

# KENSINGTON NURSERY SCHOOL PARENT CONTRACT

The success of Kensington Nursery School (hereinafter called "KNS") as a co-operative is directly related to the involvement of KNS families in our community. Our children are the primary beneficiaries. We hope that families are excited about being involved in all aspects of KNS. The purpose of this contract is to state the obligations of parents or guardians regarding payment of fees and the performance of cooperative duties.

## Service Obligations

During each family's tenure, we strongly encourage parents to serve as a Parent-Teacher or as a member of the Board of Directors. Participation in the following activities is a condition of enrollment:

1. **Responsible for a 'Co-op Job' for the Year.** Each family will have a specific co-op job (an average of 4 hours per month). Adequate completion of each co-op job will be assessed on a monthly (or annual, if appropriate) basis.
2. **Attend General Meetings.** One parent is required to attend each General Meeting (approximately 6 per year.) Childcare is available for a reasonable fee. After one absence, the family will be fined per additional meeting missed.
3. **Provide Refreshments or Set-up or Clean-up for General Meeting.** Approximately once a year, each family supplies refreshments or sets up or cleans up for the General Meeting, as noted on the monthly snack schedule.
4. **Participate in Work Party Projects for 8 Hours per Year.** A family must work a total of 8 hours on work party projects per year.
5. **Participate in Fundraising Events Throughout the Year.** The Scrip Program and other fundraising events are important sources of revenue for KNS. Each family is expected to participate in the various fundraising events held throughout the year.
6. **Participate in the Science Fun Fair.** Each family is expected to work on a Science Fun Fair committee (Stations, Set Up, Clean Up, Food, or Publicity). The family obligation for this event is approximately six hours.
7. **Provide Snack Approximately Once a Month.** Each family receives a calendar every month indicating that family's 'snack day'.

As stated in the Parent Handbook, "In no case will it be acceptable to opt out of any of these responsibilities without prior approval of the Board. Fines will be assessed for failure to meet these responsibilities. Chronic failure to fulfill these obligations may result in dismissal at the discretion of the Board."

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## Additional Responsibilities for Parents/Guardians

### Schedule Changes

You may change your child's schedule throughout the year if space is available. There is a \$50 fee to reduce your schedule and no fee to increase. If you reduce your child's schedule for the summer and then want to increase it again in September, you will need to reapply to KNS, which may mean your desired schedule will not be available.

### Withdrawal

Parents are required to give 30 days written notice for their child to withdrawal from KNS. Withdrawal must be at the end of the month to be refunded your full deposit.

### Drop-off and Pick-up Times

Parents shall drop off and pick up their child according to their specified enrollment schedule. For the time that the child is at KNS beyond the scheduled hours, the drop-in rate (billed by the hour) or late pick-up rate will apply, as listed on the current Fee Schedule. Parents are expected to call KNS if they will be late in picking up their child.

### Fees

Parents shall pay tuition at the rates specified on the current Fee Schedule. If your payment is not received by the 10<sup>th</sup> of the month, a late fee will be assessed. Past due accounts over 50 days are subject to dismissal from KNS. In addition to monthly fees, there are some additional fees as follows:

1. Application Fee: A nonrefundable application fee must accompany the application. There is also an annual Application fee for returning children.
2. Materials Fee: A nonrefundable materials fee is paid once annually and contributes to the cost of curriculum supplies.
3. Space Guarantee Fee: A space guarantee fee is required to reserve your enrollment space and will be applied toward your refundable deposit. The space guarantee fee is nonrefundable if your child does not attend KNS. A portion of each continuing family's current deposit is considered a space guarantee fee for the following year. If your child does not attend KNS as planned, this amount will be forfeited.
4. Deposit: A refundable deposit equal to one month's tuition is required for each child enrolled. The deposit will be applied toward the payment of fees for the child's last month of attendance, when proper withdrawal notice is given.
5. Emergency Pack Fee: This fee is paid once when your child begins attending KNS. The Emergency Pack is returned to you when your child leaves KNS.
6. Pre-K Fee: This fee is paid once when your child begins participating in the pre-k program (generally their second year at KNS. The fee covers supplies for the pre-k program.)

**If you are willing to assume the parent responsibilities summarized above, and pay the fees associated with enrollment, please sign below.**

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date