



# Novato Parents Nursery School

1473 South Novato Boulevard, Novato, CA 94947 • 415. 897. 4498 •  
www.npnurseryschool.org

## Registration Agreement 2023-2024 School Year

Please return this form with your registration packet. **Initial** all statements and **sign at the bottom**.

I understand and agree to the following:

\_\_\_\_\_ All required registration forms must be submitted to NPNS before my child can attend school.

\_\_\_\_\_ A negative TB test, and proof of vaccination against measles and pertussis must be on file for any working parent before they can participate in the classroom.

\_\_\_\_\_ It is mandatory to arrive on a scheduled work day at 8:45 AM. Late arrival on work day will need to make up missed time. Work hours on your workday are 8:45 AM to 12:15 PM.

\_\_\_\_\_ If you are unable to work, you will obtain a substitute, or as a last resort, contact E-person, then contact the director and scheduler with your plans. If you require someone to cover your shift, you must either switch a shift or pay the person \$25.

\_\_\_\_\_ You are required to be on call as an emergency day person one day per month, this is in addition to normal work days. Your 'E-Day' may be scheduled on a different day than your child normally attends, you may bring your child as long as the ratios remain within the 5 to 1 ratio.

\_\_\_\_\_ While working you must provide diligent supervision of students in your care. Cell phone usage is limited to taking pictures of the day's events and emergency situations. Maintain ratios of 1 adult to 5 children. While working, engage in quality interactions with children, including joining in play when appropriate and providing opportunities to practice verbal skills. Document the children's play by taking photos and making note of interesting anecdotes.

\_\_\_\_\_ All working caregivers not needed for child supervision begin classroom clean-up at 11:30 AM. All areas on cleaning checklists are to be completed, all proper sanitation and procedures are to be followed precisely.

\_\_\_\_\_ Caregivers are to drop off their child no earlier than 9:00 AM and must pickup their child at 12:00 PM (unless child is staying for aftercare). There will be a late charge of \$1/minute after the 5 minute grace period.

\_\_\_\_\_ As a family, you must complete your family job (assigned when you enroll) throughout the school year. Tasks are to be completed outside regular work day hours and will require approximately 1 hr/week.

\_\_\_\_\_ Attend mandatory monthly General Meeting (usually 2nd Tuesday of the month at 6:30 PM). You are allowed one excused absence, every absence after that will incur a \$50 fee. Only adults and young infants are allowed at this meeting.

\_\_\_\_\_ Each family is obligated to complete four hours of maintenance total, two hours in the spring and two hours in the fall. Pro-rated for families who join mid year. Incomplete hours will incur up to \$175 fee.

\_\_\_\_\_ It is mandatory to fundraise a minimum of \$390 each year. For families joining mid-year, the fundraising requirements will be pro-rated to \$39 per month of attendance. Families who do not meet the goal will have the balance added to their June invoice.

\_\_\_\_\_ Each family is required to complete two hours of event support each year. Fee applies for incomplete hours.

Parent Name (Printed): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_