

PARENTS COOPERATIVE PRESCHOOL Enrollment and Registration Agreement 2012-2013

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, 2012. If during the year, you must withdraw, you must give the preschool a 30-day notice or forfeit the deposit. The deposit will be applied to May's tuition or the last month attending with the 30-day notice. Both registration fee and deposit must be paid in order to register.

	Registration Fee	Deposit	TOTAL
1 day a week	\$35	\$20	\$55
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.
3. Participating families will be assigned the appropriate number of helper days. Please inform the director if there are special requests. It is your responsibility to find a replacement when needed. Non-participating families will pay a higher tuition and must bring snack in for the required number of times they would otherwise help. The fee for not showing up for a helper day is \$20.
4. Orientation is mandatory for all new families and serves as the 2 hour in-service per state requirements for assisting in the classroom. Orientation and inservice is tentatively scheduled for Wednesday, August 29th, 2012 at 6:00 pm.
5. Classes begin Tuesday, September 4, 2012. The yearly calendar will be distributed to families. We follow the Fort Atkinson School District's calendar. Times and days of class are listed below. Room 2 classes will meet from 8:00-10:30 during September only.
6. All parents that plan to be a helper in the classroom must complete a Background Information Disclosure so that we may do background checks through the Department of Justice. These forms will be mailed or 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. Godfrey	AM	Room 2	M	8:00-11:00	\$46	\$59	4-5	8
Mrs. Vorpahl	AM	Room 2	W	8:00-11:00	\$46	\$59	4 - 5	8
Mrs. Vorpahl	AM	Room 2	T/Th	8:00-11:00	\$92	\$117	8 - 9	8
Mrs. Nehmer	AM	Room 3	M/W	8:00-11:00	\$86	\$102	6 - 7	12
Mrs. Nehmer	AM	Room 3	T/Th	8:00-11:00	\$86	\$102	6 - 7	12
Mrs. Martin	PM	Room 3	TWTh	12:00-2:30	\$108	\$124	6 - 7	10
Mrs. Martin	AM	4K	MTWTh	8:00-11:10	~	~	~	13
Mrs. Johnson	AM	4K	MTWTh	8:00-11:10	~	~	~	13
Mrs. Johnson	PM	4K	MTWTh	11:50-3:00	~	~	~	13

Please fill out and sign the attached form or form below 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.

PARENTS COOPERATIVE PRESCHOOL

CHILD'S FULL NAME						
NAME TO BE CALLED IF DIFFERENT						
BIRTHDATE						
AGE ON 9-1-12						
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 Monday	Room 2 AM Wed	Room 2 AM Tues/Thurs	Room 3 AM Mon/Wed	Room 3AM Tues/Thurs	Room 3 PM TWTh
DEPOSIT AMOUNT	\$20	\$20	\$40	\$40	\$40	\$50
REGISTRATION FEE	\$35					
TOTAL DUE	_____	Checks can be made out to "Parents Cooperative Preschool" or "PCP"				

Enrollment and Registration Agreement

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

 PARENT SIGNATURE

 DATE