



Welcome to Mayo Nursery School! We are thrilled that you decided to join our cooperative nursery school. In order to complete enrollment for your child for the 2023-2024 school year, please follow the instructions below and submit all documentation and payments by **May 1, 2023**. Failure to meet this deadline will result in the forfeiture of your spot to the next person on the waitlist. All documents can be found on the Mayo Nursery School website under [Enrollment Forms](#).

As a cooperative nursery school, we require that each member commits to volunteering or “co-oping” in the classroom on a rotating basis. One or two volunteers assist the teachers on each class day. This typically results in a commitment of only one or two days a month, depending on the class size and how many classes are held each month. While each family is only required to have one volunteer, you may choose to have more than one person to represent your family. Parents, grandparents and other caregivers are all welcome. **Anyone who wishes to co-op is required to complete the following documentation which is then submitted to the MSDE Office of Child Care.**

1. **Release of Information:** This form must be notarized. Please make sure to include all required information, including the applicant’s social security number. This must be completed every two years. If you have a child currently enrolled at Mayo and plan on enrolling for the 2023-2024 school year, you *do not* have to complete a new form. Please note that if you have lived outside of Maryland in the past five years, you will be required to complete clearances with each state in which you lived. More information will be provided when necessary.
2. **Noncriminal Justice Applicant’s Privacy Rights Form:** The Privacy Rights form only needs to be signed at the time of fingerprinting. If your fingerprinting is still valid, you do not need to sign that form again. If new, please sign and return to MNS.
3. **Live Scan Registration Form (Fingerprinting):** Fill out and take the form and a government-issued ID with you to any livescan fingerprinting location. You must collect your tracking number and provide it to MNS using the checklist on the next page. Fingerprinting is good for five years. If you are a current or past member and have been fingerprinted for MNS within the past five years, you are not required to do it again.
4. **Medical Report for Child Care:** This form is a medical form for the adult volunteer (not the child) and must be filled out by a physician. If you are a current or past member and your form was filled out by your physician within the past five years, you do not need to have it filled out again.

In addition to the documentation required for all classroom volunteers, Mayo Nursery School requires that the first and last months’ tuition be paid by **May 1, 2023**. This *non-refundable* payment secures your child’s spot in the class. Please make checks out to Mayo Nursery School. Total payment owed is shown below.

- 3s class: \$280
- 4s class (no Extended Day): \$360
- 4s class with Extended Day: \$460



The following documents are required to be kept on file for your child while in attendance at Mayo Nursery School. Please read through the list and descriptions, as some items are not required for returning students.

1. **Health Inventory Form:** This form is to be filled out by your child's pediatrician. It should not be completed until your child is officially 3 years old. For returning students, unless any medical changes should be noted, you do not need to resubmit this form.
2. **Immunization Certificate:** This form is to be filled out by your child's pediatrician. Alternative documentation of immunizations (a chart provided by the pediatrician) is also acceptable. These forms will be reviewed to make sure that your child's immunizations meet the minimum requirements set by the MSDE Office of Child Care. For returning students, unless new immunizations have been administered since submitting the form previously, you do not need to resubmit this form.
3. **Emergency Form:** This form is to be filled out by a parent/guardian. It will be kept on file at the school in the event of an emergency. For returning students, this is a new form, that will need to be resubmitted.
4. **Student Information:** This form will be filled out electronically and contains both student information and other permissions and authorizations. A link to the electronic form can be found on the school website.

Student paperwork 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. All forms can be found on the Mayo Nursery School website under [Enrollment Forms](#).

Your child will not be permitted to attend school until ALL forms, both volunteer and student forms, are completed and turned in. Please try to get them done as soon as possible so that your child's start of the school year is not delayed. Make sure to set doctor's appointments early, as both the parent volunteer and child must have forms filled out by a physician. Being unable to get into a doctor's office before the start of school will not be an acceptable excuse for not having paperwork done prior to the start of school and will result in your child not being able to start on time.

Original documents are required and can be mailed to the school's address below. Please do not put any MNS documents in the Mayo United Methodist Church drop box.

**Mayo Nursery School
1012 Old Turkey Point Road
Edgewater, MD 21037**

If you have any questions about the required documents for volunteers, please feel free to contact the Vice President of Administration, Katie Rice, at mayonurseryvp@gmail.com. Questions about the required documents for students can be sent to the Membership Chair, Juliana Kidwell, at mayonurseryschool@gmail.com.



CHECKLIST FOR CO-OP DOCUMENTATION

Please use this checklist to ensure that you have completed all documentation requirements. All documents must be completed for at least one adult per member family who will be volunteering in the classroom. Any additional adults wishing to volunteer/co-op must also complete all documents. Mail this form along with all original paperwork and tuition check to Mayo Nursery School by **May 1, 2023**.

Name of Volunteer: _____ Relationship to child: _____

Name of Volunteer: _____ Relationship to child: _____

Name of Volunteer: _____ Relationship to child: _____

Name of Volunteer: _____ Relationship to child: _____

_____ **Release of Information for each volunteer** (2 pages)

- Is all required information filled out, including social security number?
- Is it notarized?

_____ **Noncriminal Justice Applicant's Privacy Rights Form for each volunteer** (1 page)

_____ **Fingerprinting**

- Please provide tracking numbers for each volunteer below.

o Applicant Name _____

Tracking Number _____

o Applicant Name _____

Tracking Number _____

o Applicant Name _____

Tracking Number _____

o Applicant Name _____

Tracking Number _____

_____ **Medical Report for Child Care for each volunteer** (1 page)

_____ **Tuition for first and last month of 2023-2024 school year**