

Bunker Hill Nursery School Financial Aid Guidelines

The Bunker Hill Nursery School financial aid program is intended to assist families with the tuition requirement of the school. Financial aid is granted by the financial aid committee after reviewing applications on a first come first served basis and is based upon the family's financial need and personal circumstances. The financial aid does not need to be paid back.

As part of our Bunker Hill philosophy, we encourage parents to be actively involved in the school and their children. Families receiving financial aid are expected to maintain their job responsibility and make any other contributions possible to help the success of our school. Participation in the fundraisers is encouraged but not required. Please look over the attached Membership Responsibilities sheet for more specific details.

Bunker Hill Nursery School is fortunate to be able to provide financial aid to families in an effort to partner with parents in the education of their children.



Membership Contributions

To read your **Handbook**, Bunker Hill's By-Laws and Policies. The Handbook can be found in the Files section of the All Classes Yahoo group.

To have all necessary **forms completed** and turned in on time.

To **pay tuition** on time. Tuition is due in advance each month at the membership meeting and becomes delinquent on the second of the month. A \$20 late fee will be added if tuition is not received by the 10th of the month.

To **participate in the classroom** as indicated on the work schedule. Please arrive 5 minutes early on your workday so that school can begin on time. If you are unable to find a sub to cover your work day, a sub fee will be due.

To **attend the monthly evening membership/parent education meetings**. These meetings (3rd Wednesday of the month, 7-10pm) ensure that our school operates efficiently by keeping all members informed on school related topics. Class meetings occur as well.

To meet your **fundraising requirement**. This can be done in a variety of ways (escarp, class photos, gift wrap sales, candy sales, annual Winterfest, fundraising event etc.) and will be discussed during the month of September.

To complete **one weekend clean up**. Instructions for this job are in the BH handbook and are also posted in each of the three rooms at school. We do offer an option to buy-out of your weekend clean up.

To complete your **assigned job** as arranged with the Jobs Coordinator. We do offer an option to buy-out of your job.

To do your part and to complete any and all **phone tree** messages.

To **set-up/clean-up or provide a snack** for two membership meetings during the year. A sign-up sheet will be posted at the orientation meeting.

To donate/ or procure a donation for our annual **Winter Fest Silent/ Live Auction**, held usually in February.

To participate in the annual **Spring Carnival/Community Outreach event**.

To give 4 weeks (one month) **written notice** if you are planning to leave the school. During this one month period **you are responsible** for tuition, fundraising, and all scheduled work days.

Tell a friend about Bunker Hill!

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Financial Aid Application

Date _____

Parent's Name _____

Child's Name _____

Street Address _____

City, State, Zip Code _____

Telephone Number _____

Class _____

Please explain your reason for this financial request. _____

What portion of the tuition would you be able to pay? _____

Are there any special skills, services or extra job that you are willing to offer Bunker Hill in lieu of the tuition? _____

Financial assistance needed for (check one) Entire Year Half-Year Other

Signed _____

Date: _____

Thank you for taking the time to thoughtfully complete this application. Bunker Hill Nursery School will carefully review the information. You will be notified of the amount of financial assistance after this review. The amount of your assistance may change if your or the school's financial situation has changed. If your financial situation changes, please let the treasurer know.

Please submit your form to:

Director
Bunker Hill Nursery School
2145 Bunker Hill Drive
San Mateo, California 94402

Any questions regarding completing this form, our review process or financial assistance should be addressed with the Director. Please contact the school or email: director@bunkerhillschool.org

**This information is confidential and shared only between the Director, Treasurer, President and applicant.