



Soquel Parent Education Nursery School - 1000 Highway 1, Suite 100, Soquel, CA 95061

## SOQUEL PARENT EDUCATION NURSERY SCHOOL REQUIREMENTS CONTRACT FOR ENROLLED ADULTS

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

PRIORITY ENROLLMENT FOR RETURNING FAMILIES: Ends March 31st STEP 1: CLASS PLACEMENT	OPEN ENROLLMENT FOR NEW FAMILIES: Begins APRIL 1st STEP 1: CLASS PLACEMENT (DEPENDENT ON OPENINGS)
<input type="checkbox"/> Submit signed Requirements Contract	<input type="checkbox"/> Submit signed Requirements Contract
<input type="checkbox"/> Deposit of \$160 for TTh or \$240 for MWF to be applied to first month's tuition <ul style="list-style-type: none"> <li>\$100 of the deposit is non-refundable</li> <li>PayPal, Cash or Checks to be made out to Soquel PENS.</li> </ul>	<input type="checkbox"/> Deposit of \$160 for TTh or \$240 for MWF to be applied to first month's tuition <ul style="list-style-type: none"> <li>\$100 of the deposit is non-refundable</li> <li>PayPal, Cash or Checks to be made out to Soquel PENS.</li> </ul>
<input type="checkbox"/> Online Registration Form	<input type="checkbox"/> Online Registration Form
<b>STEP 2: FORMS &amp; FEES DUE NO LATER THAN TWO WEEKS PRIOR TO FALL START DATE</b>	<b>STEP 2: FORMS &amp; FEES DUE NO LATER THAN ONE MONTH PRIOR TO FALL START DATE</b>
<input type="checkbox"/> Online Support Job Form	<input type="checkbox"/> Online Support Job Form
<input type="checkbox"/> Complete Registration Packet with Pajaro Valley Unified School District (PVUSD)	<input type="checkbox"/> Complete Registration Packet with Pajaro Valley Unified School District (PVUSD)
	<input type="checkbox"/> Acquire a copy of child's immunization record
	<input type="checkbox"/> Pay for and pass fingerprinting requirement for each working adult
	<input type="checkbox"/> Acquire current (within four years) negative TB test for each working adult
<input type="checkbox"/> Non-refundable \$50 check to WASCAE for Fall Registration Fee (NOTE: A non-refundable \$50 check to WASCAE for Spring Registration Fee will be due at the start of the spring semester)	<input type="checkbox"/> Non-refundable \$50 check to WASCAE for Fall Registration Fee (NOTE: A non-refundable \$50 check to WASCAE for Spring Registration Fee will be due at the start of the spring semester)
<input type="checkbox"/> \$50 to Soquel PENS for Attendance Deposit via PayPal, Cash or Checks to be made out to Soquel PENS. (Refundable upon good standing at end of school year)	<input type="checkbox"/> \$50 to Soquel PENS for Attendance Deposit via PayPal, Cash or Checks to be made out to Soquel PENS. (Refundable upon good standing at end of school year)

2. Work one day a week in your child's classroom.
3. Attend **SIX** required Education Night meetings (Orientation, two small group meetings, End of Year Meeting and two Educational Night meetings). If more than one of the required six meetings is missed, you must make up two hours or pay a fee of \$30 per missed meeting.
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. If the requirement is not met by May, the remaining balance is due.
6. Child Watch: Supervise a group of five to eight children 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.
7. Attend Set-Up Day, 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.
8. 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.
9. Comply with all the state health standards required of the school with respect to physical examinations and immunizations.
10. Tuition is due on the 1st of the 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:

**\$160 per month per child:** 2 days a week

**\$240 per month per child:** 3 days a week

11. Give two weeks notice prior to leaving the school if you leave before the year ends. During those two weeks, all membership responsibilities must be maintained or the Attendance Deposit will be withheld.

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 Name(s): \_\_\_\_\_ and \_\_\_\_\_

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