



Since 1967

Healdsburg Community Nursery
School Inc.
Lyn Rutherford, Director
444 First St
Healdsburg, CA 95448
707-433-1817
License # 490102334

Admission Agreement

Healdsburg Community Nursery School is licensed preschool for children two point nine through five years of age and an optional parent participation program. Each session is limited to **10** children.

The doors open at 8:30 AM. The program starts at 9:00 AM and ends at 12:00 PM.

The extended day program begins with parent provided lunch and ends at 2:45 PM.

The doors close at 3:00 PM On Mon, Tues and Wed; 1:00PM on Thursday and Friday.

The extended program is charged at **\$5** per started hour.

To participate in the extended program, a family must either prepay hours or keep a valid credit card on file.

A child can apply to attend Monday-Tuesday-Wednesday OR Thursday-Friday NOT both due to COVID.

The school operates **five days per week** and follows the Healdsburg Elementary School calendar.

Program Goals

Our goal is to provide a safe working environment for our students and children. Due to COVID-19, we're forced to implement many changes. The usual parent participation program is temporarily suspended.

We will continue to have a red thread running through each week. Having the children learn about a subject through different mediums, such as stories, crafts and play. We aim to increase our focus on outdoor activities.

Membership Qualifications

The enrollment packet must be completed and submitted to the school prior to the child's first day of school. All forms must be filled out completely. If the session is full, the child's name will be placed on a waiting list and they will be enrolled as a vacancy occurs.



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Parent Commitments

1. Tuition is annual and may be paid once a year; two payments per year; or on a ten month basis, August through May. Tuition is due at the first of each month and is delinquent after the 10th of each month, unless special arrangements have been made with the Director. A \$25 late charge will be added to tuition paid after the 10th of the month. If the tuition is 30 days overdue, the child will need to stop attending school until tuition is current or a payment arrangement has been made and approved by the HCNS Board of Directors. Failure to meet these terms results in additional fees and/or removal of membership.
2. If in the case of a natural disaster the school is not responsible for the reimbursement of prepaid tuition.
3. There is an annual registration fee of **\$100**.
4. **Each family agrees to sell a minimum of ten cartons of "frozen cookie dough"**
5. Each family has an obligation to participate in the collection of donations for the annual online auction.
6. **Each family enrolled is required to commit to fifteen hours per year for general school and grounds maintenance. Workdays will be announced at the beginning of the school year. If you are unable to participate in the set dates, arrangements with staff /board members can be made to allow you to complete your fifteen hours (a three hundred dollar buy out fee – to be paid at time of enrollment is available if you are unable to fulfill this time commitment).**
7. Each family has a commitment to fundraising, to be determined each year (as options change)
8. Each family agrees to follow and help enforce COVID-19 guidelines and regulations. See Addendum 1.



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Notices Required Regarding Rights

Inspection Authority by Community Care Licensing

The Licensing Agency shall have the authority to interview clients, including children or staff, and to inspect and audit client or facility records without prior consent. The Licensing Agency shall have the authority to observe the physical condition of the client, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have licensed medical professional physician examine the client, (Section 101195(b)(c)).

Complaint Procedure

Parents understand they have the right to call or write the licensing agency if fault is found in the operation of the facility of treatment of their child. Call or write: Community Care Licensing, 101 Golf Course Drive, Ste. A-230, Rohnert Park, CA 95928. (707) 588 5026

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We/I, the undersigned, agree to the conditions set forth in this Admission Agreement and to the admission of _____ to Healdsburg Community Nursery School.

(Child's name)

To be signed by both parents if custodial.

_____ Date _____

Parent/Guardian

_____ Date _____

Parent/Guardian

Revised 07-29-2020