



# SCHOOL YEAR 2011-2012 APPLICATION

*This application consists of THREE (3) pages. All pages must be submitted to be complete.*

Have you been or are you currently enrolled at Little Wonders during a School Year Term?

- Yes If yes, please specify your child's name and the School Year and class enrolled in? \_\_\_\_\_
- No If no, please note that participating in a Preview and Information session, Open House, past Summer Term or otherwise visiting the school is a prerequisite to submitting an application. Date of Open House, Preview Visit or past Summer Term \_\_\_\_\_

## FAMILY INFORMATION

Singleton  Twins  Triplets Date of Birth \_\_\_\_\_

Name of Child(ren): First \_\_\_\_\_ Last \_\_\_\_\_ Preferred First (For Nametag) \_\_\_\_\_

Participating Parent Name: First \_\_\_\_\_ Last \_\_\_\_\_ Preferred First (For Nametag) \_\_\_\_\_

Spouse/Partner Name: First \_\_\_\_\_ Last \_\_\_\_\_ Preferred First (For Nametag) \_\_\_\_\_

Participating Parent?  Mother  Father  Both  Other Relative \_\_\_\_\_

*(Note: Little Wonders defines participation as attending three (3) or more classes during the Term.)*

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: Primary number ( ) \_\_\_\_\_ Secondary number ( ) \_\_\_\_\_ Spouse/Partner number ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

## CLASS PREFERENCES

Classes meet once per week for two hours. Classes start the week of September 19, 2011 and end in late May. There are 30 classes over the course of the school year with six weeks of vacation. Additionally, there will be two required adult-only night programs: Orientation in early September and the All-School Meeting in October.

Day	Age Group*	Birthday Range	Class Time
Monday AM	9-14 Months	July 1, 2010 through December 1, 2010	9:00 AM to 11:00 AM
Monday PM	24-33 Months	December 1, 2008 through September 1, 2009	11:30 AM to 1:30 PM
Tuesday AM	12-18 Months	March 1, 2010 through September 1, 2010	9:00 AM to 11:00 AM
Tuesday PM	20-28 Months	May 1, 2009 through January 1, 2010	11:30 AM to 1:30 PM
Wednesday AM	14-20 Months	January 1, 2010 through July 1, 2010	9:00 AM to 11:00 AM
Wednesday PM	20-28 Months	May 1, 2009 through January 1, 2010	11:30 AM to 1:30 PM
Wednesday PM 2	8-13 Months	August 1, 2010 through January 1, 2011	2:30 PM to 4:30 PM
Thursday AM	14-20 Months	January 1, 2010 through July 1, 2010	9:00 AM to 11:00 AM
Thursday PM	24-33 Months	December 1, 2008 through September 1, 2009	11:30 AM to 1:30 PM
Friday AM	12-18 Months	March 1, 2010 through September 1, 2010	9:00 AM to 11:00 AM
Friday PM	18-26 Months	July 1, 2009 through March 1, 2010	11:30 AM to 1:30 PM
Saturday AM **	16-30 Months	March 1, 2009 through May 1, 2010	9:30 AM to 11:30 AM

\*Age group based on child's age as of September 1, 2011. Birthday range included for clarification.

\*\*The Saturday AM class meets the first three Saturdays of every month. The Saturday class may start in early September.



## JOB COMMITMENT & PREFERENCES

Every family enrolling in the 2011-2012 School Year is required to complete an Annual Job. This job consists of 15 to 25 hours of work outside of class time or a comparable combination of time and monetary commitment. Families interested in contributing more time to the success of Little Wonders are encouraged to do a Pre-Registration Job. For more information on Pre-Registration Jobs, please contact the Jobs Chair at [jobs@littlewonders.org](mailto:jobs@littlewonders.org).

**Please select up to TEN (10) job preferences by placing a number to the left of the job title** (1- being your highest preferred and 10-being your lowest preferred).

Little Wonders will make every effort to assign your job based upon these preferences; however, we cannot guarantee we will be able to accommodate every family's preferences. If less than 10 jobs are selected, Little Wonders may randomly assign a job to you.

### DIRECTOR

- \_\_\_ \* Director's Assistant #1
- \_\_\_ \* Director's Assistant #2
- \_\_\_ Director's Computer Assistant
- \_\_\_ Adult Librarian and Education
- \_\_\_ Night Class Snack Committee
- \_\_\_ - Partial Buyout
- \_\_\_ Parenting Classes
- \_\_\_ Scholastic Book Coordinator
- \_\_\_ Art Assistant/Birthday Crown
- \_\_\_ Maker

### VP REGISTRATION

- \_\_\_ \* Enrollment Records Coordinators
- \_\_\_ \* Registrar's Assistants
- \_\_\_ Envelope Stuffer
- \_\_\_ \* Database Manager

### VP LIAISON

- \_\_\_ \* Class Liaison
- \_\_\_ \* VP Liaison Assistant—Outreach
- \_\_\_ \* VP Liaison Assistant—Communications
- \_\_\_ Outreach Coordinators –Shelter Network
- \_\_\_ Outreach Coordinators – Family Connections
- \_\_\_ Outreach –Family Connections Spring Hostess

### EVENTS CHAIR

- \_\_\_ \* Events Chair Assistant
- \_\_\_ \* All School Meeting / Talbot's Night Chair
- \_\_\_ \* Halloween Party Co-Chairs
- \_\_\_ \* Spring Fling Co-Chairs
- \_\_\_ \* School Picnic Co-Chairs
- \_\_\_ All School Meeting Committee – Partial Buyout
- \_\_\_ Halloween Party Committee
- \_\_\_ Halloween Food & Beverage – Partial Buyout
- \_\_\_ Spring Fling Committee
- \_\_\_ Spring Fling Set-Up Committee--SPRING
- \_\_\_ Spring Fling Photo Slideshow Producer
- \_\_\_ School Picnic Committee – Partial Buyout

### DEVELOPMENT CHAIR

- \_\_\_ \* Development Chair Assistant
- \_\_\_ \* Auction Co-Chairs
- \_\_\_ Auction Committee – Partial Buyout
- \_\_\_ \* Advertising Coordinator—Auction Booklet
- \_\_\_ \* Auction Word Processor
- \_\_\_ Auction Word Processor Assistant
- \_\_\_ Live Auction Coordinator
- \_\_\_ \*Contributions Co-Chair #1
- \_\_\_ \*Contributions Co-Chair #2
- \_\_\_ \*Contributions Co-Chair #3
- \_\_\_ Contributions Committee Member
- \_\_\_ Packaging Committee Member--SPRING
- \_\_\_ Class Projects Coordinator
- \_\_\_ \*eScrip/OneCause Coordinator
- \_\_\_ eScrip/OneCause Coordinator Assistant
- \_\_\_ School Photographer Assistant--FALL
- \_\_\_ School Photographer Assistant--SPRING
- \_\_\_ \*Photography Manager
- \_\_\_ Photo Album Coordinator
- \_\_\_ Photographers/Historians

### JOBS CHAIR

- \_\_\_ \* Jobs Chair Assistant
- \_\_\_ Pajama Party Hostesses – Partial Buyout
- \_\_\_ Play Dough Maker
- \_\_\_ Towel Washers

### PUBLICITY CHAIR

- \_\_\_ \* Publicity Chair Assistant
- \_\_\_ \* Wonder Words Content Editor & Proofreader
- \_\_\_ \* Wonder Words Managing Editor
- \_\_\_ \* Wonder Words Desktop Publisher
- \_\_\_ \* Class Placemat Chair
- \_\_\_ \* Class Placemat Editor
- \_\_\_ Class Placemat Committee
- \_\_\_ \* Little Wonders Marketing Chair
- \_\_\_ Little Wonders Marketing Team
- \_\_\_ Wonder Words Writer

### FACILITIES CHAIR

- \_\_\_ \* Facilities Assistant
- \_\_\_ Facilities Committee
- \_\_\_ Purchasers

### TREASURER

- \_\_\_ \* Treasurer's Assistant
- \_\_\_ Treasurer's Mail Assistants

### SECRETARY

- \_\_\_ \* Secretary Assistant/Leadership Manual
- \_\_\_ Revisions

### TECHNOLOGY CHAIR

- \_\_\_ \* Technology Assistant
- \_\_\_ \* Website Manager

### SAN MATEO COUNCIL REPRESENTATIVE

- \_\_\_ San Mateo Council Assistant

### BUYOUT

- \_\_\_ Buyout (\$350 fee)

\* Indicates a pre-registration job

Please list any other skills and/or information which Little Wonders should consider when assigning your job placement (e.g. experience with planning events, computer skills, expecting a baby in October, on vacation two weeks in March or cannot do work during the day):

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**OVERVIEW OF CO-OP REQUIREMENTS**

The following is a summary of the requirements for each family enrolled at Little Wonders during the School Year. Please read each and check the boxes upon completion. If you have any questions or would like additional information, please reference the Little Wonders Handbook or contact the Registrar at [registrar@littlewonders.org](mailto:registrar@littlewonders.org) or (650) 348-0736.

- PARTICIPATION AND ATTENDANCE.** Little Wonders is a parent co-operative program. Your active participation is necessary for smooth operation of our program and school. Regular attendance is necessary. If you need to miss a class on a day you are scheduled to supervise a station, it is your responsibility to ensure another parent covers your station. Please remember that your attendance allows you and your child to benefit from the school and helps ensure the safety of the children.
- PARENT'S TUBERCULOSIS (TB) CLEARANCE FORM.** The parent or family member attending class must have a completed TB Clearance Form on file as required by State law. If more than one parent or family member will be attending, completed TB Clearance forms must be on file for each parent. This form along with all other required medical and health enrollment forms must be submitted prior to attending classes.
- ANNUAL JOB.** Every family is required to complete an Annual Job. This job consists of 15 to 25 hours of work outside of class time. If you are interested in contributing more time, please contact the Jobs Chair at [jobs@littlewonders.org](mailto:jobs@littlewonders.org) to discuss pre-registration job opportunities. As a co-op, it is of great importance that each family performs their annual job. However, we do make exceptions by granting a limited number of job buyouts which incur a \$350 job buyout fee.
- MAINTENANCE.** Our school must be thoroughly cleaned each month to ensure the health and safety of our children. The date of your super school wash will be assigned upon acceptance into the class. If you are unable to complete this wash on your class's designated day, you may reschedule within 60 days or incur a \$100 school wash fee.
- REQUIRED ORIENTATION.** All families are required to attend a mandatory adult-only orientation in September prior to the start of classes. This orientation will be held at the school. The orientation will provide you the opportunity to meet your teacher, introduce yourselves to the other parents in your class, get an overview of a Little Wonders day, and glimpse what is in store for you and your child at his/her current developmental stage. You will be notified of the specific date and time of the orientation after you receive your class assignment.
- SCHOOL YEAR TUITION.** A non-refundable registration fee of \$50 is required with your application. The tuition for the School Year is \$600 for singletons, \$825 for twins and \$975 for triplets to be paid in full prior to the start of classes. Families who pay their tuition in full by June 1, 2011 will receive a \$25 early bird discount. If needed, you may apply for and pay tuition in accordance with our payment plan. In addition, Little Wonders offers limited financial aid for full or partial tuition. If you would like a Payment Plan or Scholarship Application, please contact the Registrar at [registrar@littlewonders.org](mailto:registrar@littlewonders.org) or (650) 348-0736.
- REFUNDS.** The \$50 registration fee is non-refundable. Tuition refund information is detailed in the 2011-2012 Little Wonders Handbook, which will be provided when you are enrolled in a class.
- CLASS CANCELLATION.** Based on enrollment in any class, Little Wonders reserves the right to cancel any class prior to the start of classes.

I have read and understand the above requirements of Little Wonders.

\_\_\_\_\_

Parent's Name
Parent's Signature
Date

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**REGISTRATION FEE**

A \$50 non-refundable registration fee must be provided with this application.

- Pay by check (make checks payable to "Little Wonders"). Check must be submitted with the application.
- Pay by Credit Card - Card Type:  Visa  MasterCard

Cardholder Name: \_\_\_\_\_

Card Number: \_\_\_\_\_ 3-Digit Security Code: \_\_\_\_\_

Expiration Date (Month/Year): \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

**WHERE TO SUBMIT APPLICATION**

Please submit your completed application and fee to:  
 Little Wonders—Registrar  
 P.O. Box 6106  
 San Mateo, CA 94403

<b>For School Use Only</b>	
Date received _____	Date Entered _____
Reg ID: _____	
Check No. _____	Date _____
Amount _____	Auth. Code _____

If you have any questions or would like additional information, please contact the Registrar at [registrar@littlewonders.org](mailto:registrar@littlewonders.org) or (650) 348-0736.