



121 Scholfield Road
Rochester, NY 14617
icns@seneca-umc.org
icnspreschool.org
Phone: (585) 775-8146

Official Registration Package 2017 to 2018

Registration Checklist:

Required to reserve your child's place at ICNS:

- Registration Information Form
- \$50.00 non-refundable registration fee
- Parent(s) Contract and Tuition Agreement
- Parent Assisting Information & Availability Form
- Parent Job Interest Sheet

Required by August 15:

- Emergency Medical Permission Form
- Photo Release Form
- ICNS Behavior Policy
- Child's Medical Form

Please feel free to email icns@seneca-umc.org or call (585) 775-8146 with any questions. You are encouraged to attend an open house (see web site for dates) or call to schedule a classroom visit with your child.

To ensure your child has a place in the class, please return all required forms and registration fee to ICNS as soon as possible to the address below. Applications are processed in the order they are received until classes are full, at which time applicants are placed on a waiting list.

Irondequoit Cooperative Nursery School
Attention: Registrar
121 Scholfield Road
Rochester, NY 14617

Alternatively, you may put them in an addressed and sealed envelope and place them in the locked mailbox to the right of the parking lot entrance to the Seneca United Methodist Church.



2017 to 2018 Registration Information Form

Tots (age 2) M/W _____ Tu/Th _____ Tiny Acorns (age 3) (T/TH) _____

Mighty Oaks (age 4) (M/W/F) AM _____ PM _____

Child's Name: _____ Nickname: _____

Date of Birth: ____/____/____ Boy _____ Girl _____

Mother's Name: _____ Father's Name: _____

Address: _____
Street City, State & Zip

Phone(s): _____

Email Address: _____

Can we share this email with your class? YES _____ NO _____

Name and Ages of siblings: _____

Father's Employer: _____ Phone: _____

Mother's Employer: _____ Phone: _____

How did you learn about ICNS (if online, where)? _____

Mother's Signature: _____

Father's Signature: _____

To reserve your child's place at ICNS, please complete the forms in this packet (see check list) and return them with a \$50 non-refundable application fee (payable to ICNS) to:

Irondequoit Cooperative Nursery School
Attention: Registrar
121 Scholfield Road
Rochester, NY 14617

The medical forms can be included to complete the Registration process. Enrollment is not complete until all forms are returned to ICNS, no later than August 15th.



Parent(s) Contract and Tuition Agreement

This contract, between Irondequoit Cooperative Nursery School (ICNS), 121 Scholfield Rd., Rochester, NY 14617 and

Parent(s): _____

Address: _____

Street & Apt. No.

City

State

Zip

is entered on _____ for the purpose of joining ICNS and having their child

Date of Contract

_____ be enrolled in ICNS.

First

Middle

Last

I/We agree to:

a. _____ assist in the classroom when scheduled and pay the normal fees (Section II b)

Or

b. _____ pay the higher Non-Assisting Parent fees (Section II b).

ICNS is administered by the parent(s) of the enrolled children and provides an educational program developed and implemented by a professional teacher, in consultation with the ICNS Board. ICNS will provide a TEACHER appropriately certified in the state of New York, or an appropriate substitute in cases of TEACHER absence, for the class days and times offered during the period of enrollment. ICNS holds classes beginning in September and ending in May. Classes meet as follows (except holidays and school vacation days):

Tots (age 2) Class: Monday and Wednesday from 9:30-11:30am
(Two years old by December 1st of school year)

Tots (age 2) Class: Tuesday and Thursday from 9:30-11:30am
(Two years old by December 1st of school year)

Acorn (age 3) Class: Tuesday and Thursday from 9:00-11:30am
(Three years old by December 1st of school year)

Oaks (age 4) Class AM: Monday, Wednesday and Friday from 9:00-11:30am
(Four years old by December 1st of school year)

Oaks (age 4) Class PM: Monday, Wednesday and Friday from noon-2:30pm
(Four years old by December 1st of school year)

In consideration of enrolling the PARENTS' child in ICNS for the **2017 to 2018** school year and services rendered to the PARENT(S) of the enrolled child during the period of enrollment, the PARENT(S) agree to fulfill their obligations to the ICNS as follows:

I. Cooperative Responsibilities of the Parent

- a. I/We agree to assist in the classroom on a rotating schedule in equal proportion to all other families. The actual number of assisting days will depend on final enrollment numbers. Assisting consists of arriving by 8:40 a.m. to help set up the classroom for the day's activities and staying after all the children have been released to help clean up. Non-Participating Assisting is offered with an increased tuition. Failure to abide by the assisting schedule will result in penalties as outlined in Section III.
- b. I/We accept responsibility for one school job for the year. Job selection is subject to availability and approval by the School Board. Failure to accept a job by the first day of school will result in a fine as outlined in Section III.
- c. I/We agree to attend all (maximum of 5) mandatory parent-only meetings throughout the school year. These meetings are held outside of regular school hours. An unexcused absence from a mandatory parent meeting will result in penalties as outlined in Section III. (Limited child care may be provided by SUMC as necessary.)
- d. I/We agree to perform housekeeping duties 1 to 2 times per school year according to the rotating weekly schedule established by the Housekeeping Coordinator.

II. Financial Responsibilities

- a. I/We agree to pay the non-refundable \$50 application/registration fee (\$30 per child if more than one child is enrolled in the same family).
- b. I/We agree to pay tuition in full by September 1st or in four installments according to the schedule below and understand that any late charges will be applied as outlined in Section III. Note, tuition paid in full by July 1st will receive a 5% discount and there is a \$10 installment payment fee included in the schedule below. Parents having or anticipating trouble making payments can discuss other options with the Treasurer.

Normal fee schedule

Due Date	Tots Total \$600	Tiny Acorns Total \$700	Mighty Oaks Total \$900
September 15 th	\$160	\$185	\$235
November 15 th	\$160	\$185	\$235
February 15 th	\$160	\$185	\$235
April 15 th	\$160	\$185	\$235

Fee schedule only for Non-Assisting Parent(s)

Due Date	Tots Total \$1000	Tiny Acorns Total \$1100	Mighty Oaks Total \$1300
September 15 th	\$260	\$285	\$335
November 15 th	\$260	\$285	\$335
February 15 th	\$260	\$285	\$335
April 15 th	\$260	\$285	\$335

- c. I/We agree to participate in all mandatory fundraisers, not to exceed three separate fundraisers. The School Board will set the minimum fundraising level for each fundraiser.

d. I/We understand that tuition is non-refundable. Refunds on a case-specific basis will be considered for reason of loss of job, transfer out of town, serious illness, death, or teacher recommendation. These requests will be considered by the ICNS Board and would then only be given upon enrollments of a replacement child acceptable to ICNS. Refunds, if any, would be pro-rated effective on the date the replacement child enrolls, or as determined by the ICNS Board.

III. I/We agree with the fine schedule outlined below:

Arrival after 8:40 am on Assisting Day	1 st Offense – Written Warning
Arrival after 8:40 am on Assisting Day	2 nd Offense - \$25 Fine
Arrival after 8:40 am on Assisting Day	3 rd Offense - \$50 Fine
No Show on Assisting Day	\$50 Fine
Failure to accept a job by school opening	\$25 Fine per month assessed on the first day of school, and the 1 st day of each subsequent month in violation
Failure to clean up classroom	\$25 Fine
Unexcused absence from Parent Meeting	\$25 Fine
Tuition Late Charges	\$10 per week, child may become ineligible to attend class after 4 weeks.
Bad Check Fee	\$35 Fee

IV. I/We give permission for my child to go on all field trips for the school year. I further understand that if I cannot attend a field trip, it is my responsibility to make arrangements for another responsible adult to provide transportation and supervision for my child. I will provide an age appropriate child safety seat for the trip.

V. I/We understand that my child will only be allowed to attend class after all Health Forms are received by the Registrar.

VI. I have read, understand, and agree to abide by the Constitution and Bylaws of Irondequoit Cooperative Nursery School and all items included in this contract. I understand that failure to meet my financial or cooperative responsibilities may result in expulsion from the school.

VII. This contract becomes effective after the PARENT(S) and ICNS Registrar (or Chairperson) has signed below and Registration fee is paid. It remains effective for the school year designated previously. It may be terminated by mutual consent of PARENT(S) and ICNS Board.

Parent #1: _____ Date: _____

Parent #2: _____ Date: _____

Registrar: _____ Date: _____

Please return this form to the registrar. You will receive a copy for your records.



Parent Assisting Information & Availability Form

Parent Name: _____

Child: _____

Child Allergies: _____

If you want to assist on your child's birthday, indicate date: _____

Specific date(s) you would like to assist (holidays): _____

Date(s) you cannot assist: _____

Specific weekday(s) that is inconvenient for you to assist: _____

Name(s) of person(s) carpooling with: _____

Parent's hobbies, interests, musical talent, skills: _____

If you are unable to assist on your scheduled day, you are responsible for finding a substitute as far in advance as possible. We plan to have a list of emergency substitutes for those mornings that an emergency may arise (sick child, etc...).

_____ I will be an emergency substitute (An emergency sub does not assist more, but they are available "on call" to switch days)



Parent Job Interest Sheet

Welcome to ICNS! As described in the contract, every ICNS parent is required to fulfill a job assignment. Listed below you will find the different board and non-board positions available. Every position comes with a notebook that includes more detail for your job and past notes/ideas from previous families. These will be handed out at the first parent meeting. Please feel free to contact the vice chairperson if you have any questions about a particular position.

Please indicate your 1st, 2nd and 3rd choices for the positions you are interested in holding during the next school year. Please make every effort to make one of your choices a board position. Members of the board and trustees attend a monthly meeting.

<u>Indicated interest</u>	<u>Position</u>	<u>Job Description</u>
		*Executive Board Position **Board Position
	*Chairperson (1)	(Assigned by the board) Oversees all school operations. Serves as a liaison with the church, directs all communications, runs board and parent meetings and plans school calendar.
	*Vice Chairpersons (3)	(Assigned by the board) Assigns all non-board positions, updates and distributes notebooks, assists Chair in administration of ICNS. Is on the executive board.
	*Registrar (1)	(Assigned by the board) Registers families and collects tuition. Plans open house(s) and follow-up activities. Works to distribute, collect and report (as required) all necessary health and medical forms for parents, children and teacher. Coordinates fire safety inspection and fire drills. Assists chairperson as requested on ICNS health and safety topics. Will help facilitate Parent Orientation with ICNS Chair and Secretary.
	*Secretary & Public Relations (1)	Records minutes of all board and parent meetings and distributes previous minutes at board meetings. Collects all ICNS Inquiries via phone and email along with the registrar. Follow up coordinated with ICNS Chair and Registrar to ensure timeliness of response. Will also coordinate tours of the school with ICNS Chair and Registrar. Will help with Parent Orientation at the beginning of the year and throughout the year if required.
	*Treasurer (1)	Responsible for receipt and disbursement of funds, maintains insurance policy, submits payments to outside agencies, manages and make recommendations on fiscal matters and collects all tuition payments. Prepares monthly internal report for board & parent meetings. Oversees payroll. Assists Chairperson in managing and monitoring finances and taxes of ICNS.
	*Ways and Means Chair (2)	Coordinates fundraising budget with Treasurer for following year and then sets up groups of Fundraisers according to the budget that must be met. These will be chosen before parent orientation at the beginning of the year and put on master calendar. Utilizes Ways and Means Committee to facilitate the operation and reporting of each fundraiser.
	Ways and Means Assistants (2 per class):	Works closely with the WAM Chair(s) to help plan, and execute all fundraisers. Are in charge of the operation of each fundraiser for their classroom. Work with Class Coordinator Chair to ensure proper information distribution to parents.
	**Social Committee Chair (1 per class)	Organizes all out of school family and parent events such as fall picnic, Breakfast with Santa, Winter and Spring events, and Easter Egg Hunt.
	Social	Help Social Committee Chair plan, and run all social events throughout the school year.

	Committee Assistants (2-3 per class)	Help to publicize and work with appropriate channels to get the word out to parents, get dates on master calendar before the beginning of the school year, and added to monthly calendars when necessary.
	*Publicity Chair (1-2)	Writes and submits articles and photographs to local media summarizing ICNS activities and events. Composes advertisements to local media as requested (work with Website Coordinator). Displays copies of printed articles. Develops and makes community aware of open houses. Works closely with ICNS Chair, Treasurer, Registrar, Secretary, webmaster, and graphic artist.
	*Parent Work Committee Chairpersons- (2: housekeeping & equipment)	Responsible for equipment committee (Playground Coordinator, Classroom Equipment Coordinator and Housekeeping Coordinator) which maintains all school equipment and furnishings. Maintains ICNS inventory of property, grounds, and maintenance supplies. Schedules Parent Work Committee Assistants for ICNS weekly cleaning, supervises fall work party, put away party and special cleaning needs. Assists teacher in keeping the classroom clean and organized throughout the year.
	Parent Work Committee Assistants (5-6 per class)	Team of parents who facilitate weekly cleaning of all classrooms, help to get school set up for beginning of the year, and helps put classroom away at the end of the year as well as special cleaning assignments throughout the year. Responsible for working with Parent Work Committee Chair to take care of/maintain playground equipment and yard. Also to maintain, repair and replace school equipment and furnishings.
	*Class Coordinator Chair (1)	(Assigned by the board) Works closely with the teachers and oversees all class coordinators to ensure all needs of the classrooms and parents are being met. Is the liaison between the teachers and the board on a monthly basis. Will work closely with Assistant Class Coordinators on an ongoing basis. Will meet quarterly to prepare for the months ahead.
	**Assistant Class Coordinators- (1 per class)	Reports to the Class Coordinator Chair. Schedules all Assistant Class helpers for Holiday/Seasonal events/parties in the classroom. Schedule/Maintain all parent assisting days- keep log in classroom of Parent Sign In Times -report fines weekly (if applicable) to Classroom Coordinator Chair. Keep inventory of classroom supplies - what is needed on quarterly basis. Help Quarterly to stage classroom with teacher and helpers. Coordinate with CCC on what's needed weekly for class craft activities. Maintain an accurate class roster with parent information. Will be the phone tree captains to ensure all parents are informed in case of emergency or last minute teacher sickness. Will coordinate all field trips with teacher and utilize class helpers on that field trip day. Will coordinate with CCC and teacher Special Projects (i.e. chicks). Sends out all reminders of parent meetings, field trips, etc. to parents. Will help set up classroom in the beginning of the year along with helpers
	Assistant Class Helpers (3 per class)	Coordinate with Classroom Assistant to make a monthly classroom newsletter and events/assisting calendar. Will help in the classroom with all holiday parties & special events as needed. Help with monthly craft assembly for class. Help with quarterly classroom staging as needed. Help out extra on field trips as needed. Will help set up classroom at the beginning of the year as needed. Work closely with Assistant Class Coordinator to help out with any additional tasks from teacher.
	Librarian (1 per class)	Maintains ICNS libraries (parents/children), responsible for indexing new books. Coordinates Monthly Library Days- Also distributes and organizes monthly book orders through Scholastic.
	Website & Facebook Coordinator	Maintains and updates ICNS website as needed. Facilitates what gets posted to our ICNS Facebook Page.
	Artist / Graphic Artist	Provides artwork/designs as requested to assist others in their jobs. Works with others to compose fliers/posters to publicize ICNS events as needed.
	Photographer/ Yearbook	Coordinates all the pictures taken during the year and makes a yearbook. Coordinates with ICNS families for purchases and distribution of the yearbook. Will also coordinate picture day for each ICNS Class.



Emergency Medical Permission

Child's Name: _____ Date of Birth: _____

Address: _____ Home Phone: _____

Father's Name: _____ Work Phone: _____

Mother's Name: _____ Work Phone: _____

Pediatrician: _____ Phone: _____

Emergency Contact: _____ Phone: _____

Emergency Contact: _____ Phone: _____

Type of medical insurance coverage and policy number:

Provider: _____ Policy #: _____

Special medical or emergency instructions:

Please list any food allergies here, and ALSO notify the teacher directly: _____

Pediatrician's Hospital Affiliation: _____

I give my permission for the teacher or other agents of the preschool to seek emergency medical treatment for my child.

Print Name: _____

Signature: _____ Date: _____



Photo Release Form

The Irondequoit Cooperative Nursery School (ICNS) would like to take photographs and/or videos of the children to illustrate learning activities in our facility on our website, our Facebook page, in newsletters, yearbooks, promotions, pamphlets and news releases for the preschool. We would also like to use the children's original artwork in those promotional materials.

Before taking and publishing any photographs or videos of your child, or publishing their artwork, we need your permission. ICNS will not use names or other personal or identifying information with published images. Please select an option below, then sign and date at the bottom.

Grant Permission to Use Photographs, Videos, and Artwork

_____ I hereby authorize ICNS to use my child's photograph, video, and original artwork to illustrate educational activities in publicity materials produced by ICNS, including electronic and printed publications, ICNS websites, and the ICNS Facebook page. I give this consent with no claim for payment. I hereby release and discharge ICNS from any and all claims arising out of the photograph, videos and artwork that I or my child might have.

I understand that these photographs, videos and artwork will not be sold, distributed, or placed on other internet web sites by ICNS.

I understand that I do not own the copyright on my child's photographs, videos, or artwork.

Do not Grant Permission to Use Photographs, Videos, or Artwork

_____ I do not give ICNS my permission to use my child's photographs, videos, or artwork in promotional materials.

I understand that choosing this option may result in my child being asked to step outside the range of a group photo or in his/her image being blurred out of photos by the editor.

Name of Child: _____ Date: _____

Name of Parent/Guardian (please print): _____

Signature of Parent/Guardian: _____



ICNS Behavior Policy

In order to provide a safe and happy place for all our students, ICNS has established some general rules to insure classroom management. These rules have been discussed, role-played, and modeled with the students during the first week of school and will be reviewed other times during the school year, if necessary. Please help us in providing a safe and happy learning environment by talking to your child about good choices and good behavior and let's have a WONDERFUL year!!!

Classroom Rules

1. Walking feet
2. Be kind to others
3. Inside voice
4. Clean your mess
5. hands/feet to self

Rewards – appropriate behavior is reinforced with positive rewards

1. Verbal praise from the teacher
2. Sticker for hand
3. Get to hold Mr. Dog/stuffed animal at circle times
4. Sunshine note home
5. Class reward system being used, changes during the year

Consequences – inappropriate behavior receives a consequence

First time- the child will receive a reminder of the rule

Second time- The child will receive a verbal warning from the teacher

Third time- The child will sit in the “thinking chair” for 2 minutes. Note home

Fourth offense- The child will be removed from the class activity area until behavior is appropriate, parent may be contacted.

**For severe discipline issues, these steps may be bypassed and the parent may be contacted.*

Please don't worry if your child receives a few warnings or a visit to the “thinking chair”, remember we are ALL learning and we all have “uh-oh” days. Warnings and the “thinking chair” are just a reminder to a student when they break a rule, students WILL NOT lose their stamp for the day or any other privileges for warnings.

Thank you in advance for your support and cooperation.

Name of Child: _____ Date: _____

Name of Parent/Guardian (please print): _____

Signature of Parent/Guardian: _____

