

Palo Alto Friends Nursery School
2012 / 2013 ADMISSIONS INSTRUCTIONS

Thank you for your interest in our programs. We're delighted you want your child to spend the 2012/2013 school year playing and learning here at Friends Nursery School. To attend, your child must be 3 or 4 by October 1, 2012 and fully potty trained during the day by the **start** of school. I'm happy to talk about any concerns you might have.

Our school year runs mid August to the end of May. We fill our programs on a first come first serve basis off an *Enrollment List* we'll open on October 24, 2011 - the first day, you can e-mail or phone in your child's name for early registration. After that, we'll add new names to the list as we receive applications. We begin accepting new students in January, 2012 and will notify all applicants as soon as possible.

<i>2012 / 2013 Important Dates and Fees</i>	
Enrollment List Opens – early registration	9 a.m. Monday, October 24, 2011
Applications accepted (\$30 application fee)	October 24, 2011 – Ongoing
Application return deadline for early registration	November 7, 2011
Placement Fee (\$130) + Deposit (1 months tuition) due	1 week after you are offered a spot (January - May)
Registration Forms due	May 11

Step 1. Put Name on Enrollment List / Submit Application (October 24 – Ongoing)

Monday, October 24, 2012 - 9 a.m.: The Enrollment List opens. On this day *only*, we will put your name on the list by e-mail or telephone. No walk ins please. E-mail (pafns@sbcglobal.net) or call the school (650-856-6152) and leave your name, your child's name and birth date, a daytime phone number and your e-mail address. The time of this call/email determines your position on the list – first call, first on the list, second call, second etc. *To secure this spot, you must submit an application plus the \$30.00 application fee by November 4th 2011.*

October 25 - Ongoing: Phone reservations no longer accepted. Submit an application plus fee by mail - or place it in the mailbox (through the gate on the back wall by the double doors), and we will add your name to the Enrollment List in a randomly selected order from all new applications received that day.

Step 2. School Visits

When you are next on the Enrollment List, we will contact you and set up a tour of the program you are considering when they are in session. These 20 minute visits with our Director usually occur from January - May.

Step 3. Program Placement (February – May)

When your name is at the top of the list, after your tour, you may accept a placement offer for your child. A \$130.00 non-refundable placement fee and a deposit equal to one month's tuition are due within a week to secure your placement. The deposit is typically applied to your last month tuition installment and is forfeited if your child does not attend Friends as planned.

Step 4. Registration

Once we receive your deposit, we'll send you a full Registration Packet. Forms are due back as soon as possible and no later than May 11th. The *Physician's Report* that is filled out by your child's doctor may require a physical exam. All parents whose children are enrolled in a morning program, or volunteer in an afternoon program for special projects, must have proof of a negative TB test.

Tuition

Tuition for the 2012-2013 school year will be set in February by our volunteer parent Board. Meanwhile, the current year's (2011-2012) tuition schedule, below, serves as a reference.

2011/ 2012 Tuition Schedule (FOR REFERENCE ONLY)		
<i>Monthly Payment</i>	<i>Tuition</i>	<i>Monthly Tuition Credit</i>
MWF a.m.	\$507	Participating Parent (a.m. only): \$169
MWF p.m.	\$507	Board Positions: \$ 0 - \$338 (varies by position)
TTh a.m.	\$338	Note: Participating Parents and Board Positions also receive workday and fundraising hours credits.
TTh p.m.	\$338	
Optional Day M or W	\$169	

Annual tuition is paid in 10 equal installments, due the 1st of each month - September 1 to May 1. Remember: this is only an estimate! Tuition typically increases a bit each year to cover higher costs. The exact 2012-2013 tuition numbers will be available by March, 2012.

Scholarships and Tuition Reductions

We currently fund 8 scholarship spaces. For consideration of a full or partial scholarship, please request a confidential *Scholarship Request Form* to submit with your application. Participating Parents and some Board members (depending on position) receive tuition credits.

If you need further information or have questions or concerns, please visit our website at www.pafns.org. Or contact me via e-mail at: pafns@sbcglobal.net ; or by telephone: 650.856.6152. I look forward to meeting you.

Anne Horgan
Administrative Director

Palo Alto Friends Nursery School 2012-2013 PROGRAMS

This is a nuts and bolts summary of our programs. For more information, please visit our website <http://www.pafns.org>.

Schedule

The 2012-2013 School Year begins mid August and ends late June. We follow the Palo Alto Unified School District calendar for holidays and vacations. We offer four programs ("optional day" is an extension of the T/Th a.m. program).

<i>Days</i>	<i>Time</i>	<i>Age*</i>	<i>Class Size</i>	<i>Teachers</i>
M W F Mornings	9 – 12	4	27	3 teachers / 2 parents ***
TTh Mornings	9 – 12	3	25	3 teachers / 3 parents ***
M W F Afternoons	12 – 3	4	22	3 teachers
TTH Afternoons	12 – 3	3	21	3-4 teachers
Optional Day: M or W **	9 - 12	3	6	1 teacher

* By Oct 1 the year they begin school. May also include young 5's not ready yet for Kindergarten
 ** Open to T/Th morning students only. Participating Parent's and Board Member's children have priority.
 *** Morning program parents must be available to work in the classroom.

Many children start Friends in a T/Th program then move to M/W/F their second year, but it is not required. A child can attend a single morning or afternoon program, or combine them to create an all day schedule.

Please don't enroll your child in two programs unless he/she can benefit from them. Most of our children only attend 1 program so we don't offer a naptime. Children who attend all day change rooms, teachers, and classmates midday - a transition that can be challenging for some. Friends is a nursery school *not* a day-care. Children needing more than 18 hours a week would probably do better in a day care setting.

Parent Participation Requirements

Friends is a partial co-op. We have a professional teaching staff and daily janitorial service, but depend on parents to fulfill their minimum annual participation obligations.

All Families:

- 3 Workdays: 8 Saturday mornings a year to choose from. Adults only.
- 10 hours fundraising: preparing for or working at one or more of our fun, family fundraising events, including Picture Day, Nola's Parent Night Out, and Fiesta (minimum of 6 hours).
- 2 baked goods (for bake sales)

Morning Programs Only:

Parents work in the classroom in the morning programs either as a Participating Parent (PP) or a Substituting Parent. (participation is not required in the afternoon programs). Couples may share the responsibility. *Siblings (including babies) may not come to school with you.*

Participating Parent (PP) (optional): commit to assist in the classroom from 8:45 a.m. to 12:30 p.m. once a week for the year. 1/2 PP's work every other week and are on call to sub 4 times per year. Both receive tuition, workday, and fundraising credits.

Substituting Parents: on-call until 8:30 a.m. 6-9 days a year to work should a PP be absent. If called in, substituting parents are paid directly by the absent PP (\$42.25 per day in the 2011-2012 school year).

Bring prepared fruit/veggies 2-3 times a year for morning snack.