



## 2017-2018 Application Information

### About Our School

Los Gatos-Saratoga Observation Nursery School is a parent-child program with a focus on nature and outdoor adventures, play, and healthy foods. Our school in the woods is where parents and children come to play. We offer a unique school experience that integrates an outdoor program in a natural setting with a more traditional indoor program in a charming old schoolhouse. The school has been a place of learning for teachers, parents, and children since 1956.

Children attend 1-3 days per week, depending on age. Parents attend one class per week, recording observations of their child, while the children grow and explore with their teachers and peers. Through observation and monthly parent education meetings, parents acquire an understanding of their child's development and personality. Tuition assistance is available for those in need.

### Parent Participation Requirements

1. Attend one entire class session per week (per child). If you are enrolled in a two-day program, you are required to care for one other child during class, one day per week. If you are enrolled in a three-day program, you are required to care for two other children during class, one day per week.
2. Write 20 in class observations per year (per child you have enrolled).
3. Participate in 9 evening meetings per year (per family). (8 meetings per year per family for the Saturday Afternoon class.)
4. Work 4 hours per year at the scheduled maintenance day (per family).
5. Participate in fundraising by serving on a fundraising committee and contributing \$60 worth of goods or services (per family).

### Family Partnerships (Does not apply to the 2's classes and the Saturday Afternoon class)

Family Partnerships allow you to come to school just one day a week with your child while you care for one or two other children at school. Family Partnerships provide opportunities for your child to form a trusting relationship with others. Family Partnerships are an important and enriching part of our curriculum. Family Partnership recommendations will be made in August and finalized by the end of the first evening circle meeting. Family Partnerships are encouraged to meet before school begins to allow the children and parents to get to know each other and to discuss expectations. This can be very helpful in establishing a successful partnership.

**School Policies** Children enrolled in classes that meet more than 1 day per week are required to attend their class regularly. Failure to do so may be cause for dismissal. Twins are recognized as two individual enrollments. Parents of twins are required to attend one class per week per child and complete 20 observations per child per year. Children attending a 5-day pre-K or Kindergarten class or who are home-schooled in a Kindergarten curriculum are not eligible for the weekday program. However, they may enroll in the Saturday Afternoon class. Siblings 6 months and younger may attend class. Families who wish for their child to attend the program for a fourth year or who have enrolled in both the 3's and the 3/4's classes and are requesting enrollment in the 4/5's class must petition the Board. The petition review and potential exception will be based on teacher recommendation, space availability, and Board approval.

An Immunization Record must be completed by the student's physician and students must have all age appropriate immunizations. Students must be fully immunized according to the CDC immunization schedule to be admitted to school, unless the student has a medical exemption filled out by their doctor. Parent Volunteers must submit proof of immunization or immunity for measles, pertussis, and influenza.

### How To Apply

Please be thorough when filling out the attached application form. Indicate ALL classes that you are willing to attend and that are age-appropriate for your child by number ranking your choices (i.e., the number "1" will identify your first choice, the number "2" your second choice, and so on). Since placement in your first choice class is not guaranteed, it is strongly recommended that you select at least a second choice class. **Please use a separate application form for each child you wish to enroll.** Return your completed application form with your non-refundable application fee of \$60.00 (\$20.00 for each additional child) to the address listed at the bottom of the application form. Please make your check payable to "LGSONS."

All applicants will receive via email a written response to their application in March. Those qualified applicants not placed in a class will automatically be placed on a waiting list and notified if a spot becomes available.

## **A Complete Application consists of the following:**

- \* A filled out Application Form
- \* A \$60.00 application fee (check) + \$20.00 for each additional child
- \* A copy of your child's vaccine record from your Physician ( for **NEW** students only)



### **Priority Registration**

The priority registration period to submit applications for the 2017-2018 school year is **January 22 – February 06, 2017**. Applications **MUST** be postmarked by **February 06, 2017** to be eligible for priority registration. Applications requiring a receipt signature will not be accepted.

Families currently enrolled in the regular program, which includes all classes except the Saturday Afternoon class, wishing to re-enroll for the following year **MUST postmark their application by February 06, 2017** in order to be guaranteed a spot in the school for the following year. As long as the complete application is postmarked by February 06, 2017, the particular postmark date itself will not impact how the application is processed (i.e., an application postmarked 1/22/17 will not have priority over an application postmarked 2/06/17). All applications postmarked **AFTER** February 06, 2017 will be processed on a first-come, first-served basis and will not be eligible to participate in the lottery for a particular class. Currently enrolled families must be up-to-date on all obligations before submitting an application. These obligations include fundraising, maintenance, tuition, late fees, meetings, and observation requirements that were due on or before February 6th of the current school year. Children currently enrolled in the regular program will be guaranteed a spot in the school the following year if: The application is postmarked by February 06, 2017 AND The family is up-to-date on all obligations at the end of the current school year.

### **How Classes are Filled**

First priority is given to families who are currently enrolled in the regular program who wish to re-enroll in the regular program the following year. Current families are not guaranteed a position in their first choice class but will be placed in classes based on space availability, teacher recommendation, and their assigned lottery number. Children currently enrolled in the 3/4's class have priority over those currently enrolled in the 3's class for enrollment in the 4/5's class. The remaining spots in a particular class will then be filled with current Saturday Afternoon class families, then alumni families, then Lakeside School District families, and then with families who are new to the school. Families enrolled in the Saturday Afternoon class have priority to re-enroll in the Saturday Afternoon class the following year.

The school's policy does not allow repeating of a class in the regular program by a particular child. However, a family may petition the Board to request that a child repeat a class. The petition review and potential exception will be based on teacher recommendation and Board approval.

Children must be two years old and cannot be three by September 1 to be eligible for the 2's class. Children must be three years old and cannot be four by September 1 to be eligible for the 3's class. Children must be three years old and cannot be five by September 1 to be eligible for the 3/4's class. Children must be four years old by September 1 and cannot turn six before June 1 to be eligible for the 4/5's class. A family may petition the Board to admit a child whose birthday does not fall within the age requirement guidelines by writing a letter. The petition must accompany the family's application form and be received prior to the end of the priority registration period. The Board, Director, and Head Teacher must approve the petition to waive the age requirement. If the age waiver is approved, the age requirement will be waived in subsequent classes.

### **Waiting Lists**

When a class has more applicants than spaces, the class is filled by a lottery. If you are placed in your second choice class, you are automatically put on the waiting list for your first choice class based on your lottery number. The waiting list is used actively throughout the current school year and during the summer to fill open spots. You will be called if a spot (or your first choice class) becomes available for your child. However, you will be committed to the class in which you are enrolled by the first circle meeting of the new school year. At that time, all waiting lists for families enrolled in the regular program will be eliminated. If a position becomes available after the first circle meeting, it will be filled by the remaining applicants on the waiting list. Applicants who are not enrolled in the school will remain on the waiting list until the next application period. The school's waiting list does not roll over from year to year. Thus, in February 2018, the waiting list for the 2017-2018 school year will be null and void.

**2017-2018 Application Form (Please print clearly)**



Los Gatos-Saratoga  
Observation Nursery School

Child's Name: (first) \_\_\_\_\_ (Nick) \_\_\_\_\_ (last) \_\_\_\_\_

Child's Birth Date: \_\_\_\_\_ Gender:  Girl  Boy

Home Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Parent Name 1: (first) \_\_\_\_\_ (last): \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Employer: \_\_\_\_\_

Parent Name 2: (first) \_\_\_\_\_ (last): \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Employer: \_\_\_\_\_

Is your family:  Current  Alumni  Lakeside School District  New

If you are a **CURRENT** family, please list the child(ren)'s name(s) and their class(es): \_\_\_\_\_

If you are an **ALUMNI** family, please list the child(ren)'s name(s) and the years they attended the school: \_\_\_\_\_

Note: Alumni status includes: (a) Families who have attended the school, including the Saturday Afternoon class, and have completed all financial and participation requirements **and/or** (b) Parents who attended the school as children. Alumni status is not extended to those families who have only attended summer school.

If you are a **NEW** family, please tell us how you learned about LGSONS (check all that apply):

Alum  Bay Area Parent  Education Fair  Facebook  Friend  Internet Search  Newspaper Article  Parent's/Mom's Group  Posted Flyer  Printed Ad  Other/Describe: \_\_\_\_\_

**Nursery School Program**

Please rank your class choices in order of priority. Note that your child must be the age listed to be eligible for that class.

Rank	Class Name	Child's Age	Classes Per Week	Class Day(s)	Class Time(s)	Tuition		
						Annual	Tri-Annual	Monthly (10)
	Wednesday 2's	2 by 9/1/17	1	Wednesday	9:15-11:45AM	\$1,535	\$545	\$174
	Friday 2's	2 by 9/1/17	1	Friday	9:15-11:45AM	\$1,535	\$545	\$174
	Saturday 2's*	2 by 9/1/17	1	Saturday	9:15-11:45AM	\$1,535	\$545	\$174
	3's	3 by 9/1/17	2	Tuesday/Thursday	9:15-11:45AM	\$2,605	\$902	\$281
	3/4's	3 by 9/1/17	3	Monday Tuesday/Thursday	9:15-11:45AM 12:30-3:00PM	\$3,457	\$1,186	\$366
	4/5's	4 by 9/1/17**	3	Monday/ Wednesday/Friday	12:30-3:00PM	\$3,457	\$1,186	\$366
	Saturday Afternoon ***	3,4,5 or 6	1	Saturday	12:30-3:30PM	\$1,535	\$545	\$174

\* This class is based at the Schoolhouse all school year, with occasional fieldtrips to outdoor locations.

\*\* Child cannot turn 6 prior to 6/1/14.

\*\*\* Enrolling in this class does not give you priority registration in the regular program for the following year. You will be guaranteed a spot in the Saturday Afternoon class for the following year provided you are in good standing.

Return your completed application form with your non-refundable application fee of \$60.00 (\$20.00 for each additional child) to the address below. Please make your check payable to "LGSONS." You will receive an email confirming receipt of your application.

LGSONS Attn: Registration P.O. Box 33091, Los Gatos, CA 95031