



REGISTRATION 2023-2024

Aspen Hill Cooperative Nursery School (AHCNS) will begin accepting registration applications for the 2023-2024 school year on February 4, 2023. The registration application is available on our website www.ahcns.org and may be returned by email to aspenhillcns@gmail.com.

2023-2024 Class Options and Tuition

AHCNS will offer the following classes for the 2023-2024 school year.

- **Pandas (2-year-old class):** 2-day, \$230 per month; 3-day, \$345 per month
- **Monkeys (3-year-old class):** 3-day, \$345 per month; 5-day, \$575 per month
- **Tigers (4-year-old class):** 3-day, \$345, per month; 5-day, \$575 per month

Please note that 3-day Pandas option and 5-day Monkeys and Tigers options are offered contingent on sufficient enrollment (at least 5 children per class). 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, 2023.

Registration Priority

Families who were registered at AHCNS for the 2022-2023 school year and AHCNS alumni families will be provided priority registration until February 10. Remaining class spaces will be filled by new families in the order applications were received starting February 11.

Submitting the Registration Application From

Please return the registration application by email to 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 (\$125 after 6/1/2023) for the first child, \$30 for the second child, \$10 for the third child, with a \$160 maximum registration fee per family. You will receive an invoice for the registration fee by email from 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.

Tuition Deposit and Enrollment Paperwork

A tuition deposit equal to one monthly tuition installment will be due May 2023 to continue holding your child's place for 2023-2024. The tuition deposit is applied to the May 2024 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 2023.



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 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 a 2-day class, 2 or 3 times per month in a 3-day class, and 4 times per month in a 5-day class. 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 varies in time commitment throughout the year. Some of the jobs include: serving as an officer on the Board; assisting with event planning; serving as the coordinator at your assigned cleaning day; cleaning the kitchen on a rotating basis; performing maintenance tasks as needed for the building and playground; and serving as a class representative. School job descriptions and an opportunity to identify your preferred school job will be available in May 2023.
- **Housekeeping:** One adult from each family is required to participate in three 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 Sarah Lowman, Membership Vice President at aspenhillcns@gmail.com.