



January 2022

Dear Parents/Guardians,

Welcome and thank you for your interest in Mayo Nursery School! For over 40 years, Mayo Nursery School has been a wonderful stepping stone for preschoolers prior to beginning Kindergarten. MNS prepares our preschoolers for elementary school, giving parents the security in knowing their children are ready to take this momentous step. The structured, yet relaxed classroom environment teaches children socialization skills needed to succeed in school. MNS is a cooperative preschool where your child will explore the classroom while interacting with friends, teachers and parents. Our school is run by an elected Executive Board of parents in cooperation with the teachers. Parents are actively involved in all facets of the school.

Mayo Nursery School is offering the following programs for the 2022-2023 school year:

- **3's program:** T/Th 9:00am-12:00pm for \$140/month plus one-time \$75 enrichment fee
  - Child must be 3 by September 1 and potty trained
- **4's program:** M/W/F 9:00am-12:00pm for \$180/month plus one-time \$75 enrichment fee
  - Child must be 4 by September 1 and potty trained
- **4's Extended Day program:** W 12:00pm-2:00pm for additional \$50/month
  - The program will only run if a minimum number of registrations is met.

Registration for the MNS 2022-2023 school year will open on **January 20, 2022**. Priority will be given to current/continuing members and alumni members. New members will be registered on a first-come, first-served basis.

This letter contains information about the school. Additional information can be found on the school website. The registration form must be filled out online and a \$75 *non-refundable* registration fee must be paid at the time of registration. Payment may be made via check made out to Mayo Nursery School or by PayPal on the school website. When full enrollment is reached for each class, a waitlist will be compiled.

Once your application is received, you will be contacted via email to confirm your child's class placement or location on the waitlist, if applicable. To accept enrollment, you must submit first and last month's tuition by May 1, 2022. This *non-refundable* payment secures your child's spot in the class. Failure to meet this deadline will result in forfeiture of your spot to the next person on the waitlist. Other documents related to co-oping will also be required at this time. Information regarding those requirements will be provided in the email.

Your child's **Health Inventory Form**, including **Immunization Certificate**, **Emergency Form** and **Student Information** can be submitted at any time, but must be turned in no later than the first General Membership Meeting prior to the start of the school year. *The child health forms should not be completed by their doctor until your child is officially 3 years old.*

If you have any questions regarding registration and enrollment, please feel free to contact the Membership Chair, Sasha Willis, at [mayonurseryschool@gmail.com](mailto:mayonurseryschool@gmail.com).



## BASICS OF MNS MEMBERSHIP

### 1. **CO-OPING**

MNS is a cooperative nursery school. Members shall assist, or co-op, during school time according to a distributed schedule. The Schedule Coordinator will make sure that all members co-op an equal number of times throughout the year. You are responsible for signing up and co-oping on your assigned days. If you have a schedule conflict, child sickness, etc., you are responsible for switching with another parent within your class to substitute. Your responsibilities on co-oping days are discussed in detail in the “Co-oping Information for Parents/Guardians” section of the school Handbook. **Please read it thoroughly.** Co-oping is a family responsibility. A parent, responsible family member or caregiver may fulfill the responsibility for the family, assuming all paperwork is on file for that individual at the school. Members with more than one child enrolled will be responsible to co-op for each child as scheduled.

### 2. **PERFORMING JOB DUTIES**

In addition to co-oping, each family is assigned a job for the duration of the school year. As the school is run completely by parents, it is crucial that every member contribute by adequately performing the job assigned to them. Job assignments and instructions will be distributed no later than the first General Membership Meeting prior to the start of the school year. Members with more than one child enrolled will be assigned more than one job.

### 3. **FUNDRAISING**

Fundraising is an essential task to keep MNS operating. There are many fundraisers planned during the school year. Each member of the school is **required to participate**, either by raising the minimum dollar amount, or by making a contribution of the minimum dollar amount at the end of the school year. **The minimum for the 2022-2023 school year is \$250.** Failure to fully participate as outlined may be grounds for dismissal from the school. Members with two or more children enrolled in the school will be required to raise a minimum dollar amount based on the rate of one child times the number of children enrolled by any one family. It is highly encouraged that you participate in all fundraising opportunities throughout the year.

### 4. **ATTENDING MANDATORY GENERAL MEMBERSHIP MEETINGS**

There are four general membership meetings a year. At least one parent or caregiver of each child is required to attend each General Membership meeting. Fees for not attending these meetings are outlined in the Handbook. The minutes of each meeting will be distributed to all members. The meetings serve a very important purpose for a co-operative school. They are the major source of contact and communication between members and the Board. They serve to inform you of plans, proposed changes, and many other things that may affect you and your child. Meetings are also your chance to air your views, ask questions, propose ideas, and voice your agreement or disagreement with school activities or policies. We want our members to take an active part. Meeting dates will be set by the President and shared with the membership prior to the start of the school year.

### 5. **PARTICIPATING IN CLASSROOM SET UP/CLEAN UP**

All member families must participate in one work party and complete at least 2 service hours for the school. 4s families are required to attend the first clean up day which occurs prior to the start of the school year to prepare the playground and classroom. 3s families are required to attend a clean-up at the end of the school year. Service hours may be fulfilled by attending other clean up days scheduled throughout the fall and spring by the VP of Facilities or tasks assigned by the Fundraising Chairperson. Failure to complete the service hours may result in a penalty fine as outlined in the Handbook.



## OVERVIEW OF JOB DESCRIPTIONS

Each member of MNS is required to assume a responsibility or job in addition to co-oping within your child's class. These jobs are described briefly below. On the application, please select the three jobs you would most prefer. Most of the positions that need filled are: Fundraising Committee, Weekly Cleaner and Exterior Maintenance. Please select at least one job from either of those categories. In the event that not enough people volunteer for those jobs, we will know your preference if we have to assign you to one. Every effort will be made to give you one of the jobs selected.

BOARD JOBS	DESCRIPTION
President	Administrative head of the school and the Board.
Vice President of Administration	Assists the President. Responsible for yearly surveys, contact with the Licensing Specialist at the Office of Child Care, coordinating school pictures. Assists with marketing efforts for the school.
Vice President of Facilities	Assists the President. Responsible for organizing work parties, overseeing the maintenance committee, and coordinating repairs and improvements for the classroom.
Secretary	Keeps minutes of meetings and sends notices of fines and any other school correspondence. Checks voicemail and mail.
Treasurer	Maintains records of finances, makes deposits, and oversees reimbursement of checks. Works with school accountants.
Membership Chairperson	Oversees registration, student files, coordinates spring open house(s). Assists with file organization and coordination.
Fundraising Coordinator	Directs all fundraising efforts, with assistance from the Fundraising committee and Class Chairpersons.
Field Trip Coordinator	Coordinates field trips and special visitors to the school.
SCHOOL & CLASS JOBS	DESCRIPTION
Class Chairperson	Represents class to the Board. Assists the teacher(s) with various projects on an as-needed basis.
Fundraising Committee Member	Assists the Chairperson in coordination of fundraising efforts.
Prep Assistant	Assists teacher in class preparation chores, e.g., cutting, assembling craft projects, etc.
Schedule Coordinator	Prepares monthly co-op schedules.
Weekly Cleaner	Responsible for cleaning the classroom, bathroom and toys on a rotating weekly basis. This is done on the weekend.
Exterior Maintenance Coordinator	Cleans and maintains outdoor areas. Tasks include: shoveling, raking, mulching, weeding/spraying, maintaining sandbox.
Snack Purchaser	Purchases and maintains snack/drink supplies.
Social Media Coordinator	Manages social media accounts with regular posts. Works with Membership and Fundraising Chairpersons.
Marketing and Website Coordinator	Works with Membership and Fundraising Chairpersons to facilitate marketing opportunities. Updates website as needed.

A more detailed description of these jobs and their associated duties can be found in the Mayo Nursery School Handbook available on the website.