

PARENTS COOPERATIVE PRESCHOOL
Enrollment and Registration Agreement 2016-2017

NAME _____ POINTS _____

Entering my child into the Parents Cooperative Preschool, I understand the following information:

1. There is a registration fee and a deposit required. The \$35 registration fee is non-refundable and pays for our license and background checks. For a deposit refund, notify the Preschool of withdrawal by August 1, 2016. If during the year, you must withdraw, you forfeit the deposit. The deposit will be applied to May's tuition. Both registration fee and deposit must be paid in order to register.

	Registration Fee	Deposit	TOTAL
2 days a week	\$35	\$40	\$75
3 days a week	\$35	\$50	\$85

2. Tuition is due the 1st of every month or your child's first preschool day after. If payment is not received by the 12th of the month, a \$5.00 late fee will be charged, unless other arrangements are made with the Director. There will be a \$10.00 service charge for any NSF checks. We do offer ACH automatic withdrawal option for tuition payments. You will be given this form at orientation if you are interested.
3. Participating families will be assigned helper days. Please inform the director, at the time of registration, if there are special requests. It is your responsibility to find a replacement when needed. Non-participating families will pay a higher tuition in order for the school to supply snack and a sub for that day. The fee for not showing up for a helper day is \$30.
4. Orientation is mandatory for all new families and serves as the 2 hour in-service per state requirements for assisting in the classroom.
5. Classes will tentatively begin Thursday, September 1, 2016. The yearly calendar will be distributed to families once we have confirmation of dates. We follow the Fort Atkinson School District's calendar. Times and days of class are listed below.
6. All parents that plan to be a helper in the classroom must complete a Background Information Disclosure Form so that we may do background checks through the Department of Justice. These forms will be given to you prior to the start of the school year.

All class times and tuition rates are listed below. This registration form is for our tuition-based openings only. 4K registration is done through the Fort Atkinson School District.

Teacher	AM/PM	Class	Days	Times	Tuition Per Month (participating) (non-part)		# of Helper Days	# of Children
Mrs. Christianson	AM	Room 2	M/W	8:00-11:00	\$98	\$120	9-10	8
Mrs. Christianson	AM	Room 2	T/Th	8:00-11:00	\$98	\$120	9-10	8
Mrs. Christianson	PM	Room 2	M/W	11:30-1:30	\$65	\$80	9-10	8
Mrs. Nehmer	AM	Room 3	M/W	8:00-11:00	\$92	\$107	8-9	12
Mrs. Nehmer	AM	Room 3	T/Th	8:00-11:00	\$92	\$107	8-9	12
Mrs. Nehmer	PM	Room 3	T/W/Th	12:00-2:30	\$115	\$131	10-12	12

Please fill out and sign the attached form to register. Keep this form for reference.

The following information is distributed in a directory to Parents Cooperative Preschool families only, unless you notify the preschool otherwise.

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CHILD'S FULL NAME						
NAME TO BE CALLED IF DIFFERENT						
BIRTHDATE						
AGE ON 9-1-16						
ALLERGIES?	___NO ___YES please list:					
FATHER'S NAME						
MOTHER'S NAME						
ADDRESS						
CITY						
MAIN PHONE #						
EMAIL ADDRESS						
PARTICIPATING or NON-PARTICIPATING	___ Participating ___ Non-Participating					
SPECIAL REQUESTS FOR HELPER DAYS?						
DAYS/CLASS	Room 2AM Mon/Wed	Room 2 AM Tues/Thur	Room 2 PM Tues/Thurs	Room 3 AM Mon/Wed	Room 3AM Tues/Thurs	Room 3 PM T/W/Th
DEPOSIT AMOUNT	\$40	\$40	\$40	\$40	\$40	\$50
REGISTRATION FEE	\$35					
TOTAL DUE	Checks can be made out to "Parents Cooperative Preschool" or "PCP"					

I have read the attached sheet and understand all the rules and policies regarding registration and joining Parents Cooperative Preschool

PARENT SIGNATURE

DATE