

Park Avenue Nursery School
943 Palmer Avenue • Schenectady, NY 12309 •
518-374-8760

Park Avenue Nursery School is a non-profit, cooperative nursery school. Our parents play an integral part in running the school, remaining closely involved in their child's first school experience. It is this experience of the parent and child together that makes a cooperative school so meaningful for families. Park Avenue Nursery School (PANS) is able to continue because of the joint effort of families working together within the school. Each family volunteers to help with the shared work load, while at the same time becoming part of a close-knit, school community.

We believe that a child's social and emotional development is instrumental to their future successes. Here they will be encouraged to explore and create in a nurturing environment that fosters the confidence needed to grow both socially and intellectually. Each child can learn to share, cooperate and respect others, while at the same time having a great time and making new friends.

Park Avenue is under the direction of Jo-An Palmer, our full-time, salaried and professionally trained teacher for over 30 years. Each class is also assisted by a helping parent who brings snack and shares in the children's class time for the day. A class helper may be anyone close to the child, and all are encouraged to bring new ideas or projects to the day. Helping day duties will be performed on a rotating basis, approximately once every 4-6 weeks. This experience allows you to gain a greater understanding of your child within the classroom setting, while the children have a chance to experience learning with someone close to them.

Our organization is guided by our members. The Executive Committee is composed of parents of our current students, and is especially involved in the organization and running of the school. The Committee consists of a Chairperson, Vice-Chair, Treasurer, Fundraising Chair, Registrar, Secretary and Class Representatives. In addition to the Executive Committee, PANS is guided by a Board of Trustees whose members consist of alumni parents elected for three year terms. Park Avenue Nursery School welcomes you!!

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We look forward to having your child at Park Avenue Nursery School. Enclosed are the required Documents and fees needed to enroll your child. Forms and tuition check should be mailed to:

PANS Registrar
943 Palmer Avenue
Schenectady, NY 12309

* Please Make Checks Payable to Park Avenue Nursery School (PANS)
Please contact our registrar at 374-8760 if you have any questions.

Tuition

Tuition is due on the first class session of the month. Payment of June 2016 tuition is required at time of registration. Should you wish to withdraw before completion of the school year, this tuition is refundable with 30 days written notice, as long as all appropriate fees and obligations are met.

Monthly tuition is as follows:

3's class: \$100.00/ month (T, TH, 9:00-11:30 a.m.)

4's class: \$125.00/month (M, W, F 9-11:30 a.m.)

Registration Fee

For all classes there is a \$65.00 non-refundable registration fee. Please send this fee in with your Registration packet.

Supply Fee

There is a \$50.00 yearly supply fee to pay for supplies such as paper goods (tissues, toilet paper), craft supplies, cooking, etc. Please send this fee in with your registration packet.

To complete your registration please return the following to the above address:

- Registration fee: \$65.00
- Supply fee: \$50.00
- June Tuition (3's Class /\$100.00, 4's Class/ \$125.00)
- Registration Form
- Parent Contract (keep one for your files)
- Hospital Authorization
- Immunization and Physicians Report (completed and signed by a physician by Opening Day)
- Pink Emergency Contact Card
- Committee Questionnaire
- Image and Publicity Consent Form

Park Avenue Nursery School - Registration Form

Class (3s or 4s): _____ Class Year: _____ Date: _____

Child's Full Name: _____

Birth Date: _____

Parents/Caregivers' Names:

#1 _____ Relationship to Child _____

#2 _____ Relationship to Child _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

(Please place an asterisk next to best method to reach you.)

Parent/Caregiver #1 Occupation: _____

Parent/Caregiver #2 Occupation: _____

Names and Ages of Siblings: _____

Who is responsible for your child during the day?

Daytime Contact Information: _____

Physicians Name, Address and Telephone:

Type of Medical Insurance: _____

Insurance ID #: _____ Group #: _____

Does your child have any food allergies or medical conditions which the School should be aware of?

Does your child receive Early Intervention Services or have an I.E.P.?

Does your child have any behavioral or emotional issues which the teacher should be sensitive to (including nervous habits, disturbing experiences, Etc.)?

How did you hear about Park Avenue? _____

Has your child had any prior nursery school experience? _____

Is your child potty trained? _____

What do you hope your child gains from nursery school?

Do you or your fellow caregiver(s) have any special interests and/or abilities? you could share with the class (i.e. music, cooking, crafts, etc.)?

Who should be notified in case of illness or emergency?

1. _____ Relationship to Child: _____

Home: _____ Work: _____ Cell: _____

2. _____ Relationship to Child: _____

Home: _____ Work: _____ Cell: _____

Our teachers at PANS are certified in Infant and Child CPR and First Aid

I give permission for my child, _____ to be treated with first aid by the Park Avenue Nursery School teacher (s).

_____/_____
(Signature of parent or guardian) (Date)

Park Avenue Nursery School Parent Contract 2014-2015 School Year – (Parent Copy)

We wish to enroll our child, _____, in Park Avenue Nursery School (PANS). We understand that this is a cooperative school administered by the parents and Board of Trustees and is staffed by a professional teacher who is solely responsible for the program. We understand that the three-year old class meets two days a week for 2 ½ hours each day, and the four-year old class meets three days a week for 2 ½ hours each day. PANS is in session from September 10, 2015–June 11, 2016 and follows the holiday and vacation schedule of the Niskayuna School District.

We are willing to become members of this cooperative school and fulfill the duties listed below:

1. We accept responsibility for the following duties:
 - a. Paying tuition by the first day of each month. Tuition that is still unpaid by the 15th of the month will incur a 10% late fee.
 - b. Participate in scheduled helping days.
 - c. Provide a nutritionally appropriate snack on helping day.
 - d. Serve on assigned committees.
 - e. Participate in one clean-up day.
 - f. Provide required medical and emergency information.
2. We agree to participate in all fundraising activities, contributing a minimum of \$250 in actual profit, per child, for the year. This can be done through a variety of options each year, including Brooks BBQ, wreath sale, etc.
3. We will attend parent meetings and abide by all decisions made.
4. We understand that our child may be excluded from the school for the following reasons:
 - a. Inability to adjust to the school environment as judged by the teacher.
 - b. Illness where it would be mutually beneficial for our child and the other children, as judged by the teacher.
 - c. Failure to meet all financial and cooperative obligations.
5. We understand that PANS does not provide transportation and that when possible we will chaperone and provide transportation to the field trips which are part of the school's program.

We give our child, _____, permission to participate in all scheduled field trips.

6. We will read the parent binder when received and agree to abide by any additional obligations therein.
7. We agree to pay the non-refundable \$65 registration fee.
8. We agree to pay June 2016 tuition when we hand in this packet.
9. We agree to pay the non-refundable supply fee of \$50 (per family) when we hand in this packet.

_____/_____
Signature of Caretaker(s)/Guardian(s)

Date

Park Avenue Nursery School Parent Contract **2014-2015 School Year- (School Copy)**

We wish to enroll our child, _____, in Park Avenue Nursery School (PANS). We understand that this is a cooperative school administered by the parents and Board of Trustees and is staffed by a professional teacher who is solely responsible for the program. We understand that the three-year old class meets two days a week for 2 ½ hours each day, and the four-year old class meets three days a week for 2 ½ hours each day. PANS is in session from September 10, 2015–June 11, 2016 and follow the holiday and vacation schedule of the Niskayuna School District and Schenectady School District.

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_____/_____
Signature of Caretaker(s)/Guardian(s) Date

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Dear Parents,

All students entering Park Avenue Nursery School must have a medical exam and required immunizations as stated by New York State in order to attend school. Please have the following form filled out and *signed* by your child's physician and returned prior to the first day of school.

Child's Name: _____ Birth Date: _____

Address: _____ Home Phone: _____

Date of Examination: _____

Ears _____ Orthopedic/structural _____

Lymph Nodes _____ Feet _____

Nose _____ Posture _____

Tonsils _____ Skin _____

Teeth _____ CNS _____

Heart _____ Speech _____

Lungs _____ Nutrition _____

Hernia _____ Genital/Urinary _____

Eye _____ Height _____

V.A.C. Glasses _____ Weight _____

Please include the exact dates (MM/DD/YY) of immunizations:

Polio ____/____/____, ____/____/____, ____/____/____, ____/____/____

DPT ____/____/____, ____/____/____, ____/____/____, ____/____/____

MMR ____/____/____, ____/____/____, ____/____/____, ____/____/____

HIB ____/____/____, ____/____/____, ____/____/____, ____/____/____

HBV ____/____/____, ____/____/____, ____/____/____, ____/____/____

Varicella Vaccine ____/____/____ Has this child ever had chicken pox? ____

Lead Screening ____/____/____

Are there any special conditions, allergies or health related problems that the child's teacher should be aware of? (Please use back)

***Physicians Signature

Name of Child _____

Date of Birth _____

Allergies _____

Last Tetanus _____

Medications currently being taken _____

Ongoing Medical Condition, e.g., asthma _____

Name of Parents/Guardian _____

Name of Physician _____

Name of Dentist _____

Name of Insurer _____

Health Insurance ID or contract number _____

Subscriber's Name _____

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...

Other Important Phone Numbers

Ellis Hospital Emergency Department 243-4121

Police _____ Fire _____

Ambulance _____

Neighbor _____

Caretaker 1's Work/Cell Phone _____

Caretaker 2's Work/cell phone _____

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I, _____, guardian of _____, a minor, authorize A Representative of Park Avenue Nursery School to consent for medical, dental, and/or hospital care to be rendered to my above named child. This authorization is valid from _____ to _____.

Parent/Guardian Signature _____ Date _____

Committee Positions

All families are required to participate in at least one fundraising committee, as well as one choice from both categories, A and B, and in one School Clean-Up Day.

Fundraising Committees

We have a tentative fundraising schedule as follows:

Late Fall 2015: Holiday Wreath Sale

Late spring 2016: Brooks BBQ

The fundraising committees will meet prior to each fundraiser and with the fundraising chair help plan and organize for its success. Duties will vary according to the fundraiser.

Category A

Advertising and Recruitment Committee: In conjunction with the registrar will develop and coordinate strategies to advertise the school and recruit new families. Will also work with the Fundraising Committee to assist with advertising the school's various fundraisers. Strategies may include mailings, signs, and newspaper announcements, hanging flyers and attending open houses.

Niska-Day Committee: Will coordinate Park Avenue's participation in the Niska-Day parade which includes: submitting registration form, deciding on and assembling a float based on annual theme and recruiting families to march in the parade. Also will work with the Advertising and Recruitment Committee to coordinate a Park Avenue table at the Niska-Day event.

Category B

Equipment & Repair: Under the direction of the Teacher and Executive Committee is responsible for the repair and maintenance of toys, furniture, playground equipment, etc. as needed throughout the school year and summer.

Laundry: Bi-monthly will co-ordinate with Mrs. Palmer as to how often laundry (smocks and towels) needs to be washed, take it home over the weekend and bring back the following Monday or Tuesday. Depending on the month it may need to be done weekly, but most likely bi-weekly.

Parties and Decorations (3's, 4's): Responsible for providing decorations and organizing party snacks for holiday celebrations (including Halloween, December holiday party, Valentine's Day and Mother's Day Luncheon). Discuss with teacher the appropriate needs of each party and hang a sign-up sheet on bulletin board if extra bakers or provisions are needed.

Scholastic Books: Responsible for submitting book orders to Scholastic and setting book order deadlines for each class (give at least 2 weeks after distributing order forms). Will distribute order forms for children in both classes and collect orders and monies in Scholastic envelope accepting checks only (made out to Scholastic Books). Presently there are 2 Scholastic Book Clubs: Seesaw (for children in kindergarten and first grades) and Firefly (geared to preschoolers). Allow for 3 weeks delivery of books if ordering in time for holidays. Place orders in bags along with order form and place in child's cubby.

Hospitality and Refreshments: With direction from the Executive Committee will organize the refreshments for the following functions: September Orientation Meeting, Family Fun Day (March) and the end of the year picnic. Events may be added throughout the year.

Field Trips (4's Class): With Mrs. Palmer will organize approximately 5 field trips throughout the year. In addition to the annual orchard field trip they may include trips to local grocery stores, age-appropriate plays/shows, farms, etc.

Website Updates: Periodically will update the website with information about upcoming open houses, fundraisers, etc.

Health and Safety Committee: Responsible for maintaining all health & safety related records, assure that fire extinguishers & alarms work properly, remind teacher to conduct at least two fire drills, assure safe storage of items that pose a danger, assure that toys and equipment work properly, assure that the room is sanitary, maintain first aid kit. Two inspections should be done – one in September prior to school starting and another in January/February.

Purchaser: Will work with the teacher to keep track of and buy classroom supplies that are needed. This person is responsible for staying within the purchasing budget.

Committee Questionnaire

(Please Complete and Submit with your Registration Packet)

Please note that the Executive Committee will do their best to assign you to roles that you are most interested in, however, there will be times when we are unable to meet all your selection requests. If you feel that you cannot meet your role obligations, please speak with the Vice-Chair as soon as possible. Please complete all sections.

From **Fundraising Committees please indicate your level of interest for each committee (1=not interested at all, 10= very interested):

Holiday Wreath Sale Late Fall 2015 (2-3 ppl) _____

Brooks BBQ Spring 2016 (4-6 ppl) _____

From **Category A please indicate your level of interest from 1-10

Advertising and Recruitment Committee (8-10 people) _____

Niska-Day Committee (8-10 people) _____

From **Category B mark your level of interest for the following from 1-10

Equipment & Repair (4-5 people) _____

Laundry (5 people in 4s class) _____

Parties and Decorations (One from 3s, one from 4s) _____

Scholastic Books (1 person) _____

Hospitality and Refreshments (3-5 people) _____

Field Trips (1 person in 4s class) _____

Website Updates (1 person) _____

Health and Safety Committee (1 person) _____

Purchaser (1 person) _____

School Clean-up Day request (each family is required to work 1 clean up day)

Fall (weekday evening in early September prior to school) _____

Winter (Saturday morning in early January) _____

Spring Indoor (Saturday morning in early March) _____

Spring Outdoor (Saturday morning in late March) _____

End of Year (weekday evening in June) _____

Any Additional Comments or Requests:

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Image and Publicity Consent Form
Complete and Return with Registration

It is important for the community to see our wonderful program at Park Avenue Nursery School. Photographs, quotes and other original works are used in a variety of positive ways to promote the school as described below. *Please note that PANS will never disclose any student's name, home address, or telephone number(s) over the Internet or in printed materials.*

Full Name of Child (Please print) _____

I hereby give consent to Park Avenue Nursery School to use photographs of the above named child, quotes from the child, and/or other original works created by the child as part of the following (please check all that apply):

- PANS brochures
- PANS Website (<http://www.parkavenuenurseryschool.com>)
- PANS Face book page
- Postcards and other printed items utilized in fundraising and publicity efforts.

Name of Parent/Guardian (Please Print) _____ Signature of Parent Guardian _____ Date _____

OR

I (we) hereby DO NOT give consent to Park Avenue Nursery School to use photographs of our child in print or web-based materials made available to the general public.

Name of Parent/Guardian (Please Print) _____ Signature of Parent Guardian _____ Date _____

****This consent and release shall exist for an indefinite period of time, until such time as it is revoked in writing by the parent or guardian noted above.****