

Aspen Hill Cooperative Nursery School Membership Agreement 2025-2026



1001 Twinbrook Pkwy Rockville, MD 20851
www.ahcns.org

This agreement is between Aspen Hill Cooperative Nursery School and the parent(s) or legal guardian(s) _____ (singular

[Parent(s)/Guardian name(s)]

or plural, as applicable) of _____ for the 2025-2026 school year.

AHCNS and the Parent/Guardian agree to the terms of this Membership Agreement as follows:

- Enrollment:** The Parent/Guardian and AHCNS agree that the Student is enrolled in the class selected below. Prior to the Student's first day of school, the Parent/Guardian shall return this signed agreement; submit all completed registration paperwork, including paperwork for at least one co-oping adult; and pay the non-refundable registration fee, the tuition deposit and the \$50 Enrichment Fee per family.

<input type="checkbox"/>	<p>2- day Pandas (2 years old) (Monday/Wednesday) \$2,250 yearly tuition (Nine payments of \$250)</p> <p><input type="checkbox"/> Check here if you wish to enroll in 3- day Pandas (M/W/F) when the enrollment threshold has been reached (\$3,375 yearly tuition—nine payments of \$375)*</p>
<input type="checkbox"/>	<p>3- day Monkeys (3 years old) (Monday/Wednesday/Friday) \$3,375 yearly tuition (Nine payments of \$375)</p> <p><input type="checkbox"/> Check here if you wish to enroll in 4- day Monkeys (M/Tu/W/F) when the enrollment threshold has been reached (\$4,500 yearly tuition—nine payments of \$500)*</p>
<input type="checkbox"/>	<p>3- day Lions (4 years old) (Monday/Wednesday/Friday) \$3,375 yearly tuition (Nine payments of \$375)</p>
<input type="checkbox"/>	<p>4- day Tigers (4 years old) (Monday/Tuesday/Wednesday/Friday) \$4,500 yearly tuition – nine payments of \$500)</p>

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, 2025.

*Please note that 3-day Pandas option and 4-day Monkeys options are offered contingent on sufficient

enrollment.

2. **AHCNS Policies and Procedures:** The Parent/Guardian acknowledges receipt of and agrees to comply with the school procedures and policies set forth in the *AHCNS By-laws* and *AHCNS Handbook*. The *AHCNS By-laws* and *AHCNS Handbook* constitute part of this agreement and are located at the members-only section of the AHCNS website, www.ahcns.org, and available in hard copy in the AHCNS office.

3. **Tuition and Fees:**

a. **Tuition Amount**

- i. The Parent/Guardian agrees to pay all tuition as set forth in Section 1 above, and fees incurred as set forth in the *AHCNS Handbook, Fee Schedule* for the full 2025-2026 school year or the balance of the school year at the date of enrollment, unless the Student withdraws from AHCNS pursuant to Section 5 below.
- ii. The Parent/Guardian agrees the yearly tuition amount is divided into nine tuition payments in the amount set forth in Section 1 above, billed monthly from September 2025 through May 2026. The Parent/Guardian understands the tuition deposit detailed in Section 3.b below is applied to the May 2026 tuition payment.
- iii. A Parent/Guardian enrolling more than one child is entitled to a 10 percent tuition discount. The elected Board Members may be exempt from a portion of the monthly tuition payment equal to 15 percent of the 3-day tuition amount, rounded to the nearest dollar. Class representatives may be exempt from a portion of the monthly tuition payment equal to 10 percent of the 3-day tuition amount, rounded to the nearest dollar.
- iv. If the Student enrolls or withdraws from AHCNS in accordance with Section 5 below at times other than the first of the month, the Parent/Guardian shall pay a fraction of the monthly tuition payment proportional to the number of weeks the Student was enrolled during the month.
- v. The Parent/Guardian understands that the Student is being enrolled for the entire school year or the balance of the school year at the date of enrollment, and that tuition will not be prorated for school holidays, unscheduled closings, delayed openings, early dismissals, student illnesses, and/or vacations.

b. **Tuition Deposit and Tuition Deposit Refunds:**

- i. To hold the Student's place in the selected class, the Parent/Guardian must pay a tuition deposit equal to one monthly tuition payment – \$250 for two-day per week classes, \$375 for three-day per week classes, and \$500 for four-day per week classes. The tuition deposit will be applied to the May 2026 monthly tuition payment. The tuition deposit is due on May 19th, 2025 or if enrolling after that date, prior to the Student's first day of school.
- ii. Consistent with Section 5 below, the Parent/Guardian agrees that partial refunds of the tuition deposit are only as follows:
 - a) Withdrawal before March 1, 2026: Refund half of the tuition deposit less any outstanding balance.
 - b) Withdrawal on or after March 1, 2026: No refund of the tuition deposit.

4. **Member Responsibilities:**

- a. The Parent/Guardian agrees to participate as full members of AHCNS and in compliance with child protection, child supervision, health, and safety regulations.
 - b. The Parent/Guardian understands and accepts the membership responsibilities described in detail in the *AHCNS Handbook*, which includes classroom participation by at least one co-oping adult, assigned job responsibilities connected with the administration of the school, and completion of three Saturday morning cleanings per year.
 - c. The Parent/Guardian accepts that AHCNS will assess fees pursuant to the *AHCNS Handbook, Fee Schedule* for failure to complete membership responsibilities.
5. **Withdrawal from School:**
- a. The Parent/Guardian has read and understands the *AHCNS By-laws* and *AHCNS Handbook* policies and procedures for withdrawing the Student from AHCNS (reference Article II. Section 7 and Article VII. Section 3 of *AHCNS By-laws*). If a Parent/Guardian chooses to withdraw the Student from AHCNS during the school year, the Parent/Guardian must provide two week's written notice (e-mail is acceptable) to the AHCNS Vice President for Membership. All membership responsibilities and tuition and fee obligations must be fulfilled during the two-week notice period.
 - b. AHCNS may require that the Parent/Guardian withdraw the Student from AHCNS at any time upon (1) unsatisfactory adjustment of the Student; or (2) consistent failure of the Parent/Guardian to meet financial obligations or membership responsibilities.
6. **AHCNS Discipline Policy:** The Parent/Guardian has read and discussed the AHCNS Discipline Policy as set forth in the *AHCNS Handbook* with the Student. The Parent/Guardian agrees to reinforce acceptable behavior standards and share responsibility for creating a positive and orderly learning environment.
7. **Maryland Guide to Regulated Child Care and Maryland Infants and Toddlers Program:** The Parent/Guardian acknowledges receipt of a copy of the consumer education brochure entitled, "Guide to Regulated Child Care: Important Information About Child Care Facilities" that was distributed at the Spring Social in May 2025. The Parent/Guardian of a child in the Panda class also acknowledges receipt of a copy of the brochure entitled, "Maryland Infants and Toddlers Program" that was distributed at the Spring Social in May 2025. These brochures are also available on the members-only section of the AHCNS website, www.ahcns.org, and in hard copy in the AHCNS office.
8. **Use of Volunteers:** The Parent/Guardian acknowledges that adults who co-op in the classroom act as volunteers, and must complete all medical report, background check, and fingerprinting requirements in accordance with State of Maryland requirements prior to co-oping in the classroom. AHCNS will provide all required paperwork to be completed by the Parent/Guardian or other approved co-oping adult.
9. **School Directory:** The Parent/Guardian authorizes AHCNS to place family information, including name(s), home address(s), telephone number(s), email address(es), and Student birthdate in the School Directory to be available to AHCNS members and AHCNS staff. The Parent/Guardian acknowledges that the School Directory and the information therein is not to be used for commercial use and is not to be distributed to another person other than another AHCNS school member or

AHCNS staff. The Parent/Guardian understands if they would like to limit the information included in the School Directory it is their responsibility to notify the AHCNS Registration Chairperson.

10. **Force Majeure:** AHCNS's duties and obligations under this agreement shall be suspended immediately without notice during all periods that AHCNS is closed because of force majeure events including, but not limited to, any fire, hurricane, tornado, war, governmental action, act of terrorism, epidemic, pandemic, or any other event beyond AHCNS's control. If such an event occurs, AHCNS's duties and obligations in this agreement will be postponed until such time as AHCNS, in its sole discretion, may safely reopen. In the event that AHCNS cannot reopen due to an event under this Section, AHCNS is under no obligation to refund any portion of the tuition or tuition deposit paid.
11. **Grievance Policy:** The Parent/Guardian understands that issues that cannot be resolved independently may first be brought to the assigned AHCNS Class Representative, AHCNS President, or AHCNS Teacher Director. If further help is needed, the Parent/Guardian may put the grievance in writing and request to address the AHCNS Board of Directors. The Parent/Guardian also understands that no individual or officer of AHCNS may be personally responsible should a grievance arise.

_____	_____	_____
Parent/Guardian Name	Signature	Date

_____	_____	_____
Parent/Guardian Name	Signature	Date

_____	_____	_____
AHCNS Representative Name	Signature	Date