



### **REGISTRATION 2021-2022**

Aspen Hill Cooperative Nursery School (AHCNS) will begin accepting registration applications for the 2021-2022 school year on February 15, 2021. The registration application is available on our website [www.ahcns.org](http://www.ahcns.org) and may be returned by email to [aspenhillcns@gmail.com](mailto:aspenhillcns@gmail.com).

#### **2021-2022 Class Options and Tuition**

AHCNS will offer the following classes for the 2021-2022 school year.

- **Pandas (2-year-old class):** Monday/Wednesday, \$150 per month
- **Monkeys (3-year-old class):** Monday/Wednesday/Friday, \$225 per month
- **Tigers (4-year-old class):** Monday/Wednesday/Friday, \$225 per month

In accordance with the Montgomery County Public School System phase-in of Age Eligibility for Enrollment in Kindergarten, AHCNS requires students to be the age of the enrolled class by September 1, 2021.

#### **Registration Priority**

Families who were registered at AHCNS for the 2020-2021 school year and AHCNS alumni families will be provided priority registration until March 12. Remaining class spaces will be filled by new families in the order applications were received from February 15 to March 12. You will receive an email by March 19 confirming whether your student is registered for your selected class. After March 12, any remaining class spaces will be filled on a first come, first served basis.

#### **Submitting the Registration Application From**

Please return the registration application by email to [aspenhillcns@gmail.com](mailto:aspenhillcns@gmail.com). To sign the application electronically in Adobe Reader, go to "Fill and Sign" in the right pane toolbar or go to the "Sign" drop down menu and select "Fill and Sign." Then, click on the "Sign" pen icon at the top of the document and choose "Add Signature." A signature block window should appear for you to type or draw a signature. Click apply and then drag the signature image to the signature line. Some computers may allow you to type your name in the signature block, which is also okay. Alternatively, you may print and fill out the form and email a photo or scanned copy.

#### **Registration Fee**

Our non-refundable registration fee is \$75 for the first child, \$20 for the second child, \$5 for the third child, with a \$100 maximum registration fee per family. You will receive an invoice for the registration fee by email from [quickbooks@notification.intuit.com](mailto:quickbooks@notification.intuit.com). The fee is payable online and is due no later than seven calendar days from the invoice date to secure your child's place in the selected class. For alternate payment methods, please send an email to [aspenhillcns@gmail.com](mailto:aspenhillcns@gmail.com).

#### **Tuition Deposit and Enrollment Paperwork**

A tuition deposit equal to one monthly tuition installment will be due May 2021 to continue holding your child's place for 2021-2022. The tuition deposit is applied to the May 2022 tuition payment. You will also receive an enrollment packet in May with all the necessary paperwork to complete your child's enrollment, including medical paperwork for the student and background check and medical paperwork for co-oping adults. The enrollment paperwork will be due in mid-July 2021.



#### **Overview of Responsibilities if you Join AHCNS**

- **Tuition and Fees:** Monthly tuition (sibling discount(s) available) includes supplies and field trips. Also, payment of separate fees for use of the Parent Helper Program (Nursery) or Lunch Bunch.
- **Volunteer/Co-op in Your Student's Class:** Each family must have a parent/guardian or caregiver assist the teacher in your student's classroom on a rotational basis. You can expect to co-op 1 or 2 times per month in the Pandas class, and 2 times per month in the Monkeys and Tigers classes. Each co-oping adult must complete medical paperwork and be fingerprinted in accordance with State of Maryland requirements prior to the start of school.
- **Bring Snack for a Two-Week Period:** Each family signs up in advance to bring a healthy snack for their child's class for a two-week period. The teacher will provide a list of suggested snacks.
- **School Job:** Each family is responsible for holding one school job, which vary in time commitment. Some of the jobs include serving as an officer on the Board, ordering and picking up supplies, assisting with fundraising, producing the newsletter, and serving as a class representative. School job descriptions and an opportunity to identify your preferred school job will be available in May 2021.
- **Housekeeping:** One adult from each family is required to participate in two Saturday morning school cleanings per year.
- **Meetings:** A parent/guardian or caregiver is required to attend all school general meetings. There are generally 2-3 general meetings per year. One of these meetings is a school orientation.

**Questions?** Please email Iana Clifford, Membership Vice President at [aspenhillcns@gmail.com](mailto:aspenhillcns@gmail.com).