



## Application for Enrollment

Please submit this application with a \$45 non-refundable application fee.  
Applications must include a family photo. Thank you.

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

Gender: \_\_\_\_\_ Age: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work and/or Cell Phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work and/or Cell Phone: \_\_\_\_\_

1. How did you learn about our school? (Please circle below and/or fill in)

1) PCC          2) Website          3) Current family/Alumnus: Name \_\_\_\_\_

4) Parenting Group: \_\_\_\_\_ 5) Other: \_\_\_\_\_

2. Has your child ever attended school or experienced childcare outside of your home? If so, please describe their experience. \_\_\_\_\_

3. How many days would you like your child to attend? \_\_\_\_\_

4. Which days would you like your child to attend? \_\_\_\_\_

\*Please read "The Basics" & "Workday Overview" for information regarding enrollment policies, attendance, school tours and parent participation commitments.

5. Altadena Nursery School is a diverse community in many ways. Much of our diversity is reflected in the cultures, ethnicities, religions, and the family structures of our community members.

Are there any diversity factors present in your family that you would like us to be aware of when we consider your application for enrollment?  
\_\_\_\_\_

### Tuition 2011-2012

2 days per week \$155 per month

3 days per week \$210 per month

4 days per week \$270 per month

5 days per week \$320 per month

State License-#198004770

### FOR OFFICE USE ONLY

Application fee check #: \_\_\_\_\_ Date: \_\_\_\_\_

Family photo: \_\_\_\_\_

Attended tour: \_\_\_\_\_

Attended PP Night: \_\_\_\_\_

Class/Teacher: \_\_\_\_\_

Notes: \_\_\_\_\_

## **The Basics**

*Altadena Nursery School* is a licensed, non-profit, cooperative nursery school that was started in 1950 by a small group of Cal Tech parents as a babysitting co-op. It has grown into a nursery school that operates Monday through Friday, 9 a.m. - 12 p.m. for children ages two to five years old. We offer a mixed-age environment during the first half of the morning. During the second half of the morning, the children separate into their own age specific classrooms to participate in a group snack, Circle Time, and child and teacher-directed activities. The curriculum for all three classrooms is emergent, play based and created to meet the children's developmental needs. We have three classrooms: a 2-yr old class (9am-11:30 am), a 3-yr old class, and a 4 & 5-yr old class. Your child must be 2-yrs old by December 1st to be enrolled in the 2-year-old class. Our adult to child ratio is 1: 5 except in the 2-yr old classroom, which is a 1: 3 ratio.

*Attendance:* Parents may request 2-5 attendance days a week for their child. However, if your child is in the 4-year-old class, he must attend 4 -5 days a week. We strongly recommend 5 days to ready them for kindergarten. The tuition for this class is for 5 days regardless of whether your child comes to school 4 or 5 days a week. However, your workdays are based on attendance.

We offer a teacher-led extended day (a.k.a. Lunch Bunch) 3 times a week from 12:00pm to 1:50 pm. Children are eligible when they are independent using the bathroom and are 3 years of age.

*Workdays:* As a participating parent, you will be expected to work at the school approximately 2-4 times per month, per child enrolled, and a maximum of 6 days per month per family. Each family also provides on average one snack per month with another parent, attends four Saturday morning workshops a year, and participates in our only mandatory fundraiser, *The ANS Orange Sale*. These are the only parent participation commitments which are required, but there are many other ways to contribute and become involved in your child's first school experience.

*Before applying:* Take a tour and see our school in action! To sign up for a tour (October thru February) please email our Membership Chairperson Julie Delia Jones (see below) or call us at (626) 296-1231 to reserve a spot on the tour. Tours are held from 9:30-10:30. All children are welcome.

*To Be On Our Waitlist:* Bring your application, the \$45 application fee (non-refundable) and a family photo between the hours of 9:30 - 11:30 a.m. Monday thru Friday, and ask for our Director Janet Ann Young. You may also submit your application during your tour or return it later by mail. Please keep in mind by submitting your application early you will be on our Priority Waitlist and invited to our Prospective Family Night in April.

Applications received after March 1<sup>st</sup> will be placed on the Late Waitlist and will be considered only after the Priority Waitlist has been exhausted. Applicants wanting to remain on this Waitlist and be considered for enrollment for the following school year will be contacted in the fall for confirmation and a \$15.00 fee will be required to rollover the application.

*Co-op Membership:* The benefits to both parent and child for participating in a co-op are many. Every day six parents are scheduled to work in partnership with three teachers, an aide and the director, to provide a high-quality learning environment for your child. ANS recognizes that parenting is a complex vocation worthy of tremendous respect, and co-op parents have much to share with their children and with each other. Co-op parents learn early on that as you grow as a parent, you grow as a person.

If you need more information, please contact Julie Delia-Jones at [jdj@evertrue.org](mailto:jdj@evertrue.org) or call her at (818) 422-4272.

*Warmly,  
Janet Ann Young, M.A.  
Director*

## Workday Overview

The participation workdays at ANS are calculated using a formula that takes into account the number of days your child attends per month, the total number of school days per month, and the total number children attending per month. The formula also accounts for fluctuations in enrollment or for extenuating circumstances, e.g. maternity or emergency medical leave.

The following chart shows how workdays break down for a typical school year. These numbers may vary depending on enrollment, number of families, enrollment level, attendance level, and any special circumstances but will not exceed the minimum and maximum put in place.

Attendance per week (total for family)	Workdays per <i>typical</i> * month	Approximate Workdays per year
2	2	17
3	2	18
4	2 1/2	21
5	3	26
6	3 2/3	30
7	4	33
8	4 1/3	36
9	5	42
10	5 2/3	47
11+	5 2/3	47

*\*A typical month consists of about 18 to 22 attendance days.*

Here are some general notes about participation:

- Parents of newly attending children will not work for the first two weeks of their children's attendance.
- If you are excused from workdays for a newly attending child or maternity leave, you are not expected to "make up" those days over the rest of the year.
- Maternity leave excuses the family from participation workdays for 6 weeks.
- Participation workdays are equally distributed based on a ratio that considers how many days your child attends in a given month, with a minimum of 2 workdays and a maximum of 6 workdays.
- The above chart is accurate for a typical month of about 18 to 22 attendance days. For short months (like September or June) or holiday months (like November, December, and one month in springtime), the ratio of workdays is pro-rated accordingly.
- Please bear in mind that the above numbers per month are approximates and may adjust up or down depending on differing enrollment circumstances. However, the overall numbers for the year should be pretty accurate, give or take a day or two.
- The fractional days (+/-) roll from month to month to ensure equity among the membership. For example, if your child attends 4 days per week your workdays in a typical month would be 2-1/2 days. Since you can't work a half-day, one month you may work 2 days and the following you may work 3 days.
- Showing up late for participation will result in you having to cover the cost of the sub as well as receive another workday the following month.