



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 2026-2027 school year, please follow the instructions below and submit all documentation and payments by **the specified dates**. Failure to meet these deadlines 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](#).

Mayo Nursery School requires that the **first and last** months' tuition be paid by **May 1, 2026**. This **non-refundable** payment secures your child's spot in the class. Please make checks payable to Mayo Nursery School. **Total** payment owed is shown below.

- 3s class: \$300
- 4s class (no Extended Day): \$390
- 4s class Extended Day:
  - One day per week: \$100

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. All forms due by the First Membership meeting on August 27, 2026.**

1. **Release of Information:** This form must be notarized. Please complete this form no earlier than June 1 and make sure to include all required information, including the applicant's social security number. 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.



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.
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 must be turned in no later than the first General Membership Meeting August 27, 2026, 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 placed in the secure lockbox located on the Mayo Nursery School shed or mailed to the Membership Chair at **1012 Old Turkey Point Road, Edgewater MD 21037**. Please do not put any MNS documents in the Mayo United Methodist Church mailbox.

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](mailto:mayonurseryvp@gmail.com). Questions about the required documents for students can be sent to the Membership Chair, Anna Couillard, at [mayonurseryschool@gmail.com](mailto: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 parent/legal guardian or grandparent wishing to volunteer/co-op must also complete all documents.

Bring this form along with all original paperwork to Mayo Nursery School by **August 27, 2026**.

Name of Child: \_\_\_\_\_

Name of Volunteer: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

### \_\_\_\_\_ **Release of Information (2 pages) - Due August 27**

- Must include social security number
- Must be notarized (do not sign until in the presence of a Notary)

### \_\_\_\_\_ **Noncriminal Justice Applicant's Privacy Rights Form (1 page) - Due August 27**

- Sign & Date
- Returning volunteers do not need to sign a new one, unless their fingerprints are expired and need to get new fingerprinting done

### \_\_\_\_\_ **Fingerprinting - Due August 27**

- Returning volunteers do not need to get new fingerprinting if they have had them done within the past five years.
- Applicant Name \_\_\_\_\_
- Date Applied \_\_\_\_\_
- Tracking Number \_\_\_\_\_

### \_\_\_\_\_ **Medical Report for Child Care (1 page) - Due August 27**

- Returning volunteers do not need a new Medical Report if they had it filled out within the past five years.
- Filled out by a healthcare provider to establish medical fitness of volunteer (not student)
- Must be signed by volunteer
- Must be signed by healthcare provider



## CHECKLIST FOR STUDENT PAPERWORK

Please use this checklist to ensure that you have completed all documentation requirements for your child. Student paperwork 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”.

Name of Student: \_\_\_\_\_

\_\_\_\_\_ **Health Inventory Form (3 parts) -Due August 27**

- Part 1 is completed by parent/guardian
- Part 2 is completed by a Healthcare Provider
- Part 3 is a Blood Lead Testing Certificate completed by a Healthcare Provider
- This form should not be completed until your child is officially 3 years old.
- Returning students do not need to resubmit this form.

\_\_\_\_\_ **Immunization Certificate (1 page)- Due August 27**

- Must be completed by a Healthcare Provider
- Alternative documentation of immunizations (a chart provided by the pediatrician) is also acceptable.
- Returning students do not need to resubmit this form.

\_\_\_\_\_ **Emergency Form (1 page)- Due August 27**

- This form is to be filled out by a parent/guardian.
- This form must be updated annually.

\_\_\_\_\_ **Student Information (electronic form) -Due August 27**

- This form is to be filled out by a parent/guardian.
- Contains both student information and other permissions and authorizations
- The link can be found on the website under “Enrollment Forms”