

Palo Alto Friends Nursery School

2011 / 2012 ADMISSIONS INSTRUCTIONS

Thank you for your interest in our programs. We're delighted you want your child to spend the '11-'12 school year playing and learning here at Friends Nursery School. To attend, your child must be 3 or 4 by Oct1, 2011 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 late August to early June. We fill our programs on a first come first serve basis off a *Enrollment List* we'll open on Oct. 16th. The first day, you can phone in your name. After that, we'll add new names to the list as we receive applications. We begin accepting new students in Jan. and will notify all applicants as soon as possible.

<i>2011 / 2012 Important Dates and Fees</i>	
Enrollment List Opens (phone hotline only)	9 a.m. Saturday October 16, 2010
Applications accepted (\$25 application fee)	October 16th – Ongoing
Application return deadline (for hotline callers)	October 29 th
Open House	January 8th 2:00- 4:00 p.m.
Placement Fee (\$125) + Deposit (1 months tuition) due	1 week after offered a spot (Jan-May)
Registration Forms due	May 13

Step 1. Put Name on Enrollment List / Submit Application (October 16 – Ongoing)

Saturday October 16th 9 a.m.: The Enrollment List opens. This day *only*, we'll put your name on the list by phone only. No walk ins please. Call the school at (650) 856-6152 and leave your name, your child's name and birth date, a daytime phone number and E.Mail on the message machine. The time of this call 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 +\$25.00 fee by November 6th 2009.*

October 17th- Ongoing: Phone reservations no longer accepted. Submit an application + fee by mail or place in the box outside the office door, and we'll add your name to the Enrollment List in a randomly selected order from all new applications received that day.

Step 2. School Visits

We hold an Open House on Jan. 8th at 2:00-4.00 p.m. for adults only. When you are next on the Enrollment List, we will contact you and set up a tour of the programs you are considering when they are in session. These 1/2 hr visits with our Director usually occur Jan. - 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 \$125.00 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 June 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 14th. The *Physician's Report* that is filled out by your child's doctor may require a physical exam. Participating Parents must have proof of a negative TB test.

If you need further information or have questions or concerns please visit our website www.pafns.org or contact Teresa at (650) 856-6152 , or pafns@sbcglobal.net . I look forward to meeting you.

Teresa Tucker (Administrative Director)

Palo Alto Friends Nursery School
2011-2012 APPLICATION FORM – NEW FAMILIES

Child's Name: _____ Male or Female? (circle one)

Child's Name to be used in School: _____ Birth Date: ____/____/____

Parent's Names: _____

Address: _____

Daytime Phone: _____ - _____ - _____ E.Mail address _____

What is the best way to contact you? E.Mail ____ U.S. Mail ____ Phone ____

Please indicate your program choice(s) below, ranked in order of preference (1st, 2nd, 3rd, etc.); if equal, rank with the same number. Don't worry if you're not sure; when it's your turn you can choose any program that's open.

<p><i>Mornings Only (9-12)</i></p> <p>____ MWF a.m. (4's only)</p> <p>____ TTh a.m. (3's only)</p> <p>____ Optional Day M (A.M. 3's only)</p> <p>____ Optional Day W (A.M. 3's only)</p> <p><i>Afternoons Only (12-3)</i></p> <p>____ MWF p.m. (4's only)</p> <p>____ TTh p.m. (3's only)</p>	<p><i>All Day (9-3)</i></p> <p>____ MWF all day (4's only, no nap time) (MWF a.m. + MWF p.m.)</p> <p>____ TTh all day (3's only, no nap time, (TTh a.m. + TTh p.m.)</p> <p style="text-align: center;"><i>Important:</i> <i>Please read attached program notes before choosing a program</i></p>
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OPTIONAL PARENT PARTICIPATION / TUITION REDUCTION OPPORTUNITIES

- I'm interested in being a full Participating Parent ____ 1/2 Participating Parent ____
in the *T/Th a.m. program* on Tues ____ Thurs ____ Any ____
in the *M/W/F a.m. program* on Mon ____ Wed ____ Fri ____ Any ____ (rank preference)
- I'm interested in serving on the Board _____
- I'm interested in a Scholarship Placement _____
- Does your child have any special health or developmental needs that we will need to make special arrangements for? _____
- Is your child attending another school? _____
- To secure your spot on the Priority List, please attach a \$25 check made payable to **Friends Nursery School** and return the completed form and fee to:

The Administrative Director
Friends Nursery School
957 Colorado Avenue
Palo Alto, CA 94303

APPLICATIONS ACCEPTED BEGINNING OCTOBER 16th 2010

Palo Alto Friends Nursery School

2011-2012 PROGRAMS

This is a nuts and bolts summary of our programs. For more, please visit our website www.pafns.org.

Schedule

The 2011-2012 School Year begins late August and ends early 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's 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 Ice Cream Social, Rummage Sale, 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 isn't required in afternoons). Couples may share the responsibility. *Siblings (including babies) may not come to school with you.*

Participating Parents (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 they're paid directly by the absent PP (\$40.75/ day in '10-'11).

Tuition

Tuition for the 2011-2012 school year will be set in February by our volunteer parent Board. Meanwhile, the current year's (2010-2011) tuition schedule, below, serves as reference.

2010/ 2011 Tuition Schedule (FOR REFERENCE ONLY)		
<i>Monthly Tuition Payment</i>		<i>Monthly Tuition Credit</i>
MWF a.m.	\$489	Participating Parent (a.m. only) - \$163
MWF p.m.	\$489	Board Positions - \$ 0 to \$489 (varies by position)
TTh a.m.	\$326	Note: Participating Parents and Board Positions also receive workday and fundraising hours credits.
TTh p.m	\$326	
Optional Day M or W	\$163	

Friends isn't a month to month program. Annual tuition is paid in 10 equal installments of the amount indicated, due the 1st of each month, September 1 to June 1. Total the fees if your child will attend more than one program. Remember: this is only an estimate! Tuition typically increases a bit each year to cover higher costs. We'll have the exact 2011-2012 tuition numbers by February/March.

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. We are a Palo Alto Community Child Care voucher center.