

Akron Parents' Association Nursery School

Parents Guidelines

1. This is a non-profit, cooperative nursery school. Each parent must be prepared to accept his/her share of responsibility, which includes snack duty and fundraisers.
2. A class time is assigned to your child. BE PROMPT when dropping off or picking up your child. Listen to your radio (WBEN 930 or TV channel 4) for any snow or emergency school closings; we are closed when Akron Central School district is closed, we are not usually announced separately. We basically follow the Akron Schools' calendar, but do not close for conference days.
3. Tuition is due by the first day of each month. *Tuition is \$50.00 for the 2's and \$110.00 for the 3's *Tuition reflects participating in fundraising. If payment is not received by the 15th day of the month a late fee WILL be charged. Checks are to be made payable to Akron Parents' Association Nursery School and can be dropped off in locked box in classroom or mailed to PO Box 135, Akron, NY 14001. * this cost is with a teacher's aide.
4. A \$45 NON-REFUNDABLE registration fee will be charged yearly for all children entering the program. This includes 2 year olds who advance to the 3 year old program. If you fail to pay the fee, your child is NOT guaranteed a spot in his/her class.
5. If any tuition payment or fine is not received by the date requested, you will be placed on the "Members in Bad Standing" list and your child will not be allowed in class until all fines and payments have been made. This list may be posted on the bulletin boards.
6. The bulletin boards in the back hall are the nursery school's information lines. Please check them each day your child has class. Also, any changes that you make regarding parent of the day sessions should be noted here and the teacher should be informed if necessary.

HEALTH RULES ARE AS FOLLOWS:

1. A completed immunization record signed by your doctor MUST be received by the 1st day of school.
2. Any head lice or communicable diseases should be reported immediately to either the teacher or the Chairperson. You will be notified of any such cases in a discreet manner.
3. If your child is ill or hurt at school, you will be notified according to the emergency information found on your application form.
4. A child exposed to German measles or Chicken Pox may be sent to school during the incubation period, providing the parent carefully examines the child each morning. At any sign of a rash, the child should be kept at home. A child exposed to Real measles, Mumps, Scarlet Fever, Strep Throat or Polio should be kept home during the incubation period.
5. Mothers who are in their first trimester will be excused from parent of the Day duties if there are any cases of German Measles but MUST notify the Co-Chairperson.
6. Inform the Co-Chairperson of any new or on-going family problems. For example, if there are no visitation rights for one parent or if information needs to be sent out in duplicate, etc.
7. If your child is to be picked up by someone other than yourself, YOU must indicate that person on the "Parent of the Day Identification Form."

PARENTAL RESPONSIBILITIES:

1. PARENT OF THE DAY: You will be scheduled to assist the teacher during your child's class. You must stay until all children have gone. You must provide a drink and Nut-free snack (we prefer it be healthy) for all the children in your child's class. A parent of the day cleaning checklist will be in the classroom to follow during the class. Make sure all cleaning is done and checked off and then sign the form. Remember, this is your child's special day and you have a job to do.
2. FUNDRAISERS: There will be a number of fundraising opportunities provided to offset tuition costs.

FINES:

1. **LATE PAYMENT;** A \$15 fine is assessed if tuition is not received by the 15th day of the month.
2. **RETURNED CHECK:** A returned check incurs a \$30 fine. The \$15 fine for late payment also applies if the check does not clear by the 15th day of the month.
3. **BOUNCED CHECK:** After bouncing 1 check, you will be asked to pay by cash (paid directly to a board member) or money order. After 2nd delinquency, your child can NOT return to school until all past due fees are paid.
4. **PARENT OF THE DAY:** A \$15 fine is assessed, due with the next month's tuition, if you do not show up for parent of the day duties and have failed to arrange for a substitute.