

**Wonderland Co-Op Nursery School**  
**1915 Helderberg Avenue**  
**Schenectady, New York 12306**  
**518-355-8022**  
**www.wonderlandnurseryschool.com**

Dear Parents:

Welcome to Wonderland Nursery School!

Enclosed are additional registration papers. The following must be **COMPLETED & RETURNED** by \_\_\_\_\_, to ensure your child's enrollment. Please return to Marianne Scolaro ASAP.

1. Parent Contract
2. September tuition, ½ June tuition and fees due for your child
3. Emergency Contact & Consent Form
4. Health Records form (to be completed by a physician) – This form must be returned prior to the start of school.
5. Parent Participation & Committee Schedule Form
6. Wonderland Nursery School Release Form
7. Wonderland Nursery School Parent Helper Form
8. Wonderland Photo Release Form

All immunization shots must be completed. Polio, DTap, Measles, Mumps, Rubella, MMR, HIB and Varicella are required by state law. Records of these must be supplied or your child will not be allowed to start school.

In compliance with New York State, Department of Health (NYSDOH) and Schenectady County Public Health Services (SCPHS), Wonderland strongly recommends that your child be tested for lead. This can be done at your pediatrician's office or at the county's clinic at 107 Nott Terrace, Suite 204, Schenectady, NY 12308. Call 346-2187 for a date and time. The results of this test will not interfere with your child's admission to school. This recommendation is in compliance with the state's guidelines and for your child's health. Please note space on health form for the date and results of tests.

**A letter will be sent to you this summer informing you of the date of the first parent meeting.**

Please make all checks payable to Wonderland Nursery School. All forms, checks and questions should be directed to me at 1915 Helderberg Ave., Schenectady, NY 12306, or put in my mailbox at school.

Thank you very much for your time.

Sincerely,  
Marianne Scolaro  
Registrar

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Class \_\_\_\_\_

## Parent Contract

We\* wish to enroll our child \_\_\_\_\_ in Wonderland Nursery School for the 2017 – 2018 school year. We understand that this is a cooperative school administered by the parents of the enrolled children with a professional teacher being responsible for the children's program.

We understand that the school is in session as follows:

|   |                                      |
|---|--------------------------------------|
| 3 year olds - Tuesday and Thursday        | 3 AM Class – 9:00 am to 11:00 am     |
| 4 year olds – Monday / Wednesday / Friday | 4 AM Class – 9:00 am to 11:30 am     |
| 4 year olds – Monday / Wednesday / Friday | 4 PM Class – 12:00 pm to 2:30 pm     |
| 4 year olds – Monday through Friday       | 5 Day PM Class – 12:00 pm to 2:30 pm |

The sessions will run from September through the first half of June according to the Mohonasen School calendar and each class is capped at 20 students.

We are willing to join this organization and fulfill the duties thereof:

1. We will attend two (2) parent meetings – dates to be announced.
2. We agree to pay a refundable \$5 for the Parent Handbook which we will read and follow all of the rules and obligations listed there. (The Parent Handbooks will be distributed at the first Parent Meeting) \*If you are registering more than one child for the 2017-2018 school year only one Parent Handbook fee is required.
3. We understand that our child can be excluded from school for: an inability to adjust to the school environment as judged by the teacher, an illness harmful to your child and other children as judged by the teacher or failure to meet all cooperative obligations.
4. We will act as helping parents as required and will provide appropriate snacks for the children on that day. See page 8 for "Non-participating Classroom Parent" option.
5. We will serve on the committee we are assigned to at the beginning of the school year.
6. **We will participate in all fundraising activities and raise a minimum profit of \$140.00 per child registered at Wonderland. If this minimum is not met, we will provide monetary compensation equal to the difference in order to meet the amount noted in the yearly school budget. There is also a buyout plan if you choose to opt out and pay up front.**
7. We will help with the scheduled cleaning of the school. A \$25 cleaning deposit will be given, which will be refunded from our tuition upon completion of our scheduled cleaning date. \*If you are registering more than one child for 2017-2018 school year only one cleaning fee is required.
8. We will provide transportation for our child and will be available to drive our child on educational field trips arranged for the class.
9. We agree to pay:
  - a. Non-refundable Registration Fee of \$100 (If not already paid)  
\*If you are registering more than 1 child for the 2017-2018 school year only one registration fee is required.
  - b. Non-refundable \$35 Materials Fee
  - c. September and ½ June tuition (1<sup>st</sup> and last month)

- d. \$10 Letter Book fee (for 5 day class only)
- e. \$5 Weekly Reader fee (for 4AM, 4PM and 5 day class only)
- f. The monthly tuition of \$\_\_\_\_\_ one month in advance due on the first (1<sup>st</sup>) of each month (October tuition is due on September 1<sup>st</sup>), payable by the tenth (10<sup>th</sup>). A \$5.00 late fee will be charged if payment is received after the extension day. If an account becomes more than two months behind, that child may be asked to leave the school to make room for children on the waiting list. Legal action will be taken for delinquent accounts not being paid. (Monthly tuition: \$115/month for 3 AM class, \$145/month for 4AM or 4 PM class and \$225/month for 5 day class)

\_\_\_\_\_ **Registration Fee (If not already paid)**

\_\_\_\_\_ **September and 1/2 June tuition (1<sup>st</sup> & last month)**

\_\_\_\_\_ **Refundable Cleaning Deposit**

\_\_\_\_\_ **Materials Fee**

\_\_\_\_\_ **Refundable Parent Handbook Fee**

\_\_\_\_\_ **Letter Book Fee (5 day class only)**

\_\_\_\_\_ **Weekly Reader Fee (for 4AM, 4PM and 5 day class only)**

\_\_\_\_\_ **TOTAL AMOUNT DUE FOR** \_\_\_\_\_  
Child's Name

**\*We would like to choose the "Non-Participating Classroom Parent" Option. (Please add an additional \$25/month to my tuition.)** \_\_\_\_ Yes \_\_\_\_ No

|                              |                              |
|------------------------------|------------------------------|
| _____<br>Signature of Mother | _____<br>Signature of Father |
| Date: _____                  | Date: _____                  |

\*We throughout implies either or both parents.

**\*\*\*IF A PAYMENT PLAN IS NEEDED FOR THE AMOUNT THAT IS DUE PLEASE CONTACT Kim Haley- President @ 847-8661\*\*\***

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## Emergency Contact & Consent Form

Child's Name \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_  
Place of Birth \_\_\_\_\_

Parents/Guardian Names \_\_\_\_\_

Address (if different) \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_

Mother - Work Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_

Father - Work Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_

Email address \_\_\_\_\_ @ \_\_\_\_\_

In the event of an emergency and parent/guardian is not available, contact:  
(Name / Relationship)

1. \_\_\_\_\_ Telephone \_\_\_\_\_ Cell \_\_\_\_\_

2. \_\_\_\_\_ Telephone \_\_\_\_\_ Cell \_\_\_\_\_

3. \_\_\_\_\_ Telephone \_\_\_\_\_ Cell \_\_\_\_\_

Doctor's name \_\_\_\_\_ Telephone \_\_\_\_\_

Hospital release: I give my consent to the physician to do what is deemed necessary to ensure the safety of my child.

\_\_\_\_\_  
Signature of Mother

\_\_\_\_\_  
Signature of Father

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**Health Records - TO BE COMPLETED BY PHYSICIAN**

**\*\*\* PHYSICAL MUST BE WITHIN SIX MONTHS PRIOR  
TO THE FIRST DAY OF SCHOOL \*\*\***

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

1. Are there any specific medical problems, allergies, conditions requiring special attention, etc. that Wonderland School should be aware of? Yes \_\_\_\_\_ No \_\_\_\_\_

a. If Yes, please specify:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Height \_\_\_\_\_

2. Weight \_\_\_\_\_

3. Immunizations (Include all dates – Month/Day/Year)

DPT/Dtap \_\_\_\_\_

HIB \_\_\_\_\_

POLIO \_\_\_\_\_

HEP B \_\_\_\_\_

MEASLES #1 \_\_\_\_\_ MEASLES #2 \_\_\_\_\_

MUMPS \_\_\_\_\_ RUBELLA \_\_\_\_\_

TUBERCULIN TEST (Optional) \_\_\_\_\_ Results: \_\_\_\_\_

LEAD TEST \_\_\_\_\_ Results: \_\_\_\_\_

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Date

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## **Committee Duties**

**Letter Book Cutter** - Responsible for assembling letter books and using Accu-cut machine as needed.

**Accu-cut Machine**-Uses Accu-cut machine to cut projects that will be given monthly by the teacher.

**Paper Cutter**- Cut projects for the class that will be given monthly by the teacher.

**Bulletin Board**- Set up bulletin board to coordinate with seasons and holidays. Post calendars, notices and newsletters and remove any outdated material.

**Outdoor Sign** - Put up reminders on the outdoor sign as needed.

**Family Night Activity Committee** - Set up/clean up and assisting with an assigned activity during a Wonderland Family night and any other night activities planned throughout the school year.

**Fundraising** - Distribution of fundraising items throughout the year and help with the Spring Auction Event.

**Scheduling** - Schedule "Helping Parent" rotation list for parents to follow. Submit schedule to secretary by designated date and after approval by secretary, copy and distribute to class.

**Binders** - Assist with preparing binders for the first parent meeting.

**Activity Calendar**- Prepare and distribute the Activity Calendar for each class on a monthly basis as directed by the teacher and approved by the secretary.

**Yearbook/Graduation Video** - Create a yearbook and graduation video for students via computer with pictures provided by parents and teachers.

**Class Parent** - Act as a guide for new parents. Help children during Holiday Secret Shopping and Organize and set up children's parties. Arrange for food at coffee hour and four year old graduation.

**Copier** - Make necessary copies needed throughout the year. We will supply the paper for the copies, or drop off and pick up copies from Vincy's when needed.

**Web Design**- Help update our Website and Public Facebook page as necessary.

**Equipment** -- Maintain and repair any inside or outside toys and equipment. It is helpful to know basic sewing and/or have a sewing machine.

**Laundry** - Replenish and launder doll clothes and bedding in the doll corner, rugs, smocks, mat covers and dress up clothes when needed.

**Playdough Maker**- Make playdough for the school on a monthly basis.

**Book Orders** - Organize, collect and distribute book orders once a month.

**Lending Library** - Maintain and keep organized the classroom lending library.

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**Parent Participation & Committee Schedule Form**

Child's Name \_\_\_\_\_

Mother's Name \_\_\_\_\_ Father's Name \_\_\_\_\_

**School Cleaning Schedule** – Parents are responsible to clean one weekend throughout the year. A cleaning deposit (\$25) will be made at the beginning of the school year, and the deposit will be returned once your cleaning weekend has been completed.

**Committee Schedule** - This is your school. All parents contribute to its success by serving on committees and being available for special projects. Please check committee preference area indicating your first, second, third, etc., choice. **PLEASE COMPLETE ALL BLANKS.** Committee jobs are appointed on a first-come, first-serve basis, and we will try to assign you a specific committee based on the area of preference.

- \_\_\_\_\_ Letterbook; Accu-cut Machine; Paper Cutter; Bulletin Board; Outdoor Sign
- \_\_\_\_\_ Family Night Activity Committee; Fundraising
- \_\_\_\_\_ Scheduling; Binders; Activity Calendar
- \_\_\_\_\_ Yearbook/Graduation Video; Class Parent; Copier; Web Design
- \_\_\_\_\_ Equipment; Laundry; Playdough Maker
- \_\_\_\_\_ Book Orders; Lending Library

- Do you: \_\_\_\_\_ Have access to a copier?  
\_\_\_\_\_ Own/have access to a computer?  
\_\_\_\_\_ Play a musical instrument? If so, which one?  
\_\_\_\_\_ Sew? Specialty?  
\_\_\_\_\_ Repair furniture or toys?  
\_\_\_\_\_ Do special refinishing or painting jobs?

- Do you have: \_\_\_\_\_ A sewing machine?  
\_\_\_\_\_ A workshop?  
\_\_\_\_\_ Access to a discount? If so, where? \_\_\_\_\_

Do either of you have any other abilities or information that you would like to contribute to our school?  
\_\_\_\_\_

Would you be willing to share any of your hobbies with children of our school? If yes, please list your hobbies.  
\_\_\_\_\_

Organizations that mother/father are active in.  
\_\_\_\_\_

Is the child enrolled in Wonderland active in any other organized activities?  
\_\_\_\_\_

Please suggest guest speakers for our parent meetings. \_\_\_\_\_

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## **Non-Participating Classroom Parent**

During the 2017– 2018 school year, Wonderland Co-Op Nursery School will extend a “**non-participating classroom parent**” option for all families. If you choose, you may elect to be a “non-participating classroom parent” for an additional fee of \$25.00 per month. A family is committed to this option for the entire school year and cannot “select” the months they may want to “opt out” of being helping parent. Your child will remain in the class rotation as the “Number One Child” and you will continue to be responsible for providing a snack and beverage on that day. **All other school responsibilities are required for the family choosing this option (e.g. committee responsibilities, school cleanings, fundraising, field trip transportation, etc).**

Finally, please know that if you choose this option, you are always welcome to help in the classroom on the day your child is “Number One” if your schedule permits. If you have additional questions, please contact the registrar.



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**Wonderland Nursery School Release Form**

| Name | Relationship |
|------|--------------|
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |

My child \_\_\_\_\_ has my permission to leave Wonderland Cooperative Nursery School only with the following people. I understand that my child will not be released to anyone whose name is not included on this list. If there are any changes/updates, it is my responsibility to notify the teacher.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Child's Name** \_\_\_\_\_

**Wonderland Nursery School Parent Helper Form**

| <b>Name</b> | <b>Relationship</b> |
|-------------|---------------------|
|             |                     |
|             |                     |
|             |                     |
|             |                     |

In the occasion that a parent is not able to help in the classroom on your designated "helping day" please list any individuals who will be coming in your place. In order to ensure safety in our classroom please understand that anyone not listed will not be allowed to help unless the teacher is notified 48 hours prior.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**2017-2018 Wonderland Nursery School  
Photo Release Form**

We are requesting permission to use your child and/or their family's pictures taken at Wonderland or Wonderland fieldtrips on our public Facebook page (Social Media), website, or other printed items such as brochures, newspaper, etc. These pictures would be used to promote and advertise our school to the community. We also share pictures on our private Facebook page and use those pictures for our yearbook. \*Please note that all pictures would be used in a positive manner and we would never disclose home address or telephone number(s) on the Internet or on printed materials.

Wonderland Cooperative Nursery School has permission to use the photographs  
of **Child's Name** \_\_\_\_\_

and their family for the following (Please check all that apply):

- Wonderland Cooperative Nursery School Public Facebook Page
- Wonderland Cooperative Nursery School website
- Wonderland Cooperative Nursery School brochures or other printed materials such as newspaper, etc.
- Wonderland Private Facebook Page and Yearbook

OR

- We do not give consent for Wonderland Cooperative Nursery School to use photographs of our child.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_