



REGISTRATION PACKET

2014-2015 SCHOOL YEAR

Archer Cooperative Nursery School is committed to providing quality preschool education through program diversity and age appropriate child development techniques and activities. The cooperative nursery school concept provides a unique opportunity for parents to actively participate in their children's learning process by assisting in the child's classroom. We believe that cooperative education successfully blends the essential elements for optimum learning by young children: quality teachers, committed parents and the children themselves.

Archer Nursery School was founded in 1964 as a non-profit, non-sectarian organization. The school is licensed by the New Jersey State Department of Human Services and exceeds State standards in staff, facilities and program.

ARCHER COOPERATIVE NURSERY SCHOOL
37 East Allendale Avenue
Allendale, NJ 07401
(201) 327-6016
www.ArcherNurserySchool.com

2014-2015 CLASS OFFERINGS

Mommy & Me Program

Wednesday: 9:00-10:00AM or 10:30-11:30AM Fall & Spring Sessions

*Additional classes will be added if needed

2 ½-Year-Old Program

(Must be 2 by March 31)

Tuesday & Thursday 9:00-11:30AM

Add 3rd Day (optional): Friday 9:00-11:30AM

Lunch & Learn offered each day until 1:00PM

3-Year-Old Program

Monday, Wednesday & Friday 9:00-11:30AM

Add 4th Day (optional): Tuesday 9:00-11:30AM

Lunch & Learn offered each day until 1:00PM

Pre-K Program

Monday - Thursday 9:00-11:30AM

Add 5th Day (optional): Friday 9:00-11:30AM

Lunch & Learn offered Monday-Friday until 2:00PM

Transitional Kindergarten Program (TK)

Monday - Friday 9:00-1:00PM

Extended Day offered (optional): 2 days 1:00 - 2:30PM

Kindergarten Enrichment Program (KEP)

Two Day: 12:00-2:30PM

*Bus service will be available for students attending Hillside School in Allendale at an additional cost, pending enrollment.

* KEP program is subject to change in the event that the Kindergarten program at Hillside School is modified.

Lunch & Learn

Archer offers "Lunch & Learn" classes that are extensions to the regular class times where children will continue to be engaged and learn more about the theme of the day. There will be circle time and a Q&A period, creative art activities, independent choice time and an opportunity to enjoy table manipulatives, puzzles, games, etc. Activities may be literature based or science/math based. Children bring their lunch to Lunch & Learn and eat with their friends.

"Lunch & Learn" classes may be combined with multiple age groups.

2014-2015 TUITION

Non-Refundable Registration Fees

Mommy & Me: \$50.00 per family

2½-Year-Old, 3-Year-Old, Pre-K, TK & KEP: \$250.00 per child. Please note that \$175.00 will be credited toward tuition.

Tuition and Fees

To be paid in full Per family	<u>Quarterly Tuition</u>	<u>Total Annual Tuition</u>
Opt-Out Work Session	-	\$150.00
Mommy & Me		
Fall	-	\$300.00
Spring	-	\$440.00
Full Year		\$700.00
2½-Year-Old		
Tuesday & Thursday	\$520.00	\$2,080.00
Friday (optional)	\$234.00	\$936.00
Lunch & Learn (per day up to 3 days)	\$125.00	\$500.00
Non-Coop Fee	-	\$200.00
3-Year-Old		
Monday, Wednesday & Friday	\$728.00	\$2,912.00
Tuesday (optional)	\$234.00	\$936.00
Lunch & Learn (per day up to 4 days)	\$125.00	\$500.00
Non-Coop Fee	-	\$300.00
Pre-K		
Monday-Thursday	\$936.00	\$3,744.00
Friday (optional)	\$234.00	\$936.00
Lunch & Learn (per day up to 5 days)	\$234.00	\$936.00
Non-Coop Fee	-	\$400.00
Transitional Kindergarten (TK)		
Monday - Friday	\$1,625.00	\$6,500.00
Extended Day - 2 Days (optional)	\$250.00	\$1,000.00
Kindergarten Enrichment (KEP)*		
Afternoon		
2 Day	\$559.00	\$2,236.00

Alternative payment plans are available.

*Bus service will be available for students attending Hillside School in Allendale at an additional cost, pending enrollment.

* KEP program is subject to change in the event that the Kindergarten program at Hillside School is modified.

Incentives:

Multiple Child Discount: Enrollment of two or more children (in the 2½-year-old, 3-year-old and Pre-K classes) qualifies for a 5% discount on the regular class tuition for each additional child. The discount will be applied to the less costly tuition.

Payment in Full: For each child registered prior to October 1, a paid-in-full discount of 5% will be offered with their first invoice on core classes (not including Lunch & Learn). This incentive is no longer offered once the first post-registration payment is received.

Personal Information Page

Please complete and return with your enrollment agreement.

Mother's First and Last Name	
Home Phone	
Work Phone	
Cell Phone	
Email Address	
Occupation/Former Occupation	
Home Address Street, Town, Zip Code	
Father's First and Last Name	
Work Phone	
Cell Phone	
Email address	
Occupation/Former Occupation	
Home Address/Phone (if different from above)	
Child 1 First and Last Name	
Male/ Female	
Date of Birth MM/DD/YYYY	
Child 2 First and Last Name	
Male/ Female	
Date of Birth MM/DD/YYYY	
Child 3 First and Last Name	
Male / Female	
Date of Birth MM/DD/YYYY	
Names of siblings not listed above and date of birth	1.
	2.
	3.
Which of the following most accurately describes you? (Please check one) Present Archer Nursery School Member _____ Archer Nursery School Alumni _____ Archer Church Member _____ New Member _____	
How did you hear about Archer Cooperative Nursery School?	

ENROLLMENT PAGE

Date of Enrollment: _____

Per Family Election (2 1/2 Yr -old - Pre-K Only);

CHOOSE ONE : Participate in Building & Maintenance Work Session _____

Opt-Out of Building & Maintenance Work Session (\$150.00 Fee) _____

Please write child's name next to class he/she is enrolling (one page per family):

Mommy & Me Program:** Child(ren)'s Name _____

Please (X) Day: Wednesday _____

Please (X) Time: 9:00AM - 10:00AM _____ 10:30AM - 11:30AM _____

Please (X) One: Fall _____ Spring _____ Full Year _____

2 1/2-Year-Old Program: Child(ren)'s Name _____

Please (X) Days: Tuesday & Thursday 9:00AM – 11:30AM _____

Please (X) if Enrolling in 3rd Day (optional): Friday 9:00AM – 11:30AM _____

Lunch & Learn 11:30AM – 1:00PM (please (X) days)

Tuesday _____ Thursday _____ Friday _____

3-Year-Old Program: Child(ren)'s Name _____

Please (X) Days: Monday, Wednesday, Friday 9:00AM – 11:30AM _____

Please (X) if Enrolling in 4th Day (optional): Tuesday 9:00AM – 11:30AM _____

Lunch & Learn 11:30AM – 1:00PM (please (X) days)

Monday _____ Tuesday _____ Wednesday _____ Friday _____

Pre-K Program: Child(ren)'s Name _____

Monday-Thursday, 9:00AM – 11:30AM _____

Please (X) if Enrolling in 5th Day (optional): Friday 9:00AM – 11:30AM _____

Lunch & Learn 11:30AM – 2:00PM (please (X) days)

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Transitional Kindergarten (TK): Child(ren)'s Name _____

Monday - Friday, 9:00AM - 1:00PM _____

Please (X) if Enrolling in Extended Day (optional): 2 Days 1:00-2:30PM _____

Kindergarten Enrichment Program (KEP):** Child(ren)'s Name _____

Please (X) Session: Two Day Afternoon 12:00PM - 2:30PM _____

* KEP program is subject to change in the event that the Kindergarten program at Hillside School is modified.

Please Initial if Opting-Out of Cooperative Classroom Participation (fees will be applied): not applicable to Mommy & Me, TK or KEP classes. _____

STAFF ASSIGNMENTS ARE SUBJECT TO CHANGE. CLASS CANCELLATIONS MAY OCCUR.

2014-2015 ENROLLMENT AGREEMENT

As a member of Archer Cooperative Nursery School, I agree to the following requirements:

- To meet the **yearly tuition and fees obligation** for the class(es) in which my child is enrolled, abiding by the Archer payment schedule. The four (4) payment schedule states that payments are due on June 1, September 15, November 15 and January 15. Enrollment occurring post May 1 will require a first quarter payment within three weeks of the invoice date. Further, enrollment post September 1 may be eligible for an alternate payment schedule at the discretion of the Archer Director. The following late fees will be incurred: \$50 - over 10 days; \$100 – over 20 days; \$200 - over 40 days.
- **Refunds** are based on the formal receipt of a “Withdrawal/Change of Enrollment Form” signed by the parent and the Archer Nursery School Registrar, and dated. The prorated obligation of all relevant tuition and fees will be determined. The Archer Director solely determines any pro-rata computation, based on internal invoice guidelines. Withdrawals that take place after **June 1** will **forfeit their first quarter payment. Registration fee is non-refundable.**
- KEP Refund Policy: (Applicable if Allendale does not approve a modified Kindergarten schedule for the 2014-2015 school year) In the event the first choice Kindergarten class is **not** assigned, Archer will change the KEP class to align with the new Kindergarten time at no additional cost **after** a copy of the school’s placement letter is provided. If Archer is unable to accommodate the new request due to maximum enrollment a full refund will be provided.
- In order to register for the following school year, current school year tuition must be paid in full by January 15.
- To participate in the classroom as scheduled on a rotating basis when electing coop enrollment.
- To serve on a committee, regardless of selection of coop or non-coop enrollment.
- To not use class email/contact information for business solicitation.
- To attend one work session this school year or opt-out by paying the work session fee of \$150. The opt-out fee will be billed in the May 1st invoice. Should you fail to attend and complete the FULL work session (the hours will be provided to you prior to your work date) you will be billed the opt-out fee in January. If a work session is only partially attended the opt-out fee will apply.
- To attend two (2) scheduled General Meetings. The first meeting will take place on **June 9, 2014** and the second meeting will take place on **September 8, 2014**. Non-attendance will result in a \$50.00 fee per meeting missed. These dates are tentative.
- To comply with the State of New Jersey’s regulations regarding finger printing in order to ensure the utmost safety of our children. All parents/caregivers/grandparents who will be cooping in the classroom must submit, within 8 weeks from date of enrollment, a fingerprinting form to be completed at a NJ State approved facility. Expenses for fingerprinting will be paid for by the State of New Jersey. If past 8 weeks, I will be billed for a paid substitute to fill in on any scheduled classroom days.
- To permit, in my absence, the Director or teacher-in-charge to seek transportation and/or medical care for my child if an emergency should occur.
- To submit a completed Health Form and Immunization Record by October 1. Children will not be admitted without up-to-date immunizations. Documentation of an influenza immunization must be submitted by December 1.
- To having received the following statements regarding my rights as a parent/guardian of a child in this Nursery School in accordance with the Division of Youth and Family Services regulations:
 1. Information to Parents
 2. Release Policy
 3. Discipline/Expulsion Policy
 4. Policies on the Dispensing of Medication, Management of Communicable Diseases, Toilet Training and Press Releases.
- I have been provided the opportunity to read the Constitution and Bylaws of Archer Cooperative Nursery School. (Available at all times in the Nursery School office.)

Signature of Parent/Guardian

Date

Signature of Registrar

Date

HOW TO REGISTER

Registration Dates: February 1, 2014, 9:00 AM
Current members, Archer alumni and Archer church members only.
February 8, 2014, 9:00 AM
Open Registration.




Registration must be done electronically via e-mail. A completed registration application(s), the non-refundable application fee(s) and a copy of each child's birth certificate must be submitted to Archer Cooperative Nursery School within 3 days for completion of the registration process.

Step-by-Step Process:

On one of the above registration dates and not earlier than 9:00 AM:

1. Address the e-mail to archerregistrar@yahoo.com
2. In the e-mail subject field, enter your Last Name and Program Choice. If you are enrolling more than one child, enter a class choice for each child and send only one e-mail per family.
3. The text of the e-mail must include a list of the following six items (for each child).
 1. Full name of child
 2. Date of birth
 3. Program (2s, 3s, Pre-K, TK, KEP)
 4. Lunch & Learn options (or state "None")
 6. Your name and phone number where you can be reached on registration day.
4. Send the e-mail.
5. You will receive an e-mail confirming receipt of your registration. If you send more than one e-mail, you will NOT receive another confirmation. The confirmation is an auto-reply and is only sent back once to each e-mail address.
6. You will receive an e-mail confirming your class choices by 5pm the day of registration.

Sample e-mail:

From:	 "Mary Brown" <marybrown@yahoo.com>  View Contact Details  Add Mobile Alert Yahoo! DomainKeys has confirmed that this message was sent by yahoo.com. Learn more
Subject:	Brown, 4 year-old class plus Friday
To:	"Archer Registrar" <archerregistrar@yahoo.com>

Please register my child at Archer!

1. Sarah Brown
2. 01/14/08
3. Pre-K with Friday
5. Tues, Wed & Thurs
6. Mary 201-555-1212

HOW TO REGISTER (CONTINUED)

Process for Determining Class Lists

- Every registration e-mail request is time stamped, which determines the order in which each request is processed.
- If classes or lunch bunch classes are full, your child will be placed on a waitlist. Whenever an opening occurs, the next wait-listed entry will be contacted by phone and e-mail. You have 24 hours to reply (either call or e-mail the registrar) to confirm that you wish to keep your place in the class. After 24 hours, the next person on the wait-list is contacted, and so on. Please make certain the registrar has all your contact information.
- Class placement is determined on enrollment to keep classes evenly distributed

Process for Determining KEP Classes

(Applicable if Allendale does not approve a modified Kindergarten schedule for the 2014-2015 school year)

- Please list your preference for a morning or afternoon KEP class based on your requested Kindergarten times in your town.
- In the event the first choice Kindergarten class is **not** assigned, Archer will change the KEP class to align with the new Kindergarten time at no additional cost **after** a copy of the school's placement letter is provided. If Archer is unable to accommodate the new request due to maximum enrollment a full refund will be provided.

Submitting Your Registration Packet

Within three (3) days of e-mail registration, either mail or bring to the Archer Nursery School office the following items in order to complete your registration:

1. Completed registration packet
 - a. Personal Information page
 - b. Enrollment page
 - c. Enrollment Agreement - signed and dated by parent/guardian
 - d. Parent Participation Questionnaire - copied below or available on school website – www.archernurseryschool.com or School Office
2. A non-refundable registration fee check for \$250.00 (per child). Please note that \$175.00 will be credited towards tuition.
3. A copy of the birth certificate (or proof of age) for each child
4. Payment for ALL previously unpaid Archer tuition and fees

Open Registration

All registration applications must be brought to the Archer office or mailed to:

**Archer Cooperative Nursery School
Attn: REGISTRAR
37 E. Allendale Avenue
Allendale, NJ 07401**

Please contact the Director (201-327-6016 or archerns@verizon.net) if you have any questions.

INFORMATION TO PARENTS

In accordance with the Manual of Requirements for Child Care Centers (effective September 1, 2014 – August 6, 2016) Archer Cooperative Nursery School shall give to the parent(s) of every enrolled child and to every staff member written the following Information to Parents document designated by the Bureau of Licensing and indicating that the center is required to:

1. Be licensed by the Bureau of Licensing, Division of Youth and Family Services.
2. Comply with all applicable provisions of the Manual of Requirements for Child Care Centers.
3. Post its license in a prominent location within the center.
4. Retain a current copy of the manual and make it available for parents' review.
5. Indicate how parents can secure a copy of the manual and obtain information about the licensing process from the Bureau.
6. Make available to parents, upon request, the Bureau's Life/Safety and Program Inspection/Violation and Complaint Investigation Summary reports on the center, as well as any letters of enforcement or other actions taken against the center during the center's current licensing period.
7. Post a listing or diagram of those rooms and/or areas that have been approved by the Bureau for children's use.
8. Comply with the inspection/investigation functions of the Division, including the interviewing of staff members and children.
9. Afford the parents the opportunity and time to review and discuss with the center director or sponsor any questions or concerns about the policies and procedures of the center or whether the center is in compliance with all applicable provisions of the manual.
10. Advise parents that if they believe or suspect that the center is violating any requirement of the manual, they may report such alleged violation to the center sponsor or to the Bureau.
11. Afford parents of enrolled children an opportunity to participate in the center's operation and activities and to assist the center in complying with licensing requirements.
12. Afford parents of enrolled children the opportunity to visit the center at any time during the center's hours of operation to observe its operation and program activities without having to secure prior approval.
13. Provide parents with advance notice of any field trip, outing or special event involving the transportation of children away from the center and, for each event, secure the written consent of the parent(s) before taking a child on such a field trip, outing or event.
14. Post a copy of the center's written statement of policy on the disciplining of children by staff members in a prominent location within the center, and make a copy of it available to parents upon request.
15. Indicate through this document that any person who has reasonable cause to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, humiliation or frightening treatment, or any other kind of child abuse, neglect or exploitation by any adult is required by State law to report such allegations to the Division of Child Abuse Control or any District Office immediately, and indicate that such reports may be made anonymously.
16. Indicate through this document how parents and staff members may secure information about child abuse and/or neglect from the division.
17. Inform parents of the center's policy on the release of children.
18. Inform parents of the center's policy on administering medication and health care procedures.
19. Provide parents with a copy of the center's policy on management of communicable diseases.
20. Provide parents with a copy of the center's policy on the expulsion of children from enrollment.
21. Inform parents that the center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S. C. – 12101 et. Seq.), and indicate that anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 or (800) 514-0383 (TTY).
 1. The center shall provide the Information to Parents document to each child's parent(s) upon enrollment, and to every person upon becoming a staff member.

2. The center shall secure and maintain on file a record of each parent's and staff member's signature attesting to receipt of the document.
3. The center shall maintain on file a copy of the Information to Parents document

DISCIPLINE/EXPULSION POLICY

The methods of guidance and discipline used at Archer Nursery School shall:

1. Be positive;
2. Be consistent with the age developmental needs of the children; and
3. Lead to the child's ability to maintain self control.

The teachers will supervise all activities involving children. In matters of argument and regulation compliance, the teacher shall intervene and guide the children toward appropriate behavior. The teacher may hold the child, talk with the child and redirect his behavior. All discussion will center about the issue at question and not the child himself.

If an issue cannot be resolved in the aforementioned fashion or the child's aggressive behavior cannot be ameliorated, the teacher shall speak with her supervisor and a course of action will be set forth. It shall include, but not be limited to:

1. A conference with the parents within the first 2-3 weeks from the time of the teacher's initial concern of the child's behavior;
2. Suggestions for home reinforcement of positive behavior;
3. Suggestions for appropriate discipline at home and at school, i.e. diversion, separation from victimized child or object;
4. Suggestions for spending time close to the parent, teacher or assistant teacher; and/or
5. Redirection

If the child remains a danger to himself or to others, or the behavior continues to obstruct the learning process for him or for others, a second or subsequent conference with the parents will be held at about 5-6 weeks from the time of the teacher's initial concern. This conference may include, but not be limited to, a discussion concerning professional intervention, referral to the parent's local school district or other appropriate institution or individual for evaluation.

Dismissing a child is provided for in our organization's Constitution and By-Laws and remains an option to be exercised at any time throughout the school year. If Archer Nursery School determines that student expulsion is the only option remaining for the child in question after the above procedures have been followed, the child's parent will be informed at a conference with the director and teacher.

All quoted material appears on pg. 65 of the Manual of Requirements for Child Care Centers – effective on August 9, 2009.

RELEASE POLICY

In accordance with the Manual of Requirements for Child Care Centers (effective September 1, 2014 – August 6, 2016) Archer Cooperative Nursery School will release a child only to his/her parent(s) or person(s) authorized in writing by the parent(s) to take the child from the Nursery School and to assume responsibility for the child in an emergency if the parent cannot be reached.

Archer Cooperative Nursery School requires the parent(s) to indicate the authorized person(s) on the Health Form and the Classroom Emergency Card. The information required includes the name, address and telephone number of all authorized persons. The parent(s) must sign both forms.

Further policy requires the following procedures be followed if the parent(s) or authorized person(s) fail to pick up the child at the time of the Nursery School's daily closing – 2:45 p.m. The procedure shall require that:

1. The child is supervised at all times;
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and

3. An hour or more after closing time, and provided that other arrangements for releasing the child to his or her parent(s) or authorized person's have failed and the staff member(s) cannot continue to supervise the child at the Nursery School, the staff member shall call the Division's 24-hour Child Abuse Hotline to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child.

If, in the judgment of the Director and/or staff member, the parent(s) or person(s) authorized by the parent(s) appear to be physically and/or emotionally impaired to the extent that the child would be placed at risk or harm, the procedures require that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternate person(s) authorized by the parent(s); and
3. If the Nursery School is unable to make alternative arrangements, a staff member shall call the Division's 24-hour Child Abuse Hotline to seek assistance in caring for the child.

POLICY ON ADMINISTRATION OF MEDICATION AND THE MANAGEMENT OF COMMUNICABLE DISEASES

Archer Cooperative Nursery School will administer prescription medications upon written request to the Director from the child's parent/guardian in accordance with the following procedures outlined by the Manual of Requirements (August 6, 2009) pages 76-8 10:122 - 7.5 (b) 1-10.

Any prescription medication for a child shall be:

1. Prescribed in the name of and specifically for the child; and
2. Stored in its prescription container, which has been labeled with the child's name, the name of the medication, the date it was prescribed or updated and directions for its administration.

Archer Cooperative Nursery School shall not permit a child who has any of the illnesses or symptoms of illness specified below to be admitted to the Nursery School on a given day unless medical diagnoses from a licensed physician, which has been communicated to the Nursery School in writing, or verbally with a written follow-up, indicates that the child poses no serious health risk to himself or herself or to other children. Such illnesses or symptoms of illness shall include, but not be limited to, any of the following;

1. Severe pain or discomfort;
2. Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to looser consistency within a period of 24 hours;
3. Two or more episodes of acute vomiting within a period of 24 hours;
4. Elevated oral temperature of 101.5 degrees Fahrenheit or over or axillary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes;
5. Sore throat or severe coughing;
6. Yellow eyes or jaundiced skin;
7. Red eyes with discharge;
8. Infected, untreated skin patches;
9. Difficult or rapid breathing;
10. Skin rashes, excluding diaper rash, lasting more than one day;
11. Weeping or bleeding skin lesions that have not been treated by a physician or nurse;
12. Swollen joints;
13. Visibly enlarged lymph nodes;
14. Stiff neck;
15. Blood in urine.

There are some more highly contagious illnesses which require you to keep your child home for a longer than usual period of time. This extra time is extremely important in trying to keep the illness contained and keeping it out of the school. Some of these illnesses actually have a long contagious period after the child is symptom-free. **Please keep your child home for a MINIMUM of 24 hours after being symptom-free for the following:**

- Elevated oral temperature (fever 100.5 +)

The child should not return to school before the minimum 24-hour period unless a licensed physician indicates in writing that the child poses no serious health risk to himself or herself or to other children.

In addition, please keep your child home for a MINIMUM of 48 hours after being symptom-free for the following:

- Gastrointestinal illnesses (includes vomiting, diarrhea, loss of appetite, etc.)

The child should not return to school before the minimum 48-hour period unless a licensed physician indicates in writing that the child poses no serious health risk to himself or herself or to other children.

We encourage you to use your best judgment regarding sending your children to school while their siblings are home sick to limit the spread of illness in the classrooms.

Any diagnosed chronic illness such as diabetes, asthma, and food or medication allergy must be noted on the child's Health Form. It is advised that the child wear medic alert identification.

Calling in Absences

It is the responsibility of the parent/guardian to call in an absence each and every day. Please let the school know the date, child's full name, class, and reason for absence. If the reason is an illness, please explain the type of illness, symptoms, how long child has been ill, etc. If you do not call in an absence, the director will call your home to request the necessary information.

The director and staff at Archer do reserve the right to request a parent/guardian pick up a child who believe may be ill.

TOILET TRAINING POLICY

Archer Cooperative Nursery School does not require that children are toilet trained upon entering school. If the need arises for a diaper/pull-up change, Archer staff will accommodate the child's needs. Those children enrolling in the 3-Year-Old Program who may not be fully toilet trained at the start of the school year will be supported in that process by Archer.

PRESS RELEASE POLICY

Archer Cooperative Nursery School releases photographs of Archer students or functions to the local newspapers on a regular basis. The photographs are released in an effort to keep Archer Cooperative Nursery School active in our community. If you as a parent do not wish for your child's photograph and/or name to be released, you must complete the "Opt out of Publicity" form available from the Director.

LATE FEES POLICY

The following late fees will be incurred:

\$50 if tuition is over 10 days late

\$100 if tuition is over 20 days late

\$200 if tuition payment is over 40 days late

REFUNDS POLICY

Refunds are based on the formal receipt of a "Withdrawal/Change of Enrollment Form" signed by the parent and the Archer Nursery School Registrar, and dated. The prorated obligation of all relevant tuition and fees will be determined. The Archer Director solely determines any pro-rata computation, based on internal invoice guidelines. Any withdrawals that take place after **June 1, 2014** will **NOT** be eligible for reimbursement.

It should be understood that Archer must plan for equipment, supplies and staffing based on enrollment prior to the start of the school year. You are contractually obligated to meet your financial commitment to the school as stated previously in this agreement.