



# HAMPSHIRE COOPERATIVE NURSERY SCHOOL

Learning and Growing Through Art, Music, and Play Since 1963

## REGISTRATION INFORMATION

2012-2013 SCHOOL YEAR

**DIRECTOR:** LINDA SHEMANSKE

|                  |                 |                       |
|------------------|-----------------|-----------------------|
| <b>TEACHERS:</b> | MEG O'LEARY     | 4-Day Morning Class   |
|                  | SANDY BAILEY    | 3-Day Morning Class   |
|                  | NANCY MENTON    | 3-Day Afternoon Class |
|                  | JESSICA PASCOAL | 2-Day Morning Class   |
|                  | LYNN GARFIELD   | Classroom Assistant   |

**LOCATION:** 104 LYME RD  
HANOVER, NH 03755  
TEL: (603) 643-4640  
[www.HampshireCooperative.org](http://www.HampshireCooperative.org)

## **ABOUT THE HAMPSHIRE CO-OP**

Our school was founded 49 years ago to provide a cooperative nursery school for the towns of the Upper Valley. We offer four preschool programs: three morning programs for children 2.9 to 5 years old, and one afternoon program for children 3 to 5 years old. In addition, we offer a lunch bunch program, and a longer day option through enrollment in both morning and afternoon programs. We are fully licensed in the state of New Hampshire and are one of the few preschools in the Upper Valley accredited by the National Academy of Early Childhood Programs since 1987.

Parents and guardians in a cooperative school participate more fully in their child's first school experience than is frequently allowed. The degree of involvement can range from restrained to heroic, depending upon time and interest. Our main requirement is that one of the parents (or another adult member of the household) be present in the classroom several times during the school year. This ranges from 6-7 times a year for the 2-day class to 11-12 times a year for the 4-day class. We ask that parents help the classroom teacher supervise and interact with the children, provide healthy snacks, and share the adventures of the school day. Each family must also serve on one of our committees, and participate in fundraising events.

In certain situations, where the helping parent days may be difficult or overwhelming (i.e., families with twins or newborns), we offer a buy-out option at a higher tuition rate. If you would like more information about this option, please talk to the director.

## **COOPERATIVE PROGRAMS:**

### **MORNING PROGRAMS**

The morning program begins at 8:30 AM and ends at 11:30 AM. Each class includes:

- Generous amount of time in which each child is encouraged to choose activities, explore, discover, touch, create, pretend, and relate to others.
- Clean-up time: all pitch in and several have specific jobs to do.
- Group time focusing on music and movement, conversation, stories, and problem solving.
- Snack time in which the children taste a wide variety of foods. Snacks are provided by the helping parent; some of the snacks are prepared by the children.
- Time for gross motor activities outdoors (or indoors when the weather doesn't cooperate.)
- All activities are planned by the classroom teacher to stimulate social, emotional, intellectual, and physical growth in your child. The program is greatly enriched by the participation of parents with varied interests.

Each morning class has an age span of approximately one year. Children should be potty trained prior to the start of school.

**The 2-day Class** (Tuesday, Friday) is for children who are 3 by December 31, 2012. Children turning 3 in Jan./Feb. 2013 will be accepted on a case-by-case basis. Maximum enrollment is 10 children.

**The 3-day Class** (Monday, Wednesday, and Thursday) is for children who are 3 by June 30, 2012. Maximum enrollment is 13 children.

**The 4-day Class** (Monday, Tuesday, Wednesday, and Thursday) is for children who are age-appropriate for kindergarten in their school districts the following year. Maximum enrollment is 13 children.

### **AFTERNOON PROGRAM**

For families seeking a preschool experience outside of the morning hours, as well as families seeking a longer day, two additional programs are available. *Families can enroll in morning, lunch, and/or afternoon programs.*

#### **Afternoon Preschool Program**

This is a preschool program for children ages 3 to 5 years old. Children outside of this age range will be considered on a case-by-case basis. Children should be potty-trained prior to the start of school.

The afternoon program begins at 12:30 PM and ends at 3:00 PM. It meets Monday, Wednesday, and Thursday. The program features weekly themes, independent from our morning class curriculum. Children enjoy playground time, theme-related stories and creative projects, and free-play. Weekly themes will include topics in art, music, science, and exercise. Like our morning classes, the afternoon program is run as a cooperative with Helping Parents. HP days will not exceed 8-9 times/year.

**Lunch Program:** This program is supervised by an adult from 11:30 - 12:30, Monday - Thursday. Children bring their own lunches. There is time for lunch and for play. *Lunch Bunch is available for both morning and afternoon programs.*

All HCNS classes are subject to a minimum enrollment of 6 students.

**INQUIRIES** Inquiries may be made through the Director, Linda Shemanske at the school (603-643-4640), by email at [HampshireCoop@gmail.com](mailto:HampshireCoop@gmail.com) or through our Registrar, Anita Hamalainen at [ahamalainen@gmail.com](mailto:ahamalainen@gmail.com). Parents are welcome to observe our classes. We will be happy to answer any questions about our programs.

## **STAFF**

**Linda Shemanske**, our **director** since 1995, received her B.S. in Education from SUNY at Potsdam and is a graduate of Nazareth College with an M.S. in Education. Her experience includes past HCNS parent and president of the HCNS board, 9 years teaching the 3-day class (1986 - 1995), one year teaching the 2-day class (2000-2001) and 11 years of teaching Sunday school. Linda is a volunteer and board member for Good Beginnings, an organization that helps families with new babies.

**Meg O'Leary**, our current 4-day teacher, has been part of HCNS for over 4 years as a 2-day teacher, 4-day teacher, helping out with the Afternoon Enrichment Program, teaching the summer program, and working on our NAEYC re-accreditation. She received her BS in Elementary Education/Special Education from St. Joseph College in CT, and her Master's degree in Early Childhood Education from the University of Phoenix. Before joining HCNS, Meg was a special educator at the Ray School, a respite-care provider for children with special needs, and taught preschool in Massachusetts. She grew up in Korea and speaks Korean fluently. Meg lives in Etna with her husband, and they have three grown children.

**Sandy Bailey**, our current 3-day teacher, has been involved at HCNS since 2002 as a helping parent for both of her sons, soccer coach, lunch leader, classroom rep, and classroom assistant. She graduated from William Woods University with a BS in both Equestrian Science and Business Administration. She has completed twenty hours towards her Masters in Early Childhood Education at the University of Edmond, Oklahoma. She loves animals, being active with her family, gardening, and baking.

**Jessica Pascoal**, joined us in 2011 as our 2-day teacher. She graduated with honors from Wheelock College in May, 2010, with a dual major in Early Childhood Education and American Studies. She worked as a Director Intern at the Frances Jacobson Early Childhood Center and as a Preschool/School age teacher at Bright Horizon's, both in Boston, MA. Jessica served as a Jumpstart Corps member and Volunteer Coordinator while in college.

**Nancy Menton** has been our 3-day afternoon teacher since 2003. She has a B.S. in Art Education from Plymouth State University and an MBA from Southern New Hampshire University. Nancy's experiences include teaching and substitute teaching in Art from the pre-school to the 12<sup>th</sup> grade level and 20 years in corporate education. She also spent several years as a helping parent and board member while her children attended HCNS. Nancy and her family love all the outdoor activities the Upper Valley offers.

**Lynn Garfield** joined us in December, 2009 as a classroom assistant in both the Afternoon Program and the 3- and 4-day morning classes. She has a B.S. from Boston University in Communication Disorders and a certificate in Autism Studies from Antioch College. She was a paraprofessional in the Hanover School System, and currently does respite care. She has two daughters who are growing up too fast!

## **APPLICATIONS**

All applications for the 2012-2013 school year **must be mailed to the Registrar, Anita Hamalainen**. A non-refundable \$25 application fee must accompany the application.

Applications must be received on or before January 28, 2012 at which time they will be reviewed (see cover letter). First choice will be given to in-house families, followed by alumni families and siblings of currently enrolled families. For non-alumni, if there are more applicants than available slots, students will be chosen by lottery.

For applications received after January 27, 2012, you may first call to see if a spot is available, and if there is, your application and fee are welcome.

Upon acceptance of a position in one of our morning or afternoon preschool classes, we require a non-refundable payment of \$200. The deposits will be deducted from your overall tuition. A check, made out to HCNS, should be sent by mail to the registrar. For those children accepted in the first application period, the check must be postmarked no later than **February 17, 2012**. **Balance for one full quarter's tuition must be paid in full by July 1, 2012, or upon acceptance into the program if registering after July 1, 2012.**

**N.B. The \$25 registration fee and \$200 preschool deposit payments are non-refundable.**

If our program fills and your child cannot be enrolled, your child will be placed on a waiting list unless you request otherwise.

## **TUITION**

Tuition for the 2012-2013 school year will be finalized in the spring. We are extending the school year by one week from previous years due to feedback from families. Below you will find our 2011 tuition with one extra week. Tuition is also subject to an increase of up to 5% for the following school year. Tuition can be paid quarterly, semi-annually, or annually.

### Morning Cooperative Program

|             |            |
|-------------|------------|
| 2-day class | \$1,541.00 |
| 3-day class | \$2,323.00 |
| 4-day class | \$3,083.00 |

### Afternoon Cooperative Program

|             |            |
|-------------|------------|
| 3-day class | \$1,936.00 |
|-------------|------------|

### Lunch Bunch

|               |          |
|---------------|----------|
| 31 Mondays    | \$217.00 |
| 35 Tuesdays   | \$245.00 |
| 34 Wednesdays | \$238.00 |
| 31 Thursdays  | \$217.00 |

**Parents/guardians are responsible for the full year's tuition for the Morning and Afternoon Cooperative Programs unless the registrar is notified in writing, before June 29, 2012, that their child will not be attending HCNS the coming year.**

Each family is responsible for the full year's tuition unless the parents/guardians and the child's teacher agree that the program does not meet the child's needs.

Please notify: Hampshire Cooperative Nursery School  
104 Lyme Road  
Hanover, NH 03755

If you are interested in applying for **tuition assistance**, please contact our director, Linda Shemanske, at (603-643-4640). Policy and Forms are available on our website: [www.HampshireCooperative.org](http://www.HampshireCooperative.org).

#### **KEY DATES FOR PAYMENTS**

January 20 Application and non-refundable \$25 fee for **currently enrolled students**

January 23 Application and non-refundable \$25 fee for **siblings or alumni family**

January 27 Application and non-refundable \$25 fee for **new students**

February 17 \$200 non-refundable deposit to reserve preschool class position

June 29 Last day to withdraw without being liable for full year's tuition.

July 1 First quarter payment due.

The Hampshire Cooperative Nursery School does not discriminate on the basis of race, gender, color, handicapping condition, or national or ethnic origin in regard to applicants or staff.

**HAMPSHIRE COOPERATIVE NURSERY SCHOOL  
APPLICATION FOR ENROLLMENT  
2012 - 2013**

Child's Name: \_\_\_\_\_ Gender \_\_\_\_\_ Age \_\_\_\_\_

Date of Birth \_\_\_\_\_

Parent or Guardian's Name \_\_\_\_\_

Street Address \_\_\_\_\_  
\_\_\_\_\_

Mailing Address (If different) \_\_\_\_\_  
\_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

E-mail Address \_\_\_\_\_

PROGRAM ENROLLMENT - I AM REGISTERING MY CHILD FOR: *Please circle desired days for lunch*

**2-day class:** \_\_\_\_\_

**4-day Class:** \_\_\_\_\_

**3-day Morning Class:** \_\_\_\_\_

**3-day Afternoon Class:** \_\_\_\_\_

**Lunch Bunch**            **M T W TH**

If not able to be registered due to lack of space, your child's name will be put on a waiting list for that class. If you would like to be considered for one of the other classes, please indicate which class: \_\_\_\_\_.

CHILD WE ARE REGISTERING IS:

Currently enrolled in HCNS    \_\_\_YES \_\_\_NO

Alumni Family                    \_\_\_YES \_\_\_NO

New Family                        \_\_\_YES \_\_\_NO

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

**Family Responsibilities:**

I/We understand the following:

- 1) The morning and afternoon programs are a cooperative in which parents participate in the classroom regularly. As helping parent, I will be in the classroom from 8:15 AM to 12:00 PM (morning program) or 12:15 to 3:30 (afternoon program) on a rotating basis, unless I choose the buy-out option.
- 2) I am familiar with the tuition requirements and with the enrollment procedures outlined in this application. Enclosed is the \$25 application fee. If I accept a position in the class, a \$200 non-refundable tuition payment will be due to the registrar by mail, postmarked no later than **February 17, 2012**, to hold that class space for my child. **I understand that the \$25 application fee and the \$200 preschool deposit are non-refundable. I also understand that I am responsible for a full year's tuition unless I notify the registrar in writing, before June 29, 2012**, that my child will not be enrolled in the school for the coming year. If I withdraw after June 29, I will be responsible for payments on a quarterly basis until my child's position in the school is filled by another child.
- 3) I will serve on a school committee. I will participate in school fundraising events.

**LIABILITY:**I/We understand that I/we are joining a cooperative and have a shared responsibility for our children's safety and well-being. Sharing my/our concerns with the staff and/or Board is my/our responsibility to insure a good, safe environment for all. I/We, the undersigned, our legal representatives, heirs and assigns, hereby release, waive, and discharge the staff and/or Board of the Hampshire Cooperative Nursery School, its agents, servants, or employees from all liability or any and all loss or damage, and any claims, except gross negligence, resulting therefrom on account of injury to myself or my children, whether caused by negligence or otherwise.

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Date

Checks should be made payable to: Hampshire Cooperative Nursery School

Applications and fees should be sent to:

Anita Hamalainen  
8 Fletcher Circle  
Hanover, NH 03755