

## Bloomfield Nursery School Board Positions:

\*Our Board is made up of community members, current family members and/or alumni family members. If you are interested in serving on the board, please indicate the position and return this page with your application. We will then send you more information.

Please circle the one that interests you:

1. Class Registrar - Receives applications and notifies incoming families of status. Insures all paperwork is completed and filed in a timely manner. Attends monthly Board meetings.
2. Fundraising Chair- Sets up 3 to 4 fundraising events during the year. Attends and helps at **ALL** fundraising events. Attends monthly Board meetings.
3. Secretary- Takes minutes at monthly board meetings. Handles all Nursery School correspondence. Attends monthly Board meetings.
4. Treasurer - Manages the finances of the school. (Strong accounting skills needed). Attends monthly Board meetings.
5. Administrator- Manages the day to day aspect of the Nursery School excluding classroom activities. Attends monthly Board meetings.

Please list any other skills or knowledge in your family that might be helpful to BNS:

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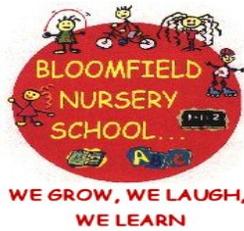
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## Parent Responsibilities

If you choose to enroll your child at the Bloomfield Nursery School, please take note of our parent responsibilities. Whether you are enrolled in our Co-op or Non Co-op program each family is responsible for the following all policies of the school.

- 1. Payments: Late tuition payments will be charged a \$25 fee. If payment is not received within 7 business days after the due date, our policy dictates that your child will not be allowed to return to school until financial obligations are met. We are willing to set up a payment schedule if the options we offer are not manageable. Please contact the administrator to discuss any issues or concerns. It will be the responsibility of the parent to reimburse Bloomfield Nursery School for any bank fees charged to the school for returned checks. Parents who have had any check returned will be required to pay future tuition and fundraising with a money order.*
- 2. Registration: All necessary paperwork (health form, information card, parent responsibility form) must be on file with the nursery school BEFORE your child can attend.*
- 3. Assist in your child's classroom: Co-Op families are responsible for six to eight Parent Helper days, depending on enrollment. Non Co-Op families are responsible for two days, one per semester. If you cannot fulfill your Parent Helper duty, you are responsible for finding a replacement. If you do not fulfill your day and do not find a replacement you will be charged a \$35 fee for each day you miss. You are to provide juice for the class when serving as a Parent Helper. Each family must perform one weekend cleaning duty.*
- 4. Work on a committee: As a cooperative, "jobs" of the school are the responsibility of the parents and are organized into committees. Each family is required to participate on a committee. A committee list will be included in the registration packet. Failure to fulfill committee duties will result in a \$50 fine.*
- 5. Take part in all fundraising events: Multiple fundraising events will occur throughout the year. A monetary donation equaling the amount required to be raised per family for specific fundraisers or the average amount raised for unspecified fundraisers is required of any family that chooses not to take part in a fundraising event. This is necessary because our toys and supplies are paid for through fundraising.*

If your child is accepted, we will have a registration night. At this time, you will provide us with the necessary paperwork we require and your tuition payment. This is also when you will sign up for parent helper days, a cleaning weekend and a committee. The Administrator will send more information at a later date.