



SUBURBAN NURSERY SCHOOL ENROLLMENT AGREEMENT

A cooperative nursery school gives parents the unique opportunity to be part of their child's first school experience. As the name implies, in a cooperative everyone's active participation is important to making it work. The children are happiest when they, their parents, and teachers work together openly and "cooperatively." Suburban Nursery School has functioned in this manner for the last fifty - plus years, through the combined efforts of our teachers and the parents. Please find below an outline of your responsibilities as a co-oping parent.

One important aspect of this tradition is the opportunity to "co-op" in your child's classroom.

Suburban

sincerely hopes to continue to offer co-oping options during the 2022-2023 school year.

However, the

availability of co-oping options will depend on COVID-19 restrictions at the county, state, and/or federal level.

In the event we can offer co-oping options, the below responsibilities will apply. In the event Suburban Nursery School is not able to offer a co-oping option, please be aware that this enrollment agreement will still be binding, your deposit will not be refundable, and you will be charged the

applicable tuition rate if assistants are needed. We are hopeful that at this juncture in the pandemic, we are in good shape!

Please find below an outline of your responsibilities as a Suburban Nursery School Parent.

1. Co - oping Parents : On one's scheduled day, the child's parent or guardian assists the teacher and performs all necessary tasks as indicated by the teacher. The parent must arrive on time; failure to do so unfairly shifts the burden of work to other parents.

2. Parent Meetings: At least one parent from each family is required to attend all parent meetings, which may be held in-person or virtually. There is an orientation meeting at the beginning of the year for all families, and

one or two meetings throughout the year for each class. At year's end, we have another meeting to elect the

new Board. Teachers may, at their discretion, cancel or add more meetings if they determine there is a need.

Your attendance and participation at these meetings is valuable and necessary; failure to attend the annual,

school - wide meetings (in September and April) without an excused absence from the president could result in a fine.

3. Committee or Board Service: Each parent is required to work on one of the committees, which help run the school which can include, but is not limited to, Membership & Hospitality, Housekeeping and Maintenance, Fundraising and Communications, art, science, and enrichment or to serve on the Board. Parents are welcome to attend Board meetings, which are held monthly.

4. Open Communication: We stress the need for open, frank, and fair communication among parents, the Board, and the teachers. Should you have any questions, concerns, or suggestions, please share them with the teachers, the director, with a Board member, or with your class representative. You will be listened to. Constructive suggestions are always appreciated.

5. Set Up/Pack Up Days: One parent is required to attend and participate in set-up and pack-up at the beginning and end of the school year respectively. Failure to attend these days without an excused absence from the President could result in a fine. In the event COVID-19 restrictions prohibit parent participation on Set Up/Pack Up Day, the school will make adjustments as necessary.

6. Background Check for Co-oping Parents: Maryland State Department of Education's Office of Child Care (OCC) requires fingerprinting for any co-oping parent who may be left alone with any child/children other than their own. Each parent must have a Criminal Background Check (CBC) on file with the OCC. This background check is processed through the MD State and FBI databases. Co-oping parents must schedule and pay for their background check.

7. Immunizations: SNS requires compliance with §10.06.04 of the Code of Maryland regarding immunizations. All students are required to have obtained immunizations in accordance with the schedule of immunizations recommended by the Medical and Chirurgical Faculty of Maryland and the Secretary, as set forth in §D of the above regulation and as required to be implemented in §§E and F of the above regulation. Please contact the SNS Director if you are seeking an exemption under §10.06.04.04 (regarding medical contraindications), §10.06.04.05 (regarding religious exemptions) or §10.06.04.06 (regarding temporary admission or retention).

8. All adults who work in the school must be vaccinated for Covid 19 unless there is a medical contraindication and approved by the board.