



## Summerville Nursery School Classroom Assist Buy-out Form

Student Name \_\_\_\_\_ Class: \_\_\_\_\_

Assist/Parent Name: \_\_\_\_\_ Date(s) of Buy-out Assist Request: \_\_\_\_\_

2's & Rising 3s Mon./Tues. (Miss Jennie)

3's Mon./Wed. (Miss Christy)

3's Tues./Thurs. (Miss Christy)

AM 4's (Miss LoriAnn)

PM 4's (Miss LoriAnn)

**Advance Assist Buy-out Procedure:** Please let your Class Coordinator know that you need a buy-out as soon as possible. Preferably a month before the date of the buy-out, or as soon as you know you need it. **PAYMENT IS DUE AS SOON AS YOU SCHEDULE THE BUY-OUT.** If payment is not made before/on the buy-out day, you will receive a bill from our billing coordinator, and late fees will begin to accrue.

**Emergency Buy-outs - If your buy-out request is within 24 hours of needing coverage for your assist:**  
**Contact Miss Mary (cell: 775-7332) immediately. You will need to pay the \$30 buy-out fee so we can assure coverage for the classroom.**

\_\_\_\_\_ I have contacted my class coordinator or Miss Mary (for emergency buy-outs) to arrange for my assist.

Parent Name \_\_\_\_\_ Today's Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_

Check one: \_\_\_\_\_ \$30 enclosed; \_\_\_\_\_ \$30 due buy-out day; \_\_\_\_\_ \$30 to be billed (late fee)

KEEP THIS FORM FOR FUTURE USE/REFERENCE

Summerville Nursery School - 585-338-3830

summervillecoordinator@gmail.com