



Enrollment Guidelines

Thank you for your interest in enrolling your child at Crofton Nursery School! Please read the information below before completing the registration form. If you have any questions, please contact our VP of Membership at membership.cns@gmail.com. Please note that classes will be filled on a first-come, first-served basis and your child's enrollment is not guaranteed until we have received the registration fee.

General Information

Crofton Nursery School is a cooperative preschool program offering classes for three- and four-year-olds. Established in 1967, the school is licensed by the Maryland Department of Human Resources Child Care Administration. Crofton Nursery School is a nonprofit and nonsectarian school.

For 2023-2024, the three-year-old class is scheduled to meet on Tuesdays and Thursdays from 9:00 to 12:00 and the four-year-old class is scheduled to meet on Mondays, Wednesdays, and Fridays from 9:00 to 1:00. Class size is limited to 15 children in each class, for a total enrollment of 30 children in the school.

More information about our school and additional copies of all forms can be found on our website at www.croftonnurseryschool.com.

Entrance Requirements

Children attending the school must be toilet trained.

In accordance with the State of Maryland's entrance requirements for kindergarten, children entering the three-year-old class must be three by September 1st of that year. Children entering the four-year-old class must be four by September 1st of that year.

Obligations of Membership

Classroom participation: Two parents participate in each class session, assisting the teachers 1-2 times per month. The participating parents provide a snack for the children to share, supervise the children during play time and recess, help with daily art projects, staff the carpool line, complete housekeeping duties, and otherwise assist the teacher as needed.

All parents working in the classroom **MUST**: (1) complete a medical evaluation form signed by a doctor, (2) complete and provide proof of current CPR and First Aid certification, and (3) submit to a criminal background check.

Other obligations: In addition to helping in our classroom, each member is required to serve on a school committee or as an officer of the school, pay all fees on time, satisfy all health requirements, attend three parent education meetings at the school throughout the school year, support school fundraising activities, participate in one Saturday deep cleaning of the school (per child) (usually lasting about 3 hours), and assist with any other duties as directed by the membership.

Health Requirements

The Maryland Immunization Certificate and Health Inventory must be completed for each child by your child's pediatrician and all immunizations must be up to date.

For the 2023-2024 school year, all parents working in the classroom must be fully vaccinated for COVID-19 and have received at least one booster.

Registration Fee

\$100 for new students, \$50 for Alumni Families, \$75 if enrolling 2 siblings at the same time. Payable via PayPal to croftonnursery.president@gmail.com or via check.

Tuition

For 2023-2024, the tuition is \$175 per month for the 3's class and \$340 per month for the 4's class. Tuition is paid September through May. The September and May payments are non-refundable and due at the May Parent Education Meeting of the preceding year and July Health & Safety Meeting respectively. If you are a new family entering the school after the Health & Safety Meeting, then the payments must be received on or before your first day of school.

All families are also required to support school fundraising with a \$150 fundraising minimum per child each year.

Crofton Nursery School Officers

President: Serves as a liaison between the teachers, school officers, and membership. Schedules and presides at all membership meetings and board meetings. Oversees committee work and delegates responsibilities to other members. Works closely with other school officers to supervise all school operations.

1st VP for Health, Safety and Licensing: Oversees all aspects of the school's compliance with state regulations, maintains official school records, and prepares for school audits by the Maryland Office of Child Care.

2nd VP for Membership: Maintains the school's email and answers inquiries, provides school tours, organizes open houses/registration dates for new membership, processes applications for enrollment and maintains a list of current members.

Secretary: Works with the President to schedule membership and Board meetings, keeps minutes of all membership and Board meetings and submits/distributes them, records attendance at meetings, picks up and distributes the school's mail.

Treasurer: Responsible for all financial affairs of the school including maintaining bank accounts, keeping teacher contracts on file, creating a budget with the President, renewing insurance policies, approving and issuing reimbursements, paying our teachers and collecting tuition.

Crofton Nursery School Committees

Communications/Marketing: Maintains the website and social media accounts/blog, creates marketing materials, and communicates with the greater Crofton community about school events.

Curriculum: Orders school supplies and inventories/reorders as needed, helps teachers acquire special supplies, performs all pre-preparation of class materials (cutting shapes, etc.), helps maintain hallway bulletin boards.

Equipment: Coordinates the closing and opening of school along with the Housekeeping committee. Keeps an inventory of all school equipment and maintains school grounds.

Fundraising: Works with the President to plan school fundraising events. Communicates fundraising requirements to membership.

Health & Safety: Maintains working parent and student health files, coordinates criminal background checks for working parents, organizes CPR/first aid training classes for parents and teachers and manages the school's emergency plans.

Hospitality: Coordinates refreshments and babysitting for membership meetings, organizes beginning and end of the year picnics and park days, organizes holiday events and 4's graduation celebration.

Housekeeping: Coordinates a school-wide cleaning during closing and opening of the school, purchases and inventories cleaning supplies, and schedules members for bimonthly cleanings at the school.

Participation: Coordinates with the teachers to schedule class orientations, creates and maintains a working parent schedule for each class using Sign-up Genius, tracks each member's "working days" and works with the teachers to schedule parent/teacher conferences.

Programs/Field Trips: Helps teachers plan special events for the children including field trips, special visitors to the school, and holiday celebrations, notifies parents of proposed field trips and collects permission slips and fees.

Crofton Nursery School Registration for Enrollment

Name of Child _____ Gender _____

Nickname _____ Date of Birth _____

List Any Allergies _____

Is Medical Treatment Required? _____ If yes, specify _____

Mother or Guardian's Name _____

Mother's Cell Phone _____ Mother's Email _____

Father or Guardian's Name _____

Father's Cell Phone _____ Father's Email _____

Home Address _____

Child lives with (Please check one) Parents _____ Relative _____ Guardian _____

Are there any custodial arrangements we should be aware of? _____

Is there another adult who will help at school (i.e., a grandparent or nanny)? _____

Who will volunteer in the classroom? _____

Who will volunteer on a school committee? _____

Is there a committee you would like to be assigned to? (see list above) _____

Would you like to be the chairperson of a committee? _____ Preference _____

Would you be an officer of the school? _____ Preference _____

Does your child have any siblings who attended CNS? Please list below:

Which class are you applying for? _____ 3's class _____ 4's class

I hereby apply to register my child in the Crofton Nursery School. I have been advised of and understand responsibilities governing CNS and agree to abide by them. I will complete all necessary health and administrative forms before school starts. I understand the registration fee is non-refundable.

Parent Signature _____ Date _____

Parent Name (Printed) _____