



# Livonia Nursery Inc.

9601 Hubbard Road  
Livonia, Michigan 48150  
m734-422-0411

Please  
Circle Group Preference  
2 Year P.M. (No App. Fee)  
3 Year A.M.  
4 Year A.M.  
Application fee-\$30-(nonrefundable)  
Orientation fee-\$10 (nonrefundable)

*A Safe, Creative, and Friendly Environment for Children  
to Share and Learn Together Since 1950!*

## Family Information (Please Type or Print)

Student's Name: \_\_\_\_\_ Nickname: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Sex: (M) (F)  
Siblings and their birthdates: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Daytime phone: \_\_\_\_\_  
Mother's Name: \_\_\_\_\_ Daytime phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Could you please share with us your reason for choosing a cooperative experience for your child?

\_\_\_\_\_  
\_\_\_\_\_

Parent volunteers run a co-op nursery school. What special interests or talents can you offer the school?

\_\_\_\_\_  
\_\_\_\_\_

Please list any allergies that you child may experience.

Is your child potty trained?

Are there any medical or social concerns that the teachers should be aware of?

From what source did you learn about our school?

\_\_\_\_\_

For more information about our school please call Ashley Klisz (734) 377-2723

**Do not write below this line.**

Form Sent \_\_\_\_\_  
Date received \_\_\_\_\_  
Application fee received \_\_\_\_\_  
Orientation Fee Received \_\_\_\_\_

Fees are payable to Livonia Nursery Inc.  
and must be returned with this application to: Ashley Klisz  
Livonia, MI 48150

## Livonia Nursery Inc. Job Choice Form 2013-2014

Fill out and return with application.

Please place a **1, 2 or 3** next to your **top 3** job choices. If you have questions regarding specific job duties call Amy Beckner at (734) 787-1034. If you are interested in a board position your name will be placed on the slate for elections at the March general membership meeting. You will receive your job responsibility at the general membership meeting in September.

**Board of Directors – Please see parent handbook or current board member for more accurate description.**

	<b>Co-President (2):</b> Preside over board and general meetings. Ensure that nuts and bolts of preschool business are taken care of.
	<b>Vice President (1 for each class):</b> Class representative between individual board and class. Arrange monthly work and snack schedules for individual class. Keep account of changes in schedule and number of workday credits of each class member. Plan with teacher to arrange enrichment activities. Collect fees and provide maps to all enrichment activities.
	<b>Secretary/GDCNC Delegate:</b> Keep minutes for all meetings. Attend several GDCNC meetings each year.
	<b>Treasurer:</b> Keep financial records for the preschool. Pay all bills.
	<b>Assistant Treasurer:</b> Responsible for the collection and recording of all funds for the school including Tuition, Fees and Fines. Also responsible for making all bank deposits.
	<b>Fundraising:</b> Coordinate and run all fundraisers for the preschool.
	<b>Membership:</b> Field calls from prospective members and secure advertising. Distribute and collect membership applications. Run annual open house.

### Committee Chairpersons - jobs that are not class specific

	<b>Health Chairperson:</b> Responsible for the Health Records of all children in the school. Files the weekly Health reports to the Wayne County Health Department.
	<b>Housekeeping / Equip. Maint. and Repair Co-Chair (2):</b> Responsible for the equitable distribution of duties to Housekeeping / Equipment Committee Members. Responsible for the cleaning, maintenance and repair of all equipment and toys. Responsible for the scheduling of and reminder phone calls to Members for the monthly clean up. Maintain paint shirts, dress-up and doll clothes. Do all laundry for the school.
	<b>Preschool Supply Chairperson:</b> Responsible for the equitable distribution of duties to Art and Supply Committee Members. Responsible for the making of "sand" and play dough, mixing paints, and making sure that all art supplies are on hand. Also responsible for purchasing and stocking all supplies and keeping an accurate inventory of all supplies used in the school.
	<b>Sunday Set-Up Chairperson:</b> Responsible for coordinating equitable distribution of Sunday Set-Up times among the members of the Set-Up Committee. Responsible for the weekly set-up of the classroom on Sunday.
	<b>Book Order Chairperson:</b> Responsible for coordinating the ordering and delivery of book orders.

### Individual Jobs - jobs that are not class specific

	<b>Sunday Set-Up (2):</b> Responsible for the weekly set-up of the classroom on Sunday.
	<b>Social:</b> Coordinate refreshment contributions among all classes for all school meetings and events. Call those assigned to bring refreshments. Set up and clean up refreshments. Set up and take down chairs before each general membership meeting with the assistance of those signed up to bring refreshments.
	<b>Housekeeping (many families):</b> Assist the Housekeeping Co-Chairperson with assigned duties. Attend all of the monthly cleanups for the school and/or other duties as assigned by the committee.

### Individual Jobs - class specific-one for each class

	<b>Fundraising Support:</b> Work with the Fundraising Chairperson to coordinate fundraising in your individual class. Assist with the distribution of items as needed. Attend all fundraising activities.
	<b>Party Planner:</b> Plan with the teacher and class for each of the children's holiday parties, special person's night and picnics.
	<b>Photographer:</b> Attend all parties and enrichment activities to take photos. Responsible for ordering copies of photos and distributing them. Coordinate putting together a yearbook in the 4s class. Responsible for online Shutterfly account and keeping it updated.
	<b>IT Support:</b> Responsible for maintaining school website and Facebook page.

