**Schoolcraft Community Co-op Preschool**

**P.O. Box 446 Schoolcraft, MI 49087**

 **www.schoolcraftpreschool.com**

**269-679-3012**

**Member’s Agreement Contract**

Child’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name to be called at school:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Male: \_\_\_\_ Female:\_\_\_\_\_ Birthday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART I**

I am enrolling my child for (please initial the appropriate class):

**\_\_\_\_\_\_ 3 Year Old Class – Tuesday/Thursday 9:00 am – 11:30 am**

I agree to pay the annual fee of $990 (plus $50 registration fee) for the 2 day session that consists of 9:00-11:30am payable as follows:

\*A $50.00 non-refundable registration fee payable at registration.

\*A $220.00 non-refundable fee that will cover the first and last month’s tuition payments.

\*Seven additional monthly payments of $110.00 will be due on the 5th of each month from October through April. A $10.00 late charge will be assessed each week thereafter.

**\_\_\_\_\_\_ 4 Year Old Class – Half Day – Mon/Wed/Fri 8:15 am-11:30 am**

I agree to pay the annual fee of $1,350 (plus $50 registration fee) for the 3 day session that consists of 8:15-11:00am payable as follows:

\*A $50.00 non-refundable registration fee payable at registration.

\*A $300.00 non-refundable fee that will cover the first and last month’s tuition payments.

\*Seven additional monthly payments of $150.00 will be due on the 5th of each month from October through April. A $10.00 late charge will be assessed each week thereafter.

**\_\_\_\_\_\_ 4 Year Old Class – Full Day – Mon/Wed/Fri 8:15 am – 2:30 pm**

I agree to pay the annual fee of $2,070 (plus $50 registration fee) for the 3 day session that consists of 8:15 am-2:30 pm payable as follows:

\*A $50.00 non-refundable registration fee payable at registration.

\*A $460.00 non-refundable fee that will cover the first and last month’s tuition payments.

\*Seven additional monthly payments of $230.00 will be due on the 5th of each month from October through April. A $10.00 late charge will be assessed each week thereafter.

*The entire tuition may be paid in full at any time. Families who are experiencing difficulties with the payment schedule should contact the President and/or Treasurer to discuss alternative arrangements.*

*A working parent opt out option is available at a cost for families unable to meet the required amount of working days in the classroom. Working parent opt out requests must be approved by the current board and are limited availability.*

**PART II**

As a member of the Schoolcraft Community Co-op Preschool, I agree to the following requirements (please initial each item):

\_\_\_\_\_ **Assisting the teacher in the classroom.** Each student must have representation for a working parent. If parent(s) cannot work, they must find another person to replace them (family, friends, etc.). The number of working days is based on enrollment and board recommendation.

* Parents unable to attend on assigned working days are responsible for finding a replacement.
* If the working shift is not filled, the assigned parent will be assessed a $10.00 penalty. Subsequent absences will be reviewed by the preschool board and may force a dismissal from the program.
* Working parents will arrive 15 minutes prior to the start of school.

\_\_\_\_\_ **Attend all mandatory parent meetings.** It is required that at least one parent attends the August Parent Meeting. If any additional parent meetings are scheduled later in the year, sufficient notice will be given.

\_\_\_\_ **Participate in fundraising.** Each family will be responsible to raise $150 for the preschool. If that amount has not been accomplished by the end of the school year, I agree to pay the remainder at that time.

\_\_\_\_ **Provide transportation and supervision during field trips.** Parents must provide transportation to all field trips. Field trips are taken approximately every 5-8 weeks. Siblings are welcome on most field trips.

\_\_\_\_ **Participate in at least one cleaning night.** Each family is required to sign up for one of two cleaning nights offered to clean the classroom toys and furniture. This takes approximately one to two hours to complete.

\_\_\_\_ **All party days will end at 11:00.** There will be no full day preschool on party days.

\_\_\_\_ **Respect drop off and pick times.** School doors open at 8:15 am. There will be NO drop offs before 8:15 am. Children MUST be picked up by 11:00 for 3’s and 11:30 am for 4’s half-day students and 2:30 pm for full day students.

\_\_\_\_**Volunteer to help where needed to ensure that the school runs properly.** The parents run a co-op preschool. We need participation from ALL parents in one of the following ways: sign up for a board position, sign up for a parent volunteer position, or donate time or resources to the preschool.

\_\_\_\_ **Provide nutritious snacks when scheduled.** Snack days will be designated on the working parent calendar at the beginning of the school year.

**PART III**

1. Are there any medical concerns, allergies, etc. that we should be aware of to accommodate your child:

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

1. Do you have any career experience, special talent, or interest that you would like to share with the school?

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

1. Are you CPR certified? \_\_\_\_\_\_\_\_
2. I would be interested in a board position. (Requires one board meeting a month and carry out assigned tasks. Board members receive a $150 credit towards tuition.) Please circle which position you might be interested in:
	1. President (organize meetings, fill in where needed)
	2. Vice President/Membership (create working parent calendar, organize membership

 paperwork)

* 1. Secretary/Health (record meeting notes, check fire extinguishers once a month)
	2. Treasurer (collect, record, deposit tuition and pay bills as needed)
	3. Fundraising (organize fundraisers)
	4. Not sure which position, but may be interested
1. How did you hear about our preschool?
	1. Website
	2. Newspaper
	3. Yard Sign
	4. Flyer/brochure – where? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	5. Friend/Family – name of person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Referring current members will receive a $25 credit toward future tuition)
	6. Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART IV**

I have read and understand the terms set forth in the Member’s Agreement Contract. I understand that the registration fee and deposit of first and last month’s tuition is non refundable.

Parent Signature:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accepted on behalf of Schoolcraft Community Co-op Preschool:

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office use only:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check #: \_\_\_\_\_\_\_\_\_

Schoolcraft Community Coop Preschool admits student of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and other school-administered programs.