



Dear Parents,

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 2020-2021 school year, please follow the instructions below and submit all documentation and payments by **May 1, 2020**. Failure to meet this deadline will result in 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. 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.

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 each year. If you are a current or past member and completed one in the past, you must complete a new one.
2. **Noncriminal Justice Applicant’s Privacy Rights Form:** Sign and return to MNS.
3. **Fingerprinting:** Fill out the *Live Scan Registration Form* with the correct authorization numbers (see form). Take the form and a government issued ID with you to Mid-Atlantic Regional Investigations at 1202 West Street, Annapolis MD 21401 to get fingerprinted. The fee is \$60 per person. You must collect your tracking number and provide it to MNS using the checklist on the next page. Fingerprinting is good for ten years. If you are a current or past member and have been fingerprinted for MNS before, 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, 2020**. 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: \$250
- 4s class (no Extended Day): \$320
- 4s class with Extended Day: \$420

Your child’s **Health Inventory Form**, including **Immunization Certificate** (or other documentation of immunizations provided by your child’s physician), and **Emergency Form** can be submitted at any time, but must be turned in no later than Orientation prior to the start of the school year. Those forms can be found on the Mayo Nursery School website under [Enrollment Forms](#). *The child health forms should not be completed by their doctor until your child is officially 3 years old.*

All documents can be mailed to the school’s address: **Membership Chair 1012 Old Turkey Point Road, Edgewater MD 21037**. If you have any questions about the required documents, please feel free to contact the Membership Chair, Stephanie Spadaro at mayonurseryschool@gmail.com.



Child Name: _____

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 the paperwork and tuition check to Mayo Nursery School by **May 1, 2020**.

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** (2 pages)

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

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

_____ **Fingerprinting**

- Please provide tracking numbers below.

○ Applicant Name _____

Tracking Number _____

○ Applicant Name _____

Tracking Number _____

○ Applicant Name _____

Tracking Number _____

○ Applicant Name _____

Tracking Number _____

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

_____ **Tuition for first and last month of 2020-2021 school year**