



30700 Soquel Road, Soquel, CA 95061, 408-284-4700

SOQUEL PARENT EDUCATION NURSERY SCHOOL 2020-2021 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 15th STEP 1: CLASS PLACEMENT	OPEN ENROLLMENT FOR NEW FAMILIES: Begins March 16th STEP 1: CLASS PLACEMENT (DEPENDENT ON OPENINGS)
<input type="checkbox"/> Submit signed Requirements Contract	<input type="checkbox"/> Submit signed Requirements Contract
<input type="checkbox"/> \$100 Non-Refundable Deposit (and will be applied to May's tuition provided that the account is in good standing.) • PayPal, Cash or Checks to be made out to Soquel PENS	<input type="checkbox"/> \$100 Non-Refundable Deposit (and will be applied to May's tuition provided that the account is in good standing.) • PayPal, Cash or Checks to be made out to Soquel PENS
<input type="checkbox"/> Online Registration Form to choose your class	<input type="checkbox"/> Online Registration Form to choose your class
STEP 2: FORMS & FEES DUE NO LATER THAN TWO WEEKS PRIOR TO FALL START DATE	STEP 2: FORMS & FEES DUE NO LATER THAN ONE MONTH PRIOR TO FALL START DATE
<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) This will be given to you during the summer months prior to the start of school.	<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"/> 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 the school year)

- Work one day a week in your child's classroom.
- Attend **TWO** required Education meetings: Orientation and one small group meeting.
- Take on and perform the duties of a support job or a Board position with the school.
- There is a minimum fundraising commitment of \$100 per family per school year and **TWO** hours of volunteer fundraising activities. If the requirement is not met by May, the remaining balance is due.
- Pay \$100 materials fee due by the end of the 1st semester (last day of class in Dec.) \$25 late fee will be added. For those enrolling mid-year, due by the near the end of the second semester (last day in April)
- 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.
- Attend Set-Up Day, one of 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.
- 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.
- Comply with all the state health standards required of the school with respect to physical examinations and immunizations.
- Tuition is due on the 1st of 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:

\$180 per month per child: 2 days a week
\$260 per month per child: 3 days a week

\$494 per month per child: 3 full days a week
\$220 per month per child: 2 drop off days a week

- Give **two weeks' notice prior to leaving** the school mid-year. During those 2 weeks, **all financial and work-day 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 Parents' Name(s): _____ and _____

Signed: _____ and _____ Date: _____