

## 2018/2019 PARENT PARTICIPATION REQUIREMENTS

Centreville Preschool, Inc. (CPI) is a non-profit, parent cooperative preschool. Active participation and involvement of our parent-members is an integral part of the success of our school. While most schools welcome parental involvement of some sort, CPI offers parents a unique opportunity to work closely with our teachers and observe our students at work in the classroom during the coop experience. Our parent-members help to shape the future of CPI and work to ensure that their children receive the best possible preschool education.

As a cooperative preschool, the majority of the classes offered are cooperative classes requiring a high level of parental participation. However, CPI recognizes that there are many parents who wish to be involved in their child's preschool education, but are unable to meet the participation requirements of CPI's coop classes. With this in mind, for the 2018/2019 school year, CPI is offering classes with three different levels of required participation.

### **All Classes**

Parents will provide an approved snack for their child's class on a rotating basis and provide party supplies for one class party per year.

### **Cooperative Classes**

Parents with children enrolled in these classes are required to work in their child's classroom as a Parent Aide on a regular basis. Parents in the 2-day Threes program can expect to work approximately once every six (6) weeks; 3-day programs for Threes and Fours classes, approximately once every four (4) weeks. **In addition to this requirement, parents are required to serve on a school committee and to complete one maintenance project during the school year.**

### **School Cooperative Classes**

Parents with children enrolled in these classes are NOT required to work in their child's classroom as a Parent Aide. **In addition to this requirement, parents are required to serve on a school committee and to complete one maintenance project during the school year.**

### **Semi-Cooperative Class**

Parents with children enrolled in the 4-day Pre-K class are required to work in their child's classroom as a Parent Aide on a regular basis approximately once every month (on Tuesday, Wednesday, or Thursday). **In addition to this requirement, parents are required to serve on a school committee and to complete one maintenance project during the school year.**

### **Non-Cooperative Classes**

Parents with children enrolled in these classes are asked to provide a snack on a rotating basis for the class. They are NOT required to work in their child's classroom, to complete a maintenance project, or to serve on a school committee.

**BUY-OUT OPTION:** CPI offers a "Buy Out" option. The "Buy-Out" allows parents to register a child in a cooperative class at a non-cooperative cost without the corresponding parent responsibilities (except providing snack on a rotating basis). If you are registering for a cooperative class and wish to exercise the Buy-Out option, mark the appropriate box on the class offerings page.

- The Buy-Out option for any 2-day class (AM or PM), is an additional \$75 per month (\$675/annually).
- The Buy-Out option for any 3-day class or the 4-day Pre-K class (AM or PM), is an additional \$110 per month (\$990/annually).

## **2019/2019 REGISTRATION, ADMISSIONS, WAITING LIST, WITHDRAWAL, POLICIES AND PROCEDURES**

At CPI, we believe that a balanced (boy/girl ratio) classroom is an integral component of the preschool education experience. With this in mind, applications are accepted on a modified first come, first served basis. Assuming full enrollment, the class rosters are filled on a first come, first serve basis; but we also balance the classes using a predetermined ratio agreed to by the teaching staff. Once the classes are filled, two waiting lists will be established (one for girls, one for boys). As class vacancies occur, the position will be offered to the child (boy or girl) with the highest priority, as long as the minimum classroom ratio is maintained. Applications received after classes are filled will be placed on our waiting list.

If you are applying during the Registration Period **January 2018**, you will receive a letter within two to three weeks notifying you of a position in the school or your status on CPI's Waiting List.

If you are on the Waiting List and wish to remove your child from any class or classes on the Waiting List, you may do so at any time. A written notification to Enrollment Co-Director is required to receive a full refund of the Registration Fee.

**WAITING LIST.** Once on the Waiting List, your child will be offered the first available opening for your child's age group, regardless of the days or times (AM or PM) that class meets. Refusal of an offered place for any reason (including day and time offered) will result in a forfeiture of the entire Registration Fee and removal from the Waiting List. If a cooperative class was your first choice, you will not be removed from the Waiting List if you refuse to accept a non-cooperative class.

The Waiting List will be dissolved on April 1, 2019. Each applicant on the Waiting List will receive a full refund of their Registration Fee after this date.

**SWITCH LIST.** A Switch List will be created if parents wish to change the class in which their child has been placed and the preferred class is full. The Switch List will be dissolved as of October 1, 2018. Requested switches after that date will require the approval of the teacher(s). Contact the Enrollment Director to be added to the Switch List.

**NON-COOPERATIVE VS. COOPERATIVE CLASS CONVERSION.** If you are registering your child for a non-cooperative class, please note that if the class does not fill by July 1<sup>st</sup>, the Board of Directors may elect to convert the class to a standard cooperative class. Registrants will be notified and be given the option of registering for the cooperative class. Registrants who are unable to enroll in our cooperative program will receive full refunds of all fees paid.

**In the event of a withdrawal, thirty (30) days' notice must be given to receive a full refund of the first payment.**

**The registration fee is not refundable and not transferable once a child has been admitted and placed in the school.**

**BUY-OUT OPTION:** CPI offers a "Buy Out" option. The "Buy-Out" allows parents to register a child in a cooperative class at a non-cooperative cost without the corresponding parent responsibilities (except providing snack on a rotating basis). If you are registering for a cooperative class and wish to exercise the Buy-Out option, mark the appropriate box on the class offerings page.

- The Buy-Out option for any 2-day class (AM or PM), is an additional \$75 per month (\$675/annually).
- The Buy-Out option for any 3-day class or the 4-day Pre-K class (AM or PM), is an additional \$110 per month (\$990/annually).

If you have questions about any of the above policies, please contact **Tuquyen Yee, Co-Director of Enrollment**, at [cpienrollment@outlook.com](mailto:cpienrollment@outlook.com).

## 2018/2019 MEMBERSHIP AGREEMENT

As a cooperative preschool, CPI offers you a unique opportunity to participate personally in providing your child's first educational experience. As a condition of enrolling your child, you commit to becoming an active member of the preschool. In order to provide your child with the quality educational experience for which CPI is known, you are required to agree as follows:

### **Responsibilities as Parent Aide**

**(Parents of Threes and Fours Cooperative and Pre-K Semi- Cooperative Program students only)**

**I agree** to work as a Parent Aide in my child's class on a regular basis. (Parent Aides in a 2-day class can expect to work approximately once every six (6) weeks; in a 3-day class and the 4-day Pre-K class, approximately once every four (4) weeks).

**I agree** that, in the event I am unable to work on my scheduled day, it is MY responsibility to find a satisfactory replacement. I understand that when compiling the schedule, the Scheduling Director will make every effort to honor reasonable requests, but that it is not possible to honor all requests.

**I agree** that if I miss two (2) consecutive, scheduled days as a Parent Aide, I will be required to pay the Buy-Out Option fee for my child's class.

### **Responsibilities to the School**

**(Parents of Beginners School-Cooperative, Threes and Fours Cooperative, and Pre-K Semi- Cooperative Program students only)**

**I agree** to serve on one school committee and to fulfill all the responsibilities assigned to that committee position.

**I agree** to work on one (1) building maintenance project during the academic year, as assigned by the Maintenance Director.

### **Tuition**

**(Parents of all students)**

**I agree** to pay CPI an annual tuition as listed on the Class Offerings and Tuition Schedule for the 2017/2018 School Year. Tuition will be paid EITHER as:

The full Tuition amount and Supply Fee due on **July 1, 2018**.

-OR-

Nine (9) monthly payments paid according to CPI's Schedule of Payments.

The schedule of payments is as follows:

1. The **Supply Fee(s)** and **Tuition for May 2019** are due on **July 1, 2018**.
2. The remaining tuition is due on the first of each month from **September 1, 2018** to **April 1, 2019**.

Members may choose to pay in advance of this schedule; late payments will be penalized. **In the event of a withdrawal, thirty (30) days' notice must be given to receive a full refund of the first payment.**

### **Penalties and Fees (All Parents)**

**I agree** that failure to fulfill any of the obligations detailed above (as described further in the CPI Parent Handbook, to be distributed in early September) will result in the assessment of fines.

**I agree** to pay these fines as required by the Board of Directors. The schedule of fees and penalties is located in the CPI Parent Handbook.

### **Waiver of Liability (All Parents)**

**I agree**, in consideration of the enrollment of my child in CPI, to waive, for myself and my child, any and all claims against the Directors, Staff, Teachers, Parent Aides and the landlord of the school premises for personal injury or other loss or damages that may arise out of the operation of the preschool. Nothing in this waiver shall be construed to bar any claim for intentional misconduct or gross negligence.

**2018-2019 Enrollment Application – Parent Acknowledgement**

**Please PRINT, sign, and date below.** Mail this page, along with the \$65 registration fee, to:

Enrollment Director  
Centreville Preschool  
PO Box 253  
Centreville, VA 20122

Child's Name: \_\_\_\_\_

Parents' Names: \_\_\_\_\_

I have been provided with copies of the following: (Please initial each line)

- 1. *CPI's Parent Participation Requirements* \_\_\_\_\_
- 2. *2018/2019 Registration, Admissions, Waiting List, and Withdrawal Policies and Procedures* \_\_\_\_\_
- 3. *2018/2019 Membership Agreement* \_\_\_\_\_

and I agree to abide by the policies and procedures therein.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**IMPORTANT:** You MUST mail in BOTH -- (1) this Parent Acknowledgement page AND (2) \$65 registration fee -- for your application to be marked complete and begin processing. Your application will be processed based on the POSTMARK DATE of these items, not the date you submit the online application form. We will not process your child's application if you fail to send these items. Questions? Email the Enrollment Co-Director at [register@centrevillepreschool.com](mailto:register@centrevillepreschool.com).

**Registration Fee**

**Checks** may be made payable to CPI Inc. (write your child's name in the Memo line).

**Credit Card Payments:** Please fill out the information below. Note that a 2% processing fee will automatically be added to every transaction amount by the Accounting Clerk. MasterCard and Visa, are accepted. **Please make sure you update CPI if your credit card expires or you receive a new card.**

Please check one:

I authorize a one-time credit card payment for the \$65 registration fee.

**or**

I authorize CPI to charge my credit card below for all applicable fees and tuition costs.

Child's Name: \_\_\_\_\_

Type of Credit Card: \_\_\_\_\_ Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CCV Security 3- or 4-Digit Code: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Questions about payment? Email the Accounting Clerk at [centrevillepreschool@hotmail.com](mailto:centrevillepreschool@hotmail.com)