



Since 1967

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

### **Admission Agreement**

Healdsburg Community Nursery School is a licensed preschool for children 2.9 through 5 years of age with an optional parent participation program. Each session is limited to 18 children.

The doors open at 8:00 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. Doors close at 3:00 PM, Monday through Friday. The extended program is charged at \$7 per started hour. To participate in the extended program a family must keep a valid credit card on file.

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 staff. We have implemented many changes to keep our students, staff and community safe since the COVID-19 pandemic.

We will have a theme running through each week, allowing children to 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 when a vacancy occurs.

## Parent Commitments

Tuitions 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.

In the case of a natural disaster the school is not responsible for the reimbursement of prepaid tuition.

There is an annual registration fee of \$100.00.

Each family enrolled is require to commit to 12 hours per year of 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 twelve hours (a \$300 buy-out fee - to be paid at the time of enrollment is available if you are unable to fulfill this time commitment).

Each family has a commitment to fundraising, to be determined each year (as options change).

### PARENT SIGNATURE

We/I, the undersigned, agree to the conditions set forth in this Admission Agreement and to the admission of

---

(Child's name)  
to Healdsburg Community Nursery School.

---

Parent/Guardian

---

Date

---

Parent/Guardian

---

Date

To be signed by both parents if custodial. Revised 08-15-24