



2009 - 2010 TODDLER PARENT REQUIREMENTS & AGREEMENT

Handbook All families are required to read the school's handbook and be familiar with its contents and abide by the information therein.

Tuition is due on the 14th of August and the 15th of January. Tuition is delinquent on the 30th of these months and a 10% late fee will be imposed.

Parent Participation is key to the smooth functioning of the school, and to our philosophy of a parent cooperative. On our schooldays, Toddler parent/teachers attend with their child from 9:30-11:30. In order for all children to get the full benefit of the program, please arrive on time.

Snack: Children in the Toddler class share group snack each day. Group snack is provided by the Toddler parents on a rotating basis. Parents are asked to bring healthful, whole foods to share.

Parent Meetings: Attendance at one monthly parent meeting is required for Preschool parents. Being sensitive to toddler bedtimes, Toddler parents are not required, but are strongly encouraged to attend. These meetings, facilitated by the board of directors, cover school business, with discussions and decisions concerning the school and parent education topics. At least one parent's attendance is encouraged for each meeting. Limited childcare is available during these meetings for those who need it.

Committees: Each family will join one of the school's committees and participate in its responsibilities throughout the school year. There are usually 2-3 people on each committee. Committees include: Fund-Raising, Maintenance, Supplies, Curriculum Support, Internal Communication, and Publicity.

Fund-Raisers: Being a non-profit organization, OVCNS needs a reliable source of fund-raising income to keep tuition low and remain an operable school. Families agree to support the fund-raising events decided upon by the board. All families participate in the following required fund-raisers: 1. The annual fall sale of Holiday Greens 2. The sale of Scrip. SCRIP is like buying a gift certificate, and then purchasing your groceries with it. We offer Scrip from a variety of stores (e.g. Vons, Starr Market, Rainbow Bridge, Farmer and the Cook, and Westridge Market). The school expects families to purchase or sell \$100 worth of Scrip per month during the school year. 3. The annual Spring Auction. Non-participation in a parent required fund-raiser results in a \$50 fine.

Work Projects: One or both parents will work on the two scheduled School Maintenance Work Days during the year. We rely on our parents to maintain our facility, for example, make repairs, clean out closets, etc.

Lack of Participation: The success and health of OVCNS is based on each family's commitment. Without the parents' work, time, and input, this would not be a cooperative preschool. Parent participation is so important to the school that fines are charged in the case of non-participation.

Refund Policy: The registration fee, which saves your child's place in school, is partially refundable. Families enrolling a new child into any program for the first time may have a two week trial period to determine the appropriateness of the program for their child. If they decide to withdraw prior to the expiration of the trial period, they are entitled to a full refund of the tuition, but not the yearly registration fee. After the trial period is over, no refunds will be made.

I/we _____ the parents/guardians of _____ have received and read the above Parent Requirements and agree to the terms of enrollment.

Signature _____ Date _____

Please return this signed form with the application form, enrollment form, \$150 registration fee, and tuition to: OVCNS, P.O. Box 1117, Ojai, CA 93024.