



Dear Prospective Parents,

Thank you for your interest in Eastside Cooperative Preschool (ECP). The following is to provide you with information on our classes, parental involvement, and the forms to enroll your child. All information submitted to ECP is kept confidential.

**Our Open House Registration for the 2019-2020 school year will take place at ECP on 3/9/19 from 10am-12pm at 1416 26<sup>th</sup> ave NE, Olympia, WA 98506**

All forms for registration and enrollment will be submitted through Jovial, a non-profit, co-op preschool specific software designed by parents at Magnolia Co-op preschool in Seattle.

**For currently enrolled families:**

Registration will be open exclusively to currently enrolled families until Thursday 2/28/19. Complete the registration form online at: <https://www.jovial.org/ecp/family> (available starting 2/1/19). Registration deposits must be submitted by Thursday 2/28/19 to the Membership Chair mailbox in order to receive priority.

**For alumni families:**

Complete the registration form online at: <https://www.jovial.org/ecp/family> (available starting 2/1/19). Registration deposit will be accepted beginning 3/1/19 by prior arrangement with ECP Membership Chair. Please contact Membership Chair before completing the registration form at: [ecpmembershipchair@gmail.com](mailto:ecpmembershipchair@gmail.com) to arrange priority enrollment.

**For new families:**

Complete the registration form online at: <https://www.jovial.org/ecp/register>, and bring your registration deposit in the form of check or money order to the ECP open house from 10am-12pm on Saturday, 3/9/19.

**For registration after 3/9/19 please email [ecpmembershipchair@gmail.com](mailto:ecpmembershipchair@gmail.com) to set up an appointment.**

## Class Information

Class	Child's Age by August 31st	Class Time	Class Size
Red	2	9:15 – 11:45 am on Tuesday and Thursday	9
Green	3	9:15 – 11:45 am on Monday, Wednesday, and Friday	11
Orange	4	12:45 – 3:15 pm on Monday, Wednesday, and Friday	13

**Any variations from age guidelines must be pre-approved by the teacher, who consults with each of the parents in that group.**

## Registration Deposit and 2019-2020 Tuition

A non-refundable registration fee of \$95 and one month's tuition (covers Sept, which is a half month, and half of last month) is due at enrollment. Registration fees for families with more than one child enrolled are \$95 for the first child and \$50 for each sibling. If you enroll after September 2018, you may negotiate the prepaid tuition amount with our Treasurer. Our fees are set based on projected enrollment and a few fixed costs (utilities, salaries, taxes, etc.)

*If prepaying a large sum upfront will be a hardship for your family, please contact Membership Chair to arrange payment options (the \$95 registration fee is non-negotiable, and all arrangements must be made prior to attending the open house).*

Class	Annual Tuition	Monthly Tuition	Amount Due at Registration
Red	\$1062.50	\$125	\$220 (\$95 reg. fee + \$125 for 1 month)
Green	\$1530	\$180	\$275 (\$95 reg. fee + \$180 for 1 month)
Orange	\$1530	\$180	\$275 (\$95 reg. fee + \$180 for 1 month)

Make all checks payable to: Eastside Co-op Preschool

*ECP does offer a limited amount of need-based scholarships to reduce the cost of attendance for families that demonstrate financial need. Applications are considered starting in August.*

**Tuition refunds can be made after July 1, 2019. Registration fees are non-refundable.**

### ***Refund Policy***

*When parents voluntarily take their child out of Preschool before the end of the school year, the parents are responsible for the payment of current month's tuition. To obtain a tuition deposit refund, a member must give two weeks notice in writing of intent to drop to Membership chairperson. The member is liable for tuition during the two weeks, whether or not the child attends. This amount may be deducted from the refunded May tuition.*

## What to bring to registration

The following is a checklist of everything you need to turn in to complete your registration with Eastside Cooperative Preschool.

### **Please complete the online forms before arriving to the Open House Registration!**

- ✓ Registration form (completed online. Details are provided above)
- ✓ Check or money order to pay non-refundable deposit (\$95/child; \$50 for each additional sibling and one month's tuition for each child)
- ✓ [Immunization Records](#) or [exemption form](#)
- ✓ Submission of Parent Helper Application for each adult who will be in the classroom (includes agreement to background check) (completed online)
- ✓ Submission of a Job Skills and Interests Survey to help ECP assign your family a job within the school (completed online)
- ✓ Submission of a Help Us Get to Know Your Child Survey for each child enrolled at ECP (completed online)
- ✓ Submission of an Emergency Contacts Form for each child enrolled at ECP (completed online)

**Please Note:** After your registration application has been reviewed, you will be directed to complete the above-listed additional forms. Missing registration materials may delay your child's enrollment. Please contact membership chair if you have any questions about completing the required forms.

**Registration form includes agreement to the following commitments. Please review and let us know if you have any questions.**

## Family Commitments 2019-2020

The following is a list of annual commitments REQUIRED of all preschool families. If there are any questions, please contact the Membership Chair or visit the preschool's website at [www.eastsideco-oppreschool.org](http://www.eastsideco-oppreschool.org)

1. Parent helping in the classroom: our family commits to providing one parent helper in our child's class on an average of approximately once every week for Red Class and once every two weeks for Green and Orange Class. We understand that we will need to provide healthy snacks for all the students on some parent help days, and that parent helpers are required to stay until all children are picked up. If we cannot attend on a scheduled day, we will arrange for a substitute. If there is an emergency or other disaster at the preschool, parent helpers will stay with the teacher and preschool children until the danger has passed and all children are accounted for.
2. Our family's primary parent helper will attend all class meetings (4 per year) to sign up for parent helper shifts, keep up to date with school information and meet part of our parent education requirements. (first class meetings will be held before the first day of class)
3. Our family understands we will be assigned a preschool job to help the school operate smoothly. We will follow through with our job requirements.
4. Our family will participate in weekend cleaning. (see: Weekend Cleaning Agreement) Each family is required to clean the classroom one weekend a year. In addition, each class will clean the classroom as a group once a year. Additional laundry responsibilities may be added.

5. At least one member of our family will participate in a work party each school year. (Work parties will be planned throughout the year and include, but are not limited to: additional class cleaning, playground maintenance, representing ECP at designated community events).
6. At least one member of our family will attend the general membership meeting held in October.
7. Our family will enroll one parent in SPSCC's Parent Education Program Co-op Course (re-enrollment required each quarter: Fall, Winter, Spring). Enrolled parent will earn a total of nine parent education credits per year by attending class meetings, participating in education forums, or completing credit work at home. Cost of SPSCC course is included in student's tuition at ECP. No additional fees are due to SPSCC. Information on enrollment process will be given during each enrollment period. **We understand that we are responsible for completing enrollment steps on time, and that a failure to do so will result in our child not being able to attend ECP classes.**
8. Our family will provide all completed forms and data before the first day of preschool as required.
9. Our family understands that tuition is to be paid by the 1st of the month.
10. Our family understands that we must call the teacher or parent helper at the preschool if we will be more than ten minutes late picking up our child(ren).
11. A copy of the parent handbook will be provided at the first class meeting. Our family agrees to read and abide by the parent handbook and the reference sheet in back of the parent handbook. New families: if you would like to review before the beginning of class, a digital copy of last year's handbook is available upon request. Updates for the new school year will not be available until late summer.
12. Our family will actively participate in the preschool's required fundraisers or opt to buy out of this commitment (see: Fundraising Agreement)

## **ADDITIONAL INFO**

### **Parent Helping**

Parent helping is essential to our program, and we are glad you have chosen to be a parent helper at our school. We believe a quality program for parent helpers includes three significant components:

1. All parent helpers clearly understand the role of the parent helper to include any school policies related to parent helping.
2. All parent helpers are welcomed at the school as contributors to a successful educational experience for the staff and children with whom they work.
3. All parent helpers receive appropriate orientation prior to parent help experience.

The safety of all children is the most fundamental concern of our school community. The most important safety precaution to protect children and adults in the classroom is to ensure that no adult is left alone with a child other than their own. **Two (2) adults are within visual and auditory supervision of any child(ren) at all times.** Many other systems are in place to ensure our children are learning in an environment that is as free from risk as possible. An important part of that environment is the parent helpers who work with children in the classroom and at other school

sponsored events and learning activities. We are proactive and preventive when it comes to the safety of children and the people who volunteer in our schools.

For that reason, we require all parent helpers to complete and sign a confidentiality statement and disclosure statement. A background check through the Washington State Patrol Criminal History Identification will be conducted. For that reason, your birth date is required at the bottom of the disclosure statement. A copy of the state patrol's response will be available to you upon request.

Please know that any information you provide the school is confidential and will be treated as such. We thank you in advance for understanding the importance of our children's safety and the important role you will play in helping us with that. If you have any questions about the enclosed materials or about the process, please don't hesitate to ask.

***Parental leave:***

*Arrangements can be made for relief of parent help shifts for up to 12 weeks in the event of pregnancy, birth, adoption, surgery or serious illness/injury, separation or divorce, family death, or personal or family crisis.*

## Registering multiple children at ECP?

We've tried to minimize the workload on families with multiple children enrolled at ECP as much as possible while still providing a safe and enriching experience for all our students. Most registration forms only need to be filled out once, except for those specific to each child.

**Parent help shifts:** Families with two or more children at ECP still need to parent help in both classes, but they may be eligible for a reduced parent help workload. Parent help shifts are reduced by up to half for the older child's class. Families with two children at ECP (one in Orange and one in Red, for example) would typically parent help only once every four weeks instead of once every two weeks in the Orange Class. Parent help shifts are not reduced in the Red Class.

**All other preschool requirements are family requirements.** That means families with two or more children enrolled still only have to earn nine parent education credits total for the year. Likewise, you only have to clean the preschool once, attend only one outdoor work party a year and you participate in fundraising at the same level as other families.

**All families are encouraged to attend and assist with all school functions. We hope you find this cooperative a beneficial and rewarding experience for your family.**