



A Cooperative Nursery School
1012 Old Turkey Point Road, Edgewater, MD 21037 ☀ 410-798-6255
www.mayonurseryschool.com

2019-2020 MEMBERSHIP APPLICATION

Child's Name _____ Nickname _____

Child's Date of Birth _____ Child's Gender _____

Mother's Name _____ Father's Name _____

Mailing Address _____

Community _____

Home Phone _____ E-mail _____

Cell Phone(s) _____

Class Preference (Insert the #1 for 1st Choice and the #2 for 2nd Choice)

4-year-old Program (Child's birth date must be on or before **9-01-15**)

Monday, Wednesday & Friday

____ Morning Session (9:00 am – 12:00 pm)

____ Afternoon Session (12:30pm - 3:30 pm)

3-Year-Old Program (Child's birth date must be on or before **9-01-16**)

Tuesday & Thursday

____ Morning Session (9:00 am - Noon)

____ Afternoon Session (12:30 - 3:30 pm)

Mother's Occupation, Place of Work & Phone _____

Father's Occupation, Place of Work & Phone _____

Are you a past member of the Mayo Nursery School? _____ If yes, Dates attended _____

Position(s) held _____

If no, how did you hear about Mayo Nursery School? _____



JOB AND MEMBERSHIP AGREEMENT

Each member of the nursery school is required to assume a responsibility or job in addition to co-oping within your child's class. These jobs are described briefly on the attached sheet. Please list, in order of preference, the three jobs you would most prefer. Every effort will be made to give you one of the jobs selected.

First Choice: _____

Second Choice: _____

Third Choice: _____

I certify that my child is/will be completely potty-trained and does not/will not need the assistance of pull-up diapers.

Please initial _____

Please list any food allergies your child has: _____

I wish to enroll my child(ren) in Mayo Nursery School. I agree that our family will:

1. Co-op on Assigned Days
2. Participate in Fundraisers
3. Attend all General Membership Meetings (usually 4 meetings per school year)
4. Perform Assigned Job Satisfactorily
5. Participate in Scheduled Yearly Set Up/Clean Up Activities
6. Read and Comply with the Handbook

I understand that I am to attach the registration fee to my application before my application can be accepted by the school, and that upon acceptance, all health and information forms must be completed and the first and last month tuition will be due and payable to Mayo Nursery School BEFORE my child may attend. I understand that there is a registration minimum of 8 students per class, and that I will be informed as of June 1 of the class status for the fall.

Signature _____ Date _____

**Please return this application with a non-refundable registration fee of \$50.00
made payable to *MAYO NURSERY SCHOOL* to:**

**Stephanie Spadaro
MNS Membership Chairperson
1623 Chesapeake Lane
Edgewater, MD 21037**

Questions? Call Stephanie Spadaro (301) 832-2321 /email mayonurseryschool@gmail.com

Thank you for choosing Mayo Nursery School!

Overview of Job Descriptions

BOARD JOBS	OVERVIEW
President	Administrative head of school and board of directors.
Vice President of Administration	Assists the President. Responsible for yearly surveys, contact with Childcare Admin, coordinating school pictures. Assists with marketing efforts for the school.
Vice President of Facilities	Assists the President. Responsible for organizing work parties and overseeing maintenance committee.
Secretary	Keeps minutes of meetings and sends notices of fines and any other school correspondence; checks voicemail and mail for school.
Treasurer	Maintains records of finances, makes deposits, oversees reimbursement checks.
Membership Chairperson	Oversees registration, student files, coordinates spring open house; assists with file and organization and coordination.
Field Trip Coordinator	Coordinates field trips and special visitors
Fundraising Coordinators	Directs all fundraising efforts, with assistance from class coordinators. Two people.
Class Chairperson	Represents class to the Board; One per class.
SCHOOL & CLASS JOBS	OVERVIEW
Assistant Class Treasurer	Collects tuition and other money as required. Makes bank deposits. One per class, except in the Treasurer's class.
Weekly Cleaning	Responsible for cleaning the classroom and bathroom on a rotating weekly basis.
Fundraising Committee	Assists the Chairperson in coordination of fundraising efforts.
Special Projects	Assists the Teacher with various projects on an as-needed basis.
Housekeeping – Toys	Keeps toy, blocks, and manipulatives areas clean.
Maintenance	Cleans and maintains outdoor areas. Clears sidewalks after snow, mulches, weeds, clears sticks/branches, etc.
Social Media & Marketing Coordinator	Manages all social media accounts with regular posts; researches and presents to Board any possible marketing opportunities
Preparation Assistant	Assists teacher in class preparation chores, e.g., cutting, assembling craft projects, etc.
Schedule Coordinator	Prepares monthly co-op schedules.
Scholastic Organizer	Works with teacher to distribute book orders and tracks purchases.
Snack Purchaser	Purchases and maintains snack/drink supplies; one per class
Supplies Purchaser	Makes purchases for the school; paper, art supplies, etc.
Website Person	Maintains and updates website.

A more detailed description of these jobs is enclosed in the MNS Fall Orientation Packet.

Thank you!