

## Welcome to Clifton Park Nursery School! “The Little Red Schoolhouse”



Clifton Park Nursery School  
344 Moe Road  
Clifton Park, NY 12065

(518) 371-5850

[www.cliftonparknurseryschool.org](http://www.cliftonparknurseryschool.org)

[cliftonparknurseryschool@gmail.com](mailto:cliftonparknurseryschool@gmail.com)

@cliftonparknurseryschool on Facebook and Instagram

Clifton Park Nursery School is a cooperative nursery school with a family-centered program. Here, parents, children, and teachers work and play together in a warm and caring environment. Parent involvement includes classroom assistance, school maintenance, fundraising, and board participation. Our small class sizes allow teachers to know each child and their family personally, fostering individual growth and development. We maintain open home-school communication throughout the year and hold annual parent-teacher conferences.

*Our class offerings are as follows:*

<b>Tuesday/Thursday Option</b>	<b>Monday/Wednesday/Friday Option</b>	<b>Full Week Option (Monday-Friday)</b>
<ul style="list-style-type: none"> <li>● <b>Age:</b> 2 years old - 4 years old</li> <li>● <b>Sessions:</b> 2 per week</li> <li>● <b>Time:</b> 9:00 AM - 11:30 AM</li> <li>● <b>Class Ratio:</b> 2 adults (1 teacher, 1 parent helper) for every 16 children</li> <li>● <b>Monthly Tuition:</b> \$170</li> <li>● <b>Registration:</b> <ul style="list-style-type: none"> <li>● Registration Fee \$75</li> <li>● Activity/Supply Fee \$30</li> <li>● <u>Deposit/First Month \$170</u></li> </ul> </li> </ul> <p style="text-align: center;"><b>Total Upfront - \$275</b></p>	<ul style="list-style-type: none"> <li>● <b>Age:</b> 3 years old - 4 years old</li> <li>● <b>Sessions:</b> 3 per week</li> <li>● <b>Time:</b> 9:00 AM - 11:30 AM</li> <li>● <b>Class Ratio:</b> 2 adults (1 teacher, 1 parent helper) for every 16 children.</li> <li>● <b>Monthly Tuition:</b> \$210</li> <li>● <b>Registration:</b> <ul style="list-style-type: none"> <li>● Registration Fee \$75</li> <li>● Activity/Supply Fee \$60</li> <li>● <u>Deposit/First Month \$210</u></li> </ul> </li> </ul> <p style="text-align: center;"><b>Total Upfront - \$345</b></p>	<ul style="list-style-type: none"> <li>● <b>Age:</b> 3 years old - 4 years old</li> <li>● <b>Sessions:</b> 5 per week</li> <li>● <b>Time:</b> 9:00 AM - 11:30 AM</li> <li>● <b>Class Ratio:</b> 2 adults (1 teacher, 1 parent helper) for every 16 children.</li> <li>● <b>Monthly Tuition:</b> \$295</li> <li>● <b>Registration:</b> <ul style="list-style-type: none"> <li>● Registration Fee \$75</li> <li>● Activity/Supply Fee \$60</li> <li>● <u>Deposit/First Month \$295</u></li> </ul> </li> </ul> <p style="text-align: center;"><b>Total Upfront - \$430</b></p>

**Registration fees are non-refundable.**

**Tuition is paid September - May, and half tuition is paid in June.**

**September tuition is included in the registration deposit amount.**

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### DISCOUNTED REGISTRATION FEE

As an incentive for early registrations in 2024, we offer the following discounts on our standard \$75 registration fee:

- Submit by January 31st: Save \$15. Pay a \$60 registration fee plus deposit and activity/supply fee.
- Submit by March 31st: Save \$5. Pay a \$70 registration fee plus deposit and activity/supply fee.

### YEARLY TUITION DISCOUNT

We offer a \$5/month discount (October - June) for families that pay the full school year tuition by the first day of school. This discount does not include the registration deposit.

### YEARLY TUITION

**(Excluding Initial Registration, First Month, and Activity Fees)**

Class Frequency	Yearly Tuition with \$5/Month Discount (if paid in full)
2x/week	\$1,402.50
3x/week	\$1,742.50
5x/week	\$2,465.00

### SIBLING TUITION DISCOUNT

Families registering more than one child are eligible for a 10% sibling tuition discount. This discount cannot be combined with the \$5/month discount for advanced payment.

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### THE REGISTRATION PROCESS EXPLAINED

To complete your application, please follow these steps:

**1. Complete and Return Forms:**

- Submit all registration forms along with the required fees as detailed on page 1.
- The only exception is the Health Certificate, which must be submitted by the first day of school.

**2. Discounted Registration Fees:**

- We offer a discounted registration fee based on the return date of your registration packet. Refer to the chart on page 2 for details.
- Note: The registration fee is non-refundable.

**3. Deposit and Fees:**

- The deposit will be applied to your first month’s tuition.
- If your child is withdrawn before the first day of school, the deposit and activity/supply fee will be refunded. After the first day, these fees are non-refundable.

**4. Monthly Tuition:**

- Tuition is due by the 15th of the preceding month  
(e.g., October’s tuition is due by September 15, 2024).

**5. Submission Address:**

- Please forward all forms and registration fees to:

**Clifton Park Nursery School**  
**Attn: Registrar**  
**344 Moe Road**  
**Clifton Park, NY 12065**

**6. Payment Instructions:**

- Make all checks payable to “Clifton Park Nursery School.”
- Credit card payments can be made on our website. Just click “Pay Online”

[www.cliftonparknurseryschool.com](http://www.cliftonparknurseryschool.com)

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**REGISTRATION FORM FOR 2024/2025 SCHOOL YEAR**

Child's Name - First/Middle/Last: \_\_\_\_\_

Nickname (if preferred): \_\_\_\_\_ Class: Tues/Thurs Mon/Wed/Fri 5 Days

Date of Birth: \_\_\_\_\_ Sex: Male Female

Parent/Guardian's Name (1): \_\_\_\_\_ Cell: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Parent/Guardian's Name (2): \_\_\_\_\_ Cell: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone (if applicable) \_\_\_\_\_

E-mail Address(es) \_\_\_\_\_

**Email is our primary means of communication.**  
**Please supply an email address that you use regularly and check frequently.**

Sibling Information (if applicable)

First Name	Age	Date of birth	School

Do you expect your child to be toilet trained by September? \_\_\_\_\_

Has your child had previous nursery school experience: \_\_\_\_\_

When: \_\_\_\_\_ Where: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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**EMERGENCY INFORMATION FORM**

Child's Name: \_\_\_\_\_ Class: Tues/Thurs Mon/Wed/Fri 5 Days

In case of emergency, please provide the names and contact information of three local emergency contacts. Ensure that these individuals are aware they have been listed and are available if needed.

Name 1: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name 2: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name 3: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

List any allergies your child has.

List any special needs your child has.

List any medications your child takes on a daily basis.

List any medical or physical limitations your child has.

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**PARENT PARTNERSHIP AGREEMENT**

We, the undersigned, as parent/guardians of the child named below, understand that Clifton Park Nursery School is a cooperative school fully administered by the parents of the enrolled children. We agree to join this cooperative and fulfill the following duties:

1. **Transportation:** Provide transportation for our child to and from school at the designated class times.
2. **Field Trips:** Chaperone and provide transportation for field trips, as required.
3. **Family Responsibilities:** Actively complete family responsibilities and required tasks, including but not limited to participation in the school board, class helper schedule, maintenance schedule, and clean-up days.
4. **Tuition Payment:** Pay monthly tuition by the 15th of the prior month. A late fee of \$10 will be applied after the 1st of the month.
  - All fees are subject to change. These are the 2024-2025 rates:
  - 2x/week: \$170
  - 3x/week: \$210
  - 5x/week: \$295
5. **Snacks:** Provide a healthy, peanut, and tree-nut free snack.
6. **Compliance:** Follow the Constitution and By-laws of Clifton Park Nursery School.
7. **Fundraising:** Choose one of the following options:
  - a. \_\_\_\_\_ Participate fully in all major CPNS fundraisers and the auction.
  - b. \_\_\_\_\_ Pay the fundraising opt-out fee, in lieu of participating in fundraising. This fee will be determined based on our fundraising goals. A fundraiser representative will contact you if you choose the opt-out fee. The amount is calculated based on the number of families in the coop and the fundraising goals for the school year.
8. **Meetings:** Attend scheduled meetings as required.
9. **Withdrawal Notice:** Notify the school at least one month prior to withdrawing from the school.
10. **Elections:** Participate in school elections.

By signing below, we agree to uphold the commitments outlined in this agreement.

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

Parent/Guardian 1: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian 2: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Kindly return this copy to us.**

**You will find a copy in your orientation folder for your personal records.**

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**PARENT QUESTIONNAIRE**

Child's Name \_\_\_\_\_ Class Tues/Thurs Mon/Wed/Fri 5 Days

As a cooperative nursery school, we all contribute to the general welfare of our school by serving in different ways. No one person is overburdened with responsibilities when each person does his or her share. This spirit of cooperation ensures the smooth operation of our school as an effective learning place for our children. Please answer the following questions for all parent(s)/guardian(s).

Please list 3 board positions in which you would be interested.	
Do you have any typing skills?	Do you have bookkeeping skills?
Do you have other skills/experience you would like to contribute? i.e. see below	
Do you have any special handy skills such as painting, carpentry, plumbing, etc.?	
Do you have experience with web design or publicity?	
Do you have experience managing a variety of social media channels? (instagram, facebook, etc)	
Do you have access to professional or other discounts, and if so, at which stores?	
Do you have any legal experience or experience with grant writing?	
Do you have a snowplow (truck or jeep-type) capable of clearing our parking area?	
Are you a member of a firehouse or other organization that has a hall available to the public? (please specify)	

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**HEALTH CERTIFICATE**

Child's Name \_\_\_\_\_ Class: Tues/Thurs Mon/Wed/Fri 5 Days

This form must be completed and signed by your physician and returned **no later than the first day of school.**

**Please note that we cannot allow any child to attend school until this form has been completed and returned.**

Some pediatrician offices print their own forms. We can accept it as long as they contain the same information and are signed/stamped by your pediatrician's office.

Examining Physician \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

1. Please indicate any findings on the physical examination of this child, which should be brought to the attention of the school.

2. If this child is to have any modification or limitation of the physical activity in the school program, please indicate the situation and the extent of such restrictions.

3. Please include any allergies or reactions this child may have.

4. New York State requires certain immunizations for children attending nursery or pre-kindergarten classes. Please indicate dates of the following:

Oral Polio (3 or more doses): I \_\_\_\_\_ II \_\_\_\_\_ III \_\_\_\_\_ Boosters \_\_\_\_\_ (IPV/OPV)

DTP/DTaP (3 or more doses): I \_\_\_\_\_ II \_\_\_\_\_ III \_\_\_\_\_ Boosters \_\_\_\_\_ Diphtheria, Tetanus, Whooping Cough. DPT

Measles, Mumps & Rubella (1 dose): \_\_\_\_\_ (MMR)

HIB: \_\_\_\_\_ (1 dose if given at age 15 months or older, otherwise 3 doses)

Hep B (3 doses): I \_\_\_\_\_ II \_\_\_\_\_ III \_\_\_\_\_

Pneumococcal Conjugate Vaccine (4 doses): I \_\_\_\_\_ II \_\_\_\_\_ III \_\_\_\_\_ IV \_\_\_\_\_ (PCV)

Varicella: \_\_\_\_\_  
 (Chickenpox) (Or documentation as having had the disease by a physician, if unsure documentation of serologic immunity)

Date of Examination: \_\_\_\_\_ Signature: \_\_\_\_\_

**Examination must take place within 1 year prior to the beginning of the school year.**



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**PARENTAL CONSENT FOR EMERGENCY CARE**

As the parent(s) or legal guardian(s) of \_\_\_\_\_, a minor, I/we hereby grant permission to the educators at Clifton Park Nursery School to act on my/our behalf in authorizing emergency medical, dental, or surgical care and hospitalization for my/our child when necessary. This authorization applies in situations where such care is recommended by a licensed healthcare provider.

**Preferred Healthcare Provider:** \_\_\_\_\_ **Preferred Hospital:** \_\_\_\_\_

This consent is provided in advance of any specific diagnosis or treatment and empowers the designated school representative to approve medical actions deemed advisable for my/our child’s well-being. It is requested that any healthcare provider or hospital receiving this document honor the decisions made by the school’s representative as if they were made directly by me/us, the undersigned.

This authorization shall remain effective until \_\_\_\_\_.  
 (please date, any range from 1-3 years is acceptable)

Parent/Guardian 1: \_\_\_\_\_ Signature: \_\_\_\_\_

Cell: \_\_\_\_\_ Other: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian 2: \_\_\_\_\_ Signature: \_\_\_\_\_

Cell: \_\_\_\_\_ Other: \_\_\_\_\_ Date: \_\_\_\_\_

**PHOTO RELEASE FORM**

By signing this form, I grant Clifton Park Nursery School permission to photograph my child and use the images on the school’s website, Facebook, and Instagram pages. CPNS will never publish a child’s name with any of its publications.

Child’s Name: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**STUDENT INFORMATION SHEET**

**Child’s Name:** \_\_\_\_\_ **Class:** Tues/Thurs Mon/Wed/Fri 5 Days

**Language(s) spoken at home** \_\_\_\_\_

What are your child’s favorite activities and interests?

What do you want your child to gain from his/her nursery school experience?

Does your child have any special fears?

To help our teacher provide the best possible experience for your child, please share any insights or information that could assist in understanding and supporting their needs. All details, no matter how small, are welcome and appreciated!

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### COVID-19 DISCLAIMER

As the COVID-19 pandemic evolves, we will adhere to local and CDC guidelines to ensure a healthy and safe school environment. We will communicate frequently throughout the year to keep families updated on the latest safety protocols. Key factors include:

- **Class Size:** We monitor local COVID-19 rates and may adjust class sizes accordingly.
- **Mask/PPE Protocol:** Currently, masks are optional for children and adults. Masking may be required if case numbers rise within the school or community, or if CDC guidelines mandate it for returning after a COVID-19 infection.
- **Sick Policy:** We have a comprehensive plan for monitoring symptoms. Any sick children will be sent home if symptoms arise during school. The sick policy will be provided during parent orientation before school starts.
- **Vaccines:** COVID-19 vaccines and boosters are available for children over 6 months of age. While not required, they are strongly recommended.

This section will be updated as guidelines change. Please email the Executive Board at [cliftonparknurseryschool@gmail.com](mailto:cliftonparknurseryschool@gmail.com) with any questions or concerns.

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### **FAMILY ENGAGEMENT OVERVIEW**

#### **1. Fundraising**

Each CPNS family plays a crucial role in fundraising for our school. Proceeds ensure that CPNS’s maintenance and operational needs are met, as well as purchasing new equipment and supplies. The Auction is our main fundraiser for the year, and it is mandatory for at least one family member to attend.

There will be other seasonal fundraisers and “family fun nights” throughout the year in which families are expected to participate and promote within their personal or business networks.

There is an opt-out fee for all fundraisers, determined by the Executive Board. Contact a board member for more information.

#### **2. School Maintenance**

Families will be assigned on a rotating schedule to handle maintenance around the school. This work could include yard work, snow removal, and/or cleaning the interior of the school over the weekend.

#### **3. Work Days**

We schedule three seasonal work days to prepare the school for the upcoming season, typically in fall, early spring, and late summer. Each family is required to attend at least one of these work days, although families are welcome to attend more. Activities include deep cleaning inside the school, yard work, painting, outside carpentry, trimming bushes, repairing playground equipment, and cleaning sheds and playground equipment. Children are welcomed and encouraged to attend.

#### **4. Parent Helper**

Families will be assigned a schedule to serve as parent helpers in the classroom. Duties include participating in class, assisting the teacher with activities, and cleaning up after class. Parent helpers need to arrive before school opens and stay until after all students have left. Parent helper days can be swapped with other families if there’s a scheduling conflict; these schedule changes are the responsibility of the families. Families who opt for the 5x/week option will be assigned more often than those in the 2 or 3 days a week option.

#### **5. Executive Board and Committees**

The Board is a vital part of running the school. The school exists thanks to the active participation of parents and families, and the board is made up of the parents currently enrolled in the school.

Participation in the school board or on committees is a requirement of being part of CPNS. All terms run from May to May, with three exceptions: one Registrar position, one Treasurer position, and one Co-Chair position run from December to December to provide continuity. Committee positions will be assigned according to responses to the Parent Questionnaire.

Board positions that are currently vacant are in bold print on the next page. Contact us at [cliftonparknurseryschool@gmail.com](mailto:cliftonparknurseryschool@gmail.com) or reach out to a Co-Chair if you are interested in joining and have questions or concerns. More information about these positions can be found on the last page of the registration packet.

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### **BOARD POSITION DESCRIPTIONS**

**Co-Chairpersons: 2 positions (1 open)** The two Co-Chairpersons shall be responsible for the smooth operation of the total organization. Tasks include preside board meetings, schedule general maintenance of the school building and grounds, attend and schedule open house dates with the teacher and registrar, prepare orientation and handbook for families before the beginning of the school year,

**Vice-Chairperson: 1 position (open)** The Vice-Chairperson shall assist the Co-Chairpersons whenever possible, shall assume the duties of the Co-Chairpersons in their absence, and be presiding officer at meetings when the Co-Chairpersons are absent. The vice chair usually oversees setting up workdays and social gatherings for the school community.

**Co-Treasurers: 2 positions (1 open)** The two Co-Treasurers shall handle all the monetary affairs of the organization and prepare an estimated budget based on the previous year’s records. From this budget, the two Co-Treasurers shall prepare a list of expenses to be authorized by the Executive Committee at their March meeting and the General Parents meeting towards the end of the year. The two Co-Treasurers shall deposit all monies in the bank, pay all authorized bills and expenses incurred by any member of the Nursery school, collect tuition from all members, make requests for overdue tuition, and advise the Executive Committee of any overdue payments so that they may take necessary action. The Co-treasurers shall oversee tax and payroll related transactions for the school.

**Co-Registrars: 2 positions (1 open)** The Registrar(s) shall handle all contacts with parents prior to the opening of school, send a registration packet to individuals on request which includes registration forms, participation form, health form, trips permission form, and parent contract. The Registrar(s) shall provide the teacher(s) and the Executive Committee with copies of the enrollment forms and any necessary information for arranging the first day of school: shall inform the teacher(s) and the Executive Committee of any new member enrolled during the school year and contact the Scheduler and Class Parent for the purpose of maintaining accurate records. The Registrar(s) aid(s) in determining the total and individual class enrollment.

**Fundraising Chairperson(s): 2 to 5 positions (at least 2 open)** The Fundraising Chairperson(s) shall be responsible for coordinating all fundraising activities. Setting up monthly fundraisers at local venues for the school, as well as the larger fundraising gala in the spring.

**Secretary: 2 positions (1 open)** The secretary shall act as recording officer for the organization and custodian of all records, except those which are specifically assigned to others, keep written minutes of each meeting. The Secretary(s) shall also handle all correspondences for the organization and shall be responsible for the preparation and publication of the newsletter. The Secretary shall maintain the school’s email inbox in order, labeling emails to be assigned to other board members. Additional tasks such as general communication with the school, alumni or trustees may be required.