



**SOQUEL PARENT EDUCATION NURSERY SCHOOL**  
**2022-2023 REQUIREMENTS CONTRACT FOR ENROLLED ADULTS**

1. In order to ensure your position in the school, submit the following:

PRIORITY ENROLLMENT FOR RETURNING FAMILIES: <b>Ends MARCH 17th</b> <b>STEP 1: CLASS PLACEMENT</b>	OPEN ENROLLMENT FOR NEW FAMILIES: <b>Begins March 21st</b> <b>STEP 1: CLASS PLACEMENT</b> (DEPENDENT ON OPENINGS)
<input type="checkbox"/> <b>Submit signed Requirements Contract</b> <input type="checkbox"/> <b>\$100 Non-Refundable Deposit (and will be applied to May's tuition provided that the account is in good standing.)</b> <ul style="list-style-type: none"> <li>• PayPal or check to be made out to Soquel PENS - please include child's name and "Enrollment Deposit" in memo line</li> </ul>	<input type="checkbox"/> <b>Submit signed Requirements Contract</b> <input type="checkbox"/> <b>\$100 Non-Refundable Deposit (and will be applied to May's tuition provided that the account is in good standing.)</b> <ul style="list-style-type: none"> <li>• PayPal or check to be made out to Soquel PENS - please include child's name and "Enrollment Deposit" in memo line</li> </ul>
<input type="checkbox"/> <b>Online Registration Form to choose your class</b>	<input type="checkbox"/> <b>Online Registration Form to choose your class</b>

2. Work one day a week in your child's classroom.
3. Attend **TWO** required Education meetings: All-School Orientation and one other parent ed night
4. Take on and perform the duties of a support job or a Board position with the school.
5. There is a minimum fundraising commitment of \$100 per family per school year and volunteer at **TWO** school events. If the required fundraising amount is not met by May, the remaining balance is due.
6. Pay \$100 materials fee due by the end of the 1st semester (last day of class in Dec.) \$25 late fee will be added. For those enrolling mid-year, due by the near the end of the second semester (last day in April)
7. Child Watch: Supervise a group of five to eight children (approximately) once a month for 45 minutes to an hour after school while the parents have seminar time with the teacher. This day will always be scheduled on a day when your child is at school.
8. Attend Set-Up Day, one of two Yard Days and Clean-Up Day each school year. On each day, two hours of your time are required for general maintenance and upkeep.
9. Be responsible for locating a substitute should you or your child become ill or unable to attend class on the day you are scheduled to work at school.
10. Comply with all the state health standards required of the school with respect to physical examinations and immunizations.
11. Tuition is due on the 1st of each month and is considered late after the 5th. A late fee of \$25 will be charged on the 6th in addition to your tuition. Tuition is as follows:

**\$180 per month per child:** 2 days a week  
**\$260 per month per child:** 3 days a week

**\$494 per month per child:** 3 full days a week  
**\$220 per month per child:** 2 drop off days a week

12. Give **two weeks' notice prior to leaving** the school mid-year. During those 2 weeks, **all financial and work-day responsibilities must be maintained** or the Attendance Deposit will be withheld.
13. NOTE: Due to COVID-19, our class structure and/or parent requirements are subject to change - please initial: \_\_\_\_\_

I agree with the above requirements and acknowledge that a cooperative nursery school is as good as the people who make up the membership. There is work to be done and rules to follow. When this is done, it leads to a very rewarding experience.

Print Parents' Name(s): \_\_\_\_\_ and \_\_\_\_\_

Signed: \_\_\_\_\_ and \_\_\_\_\_ Date: \_\_\_\_\_