two-week notification is not given, then you will be billed for substitute fees to cover your missed classroom workdays.

I have read, understand and agree to satisfy the obligations listed here and in the Parent Participation Guidelines as the requirements of admission and participation in the Morgan Hill Parent Child Nursery School.

_____ _____
Parent/Guardian Signature Date

_____ _____
Director Signature Date

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Parent Participation Assignments

If parent or child prefers a nickname on name tag - please indicate here:

Parent's Name _____ _____

Nanny/Guardian Name *_____ _____

Child's Name_____ _____

Child's Class_____

Child food allergies must be listed on nametag. Please list all food and other allergies:
_____

* Note on non-related parent substitutes:
Fingerprinting and background check is required of all non-related parent substitutes. Parents are responsible for the cost of this service which is approximately $100. Please speak to the Director for details.

The day I would like to participate in my child's class is:

First Choice: _____

Second Choice: _____

The Committee I would like to participate in is:

First Choice:_____

Second Choice:_____

Third Choice:_____

I am willing to serve as Chairperson of my committee if needed: Yes / No
(This does not apply to the Maintenance, Fundraising, or Special Events committees)

_____ _____
Parent/Guardian Signature Date