



*“Our best moments as teachers or parents are likely to come when we stop, look, and listen to children, when we walk along the trail with them – experiencing the everyday, ordinary, extraordinary life of the child.”*

*Mimi Brodsky Chenfeld, Teaching in the Key of Life*

Thank you for your interest in Rustic Canyon Nursery School. The school was founded in 1950 by a group of parents who wanted to take an active part in their children’s education. Over sixty years later that tradition still lies at the heart of all we do. By choosing a co-operative preschool, parents make a commitment to participate in their child’s preschool program. This involvement will prove invaluable to our children as it is carried on throughout the elementary levels of education and beyond.

The enclosed application will no doubt answer many of your questions about Rustic Canyon Nursery School. But we strongly encourage you to visit the school before applying so you can see our children in action and speak freely with our parents and teachers. Director Eve Pontius, who joined the school over 30 years ago this fall, teachers, as well as the parent working in the classroom that day, will happily share information about the school’s history, philosophy, goals, and day-to-day program.

We prefer to limit visits to the first Friday of the month so our staff can focus on the children with a minimum of distractions. In any case, please call before coming by to make sure we’re not visiting a pumpkin patch or puppet theater.

We look forward to meeting you.

The Board of Directors  
and the Parents of Rustic Canyon Nursery School

# APPLICATION ACKNOWLEDGEMENT FORM

## School Year 2018-2019

Thank you for your interest in Rustic Canyon Nursery School. As you consider applying for your child's admission to the school, there is some information about the application process and the school that we believe is important for you to know.

1. In order for your application to be processed, please return a completed application along with a signed copy of this letter and a \$75.00 application fee. Your application will not be considered complete until all of these items have been received. The application fee is non-refundable and is not applied toward tuition in the event of admission to the school. Your cancelled check is evidence of a received application.
2. Our goal is to have a two year program. Children may enter the program at age of 2 years 9 months. Children should be 2 years 9 months by August for September entry and 2 years 9 months by December for January entry.
3. Applications for enrollment in the 2018-2019 school year must be submitted to the school by mail only. Please do not submit your application in person. Applications must be postmarked no later than January 5th 2018. While we will attempt to return untimely applications, the failure to do so is not evidence of its receipt or acceptance by the school. Nor shall the school be responsible for the failure to receive an application that has been mailed out. Only applications actually received will be considered, including sibling applications.
4. The admissions committee will select students to make a well-rounded school group based upon factors including age, sex, date of application, and other relevant information. Application priority is given to siblings of past and present students; however, no applicant is guaranteed admission. Interviews *with the parents only* will be conducted in January. Occasionally, we may invite you to the school for a second interview that would include your child.
5. The school presently follows a traditional school calendar, commencing in late August and ending in early June. School is in session Monday through Friday, from 9:00 a.m. to 2:00 p.m. 5 day, 4 day, or 3 day programs may be available.
6. Tuition is paid annually. The rate as of the 2016-2017 school year is \$11,600 for the full 5 day, 9-2 program school year. We anticipate slight tuition increases for subsequent school years. The final amount will be determined prior to the close of the admissions process. Different payment schedules are available but upon enrollment, full tuition is due, even if your child does not complete the school year.
7. Upon notification of your child's acceptance to the school, you will be asked to make a tuition deposit in order to hold the place for your child. This deposit will be applied toward tuition for the last month that your child attends school (for the entire time, not just the first year). It is non-refundable.

8. The school is licensed by the State of California. As we are a parent participation school, and we may have pregnant mothers working at the school, immunizations are required to enter Rustic Canyon Nursery School. Please only apply if your child will be fully immunized.

9. Rustic Canyon Nursery School is a **Parent Participation** school. A parent, stepparent, legal guardian or grandparent must:

Work at school in accordance with established school policies, which may change from time to time. Currently, one parent of children attending the full 5-day a week program has a commitment to work approx. one (9a.m.-2p.m.) shift per month.

Have fingerprints on file in accordance with the city.

Attend all parent meetings, which are held approx. once a month during the school year.

Hold a position on the parent Board of Directors, or an assigned committee position in the school.

Must work a clean-up day at school one Saturday per year; Support our school fundraisers in some manner.

**Parent Participation** is the strength of our developmental nursery school.

Failure to comply with the above responsibilities is grounds for termination of enrollment in the school. Please apply only if you are committed to being involved in your child's first school experience.

Successful applicants will be notified in writing by February 15, 2018. We understand that waiting can be difficult, but we appreciate your patience and cooperation during the application process.

Read and acknowledged: \_\_\_\_\_ Date: \_\_\_\_\_

Child's name: \_\_\_\_\_

All Applications should be mailed to the following address:

Eve Pontius  
c/o Rustic Canyon Coop Nursery School  
601 Latimer Rd.  
Santa Monica, CA 90402

## 2018 - APPLICATION FOR ADMISSION

Child's Name: \_\_\_\_\_ M \_\_\_ F \_\_\_ Birth date: \_\_\_\_\_

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

(Please include city and zip code)

Home Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Mother's Business Phone: \_\_\_\_\_ Father's Business Phone: \_\_\_\_\_

Name(s) of sibling(s) previously enrolled and dates of enrollment: \_\_\_\_\_

Are there any medical or other special needs which should be considered in planning your child's school program? \_\_\_\_\_

Why would you like your child to attend our school? \_\_\_\_\_

How did you hear about our school? \_\_\_\_\_

Are you in agreement with the developmental philosophy of Rustic Canyon Nursery School and are you willing to undertake the responsibilities of participating parents? Yes \_\_\_ No \_\_\_

Rustic Canyon Parents Co-op Nursery School is a non-profit corporation, and it is open to all children in the community of any race, color, gender, religion, ethnic background or country of origin who are ready for a group experience.

Signature of Parent: \_\_\_\_\_

**Your cancelled check is your receipt.**

For School Use Only

Date application and fee received: \_\_\_\_\_ Check#: \_\_\_\_\_

Application and acknowledgement form received: \_\_\_\_\_

2018-2019

Accepted: \_\_\_\_\_ Enrollment forms sent: \_\_\_\_\_ Deposit and forms received: \_\_\_\_\_