

2020/2021 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, due to the COVID-19 public health crisis and the changes to our offerings, our cooperative obligations have been modified for 2020-2021. There will be no parent co-op in classrooms in Fall 2020. Classroom co-op may be reinstated at some point during Spring 2021, if conditions permit a return to traditional indoor instruction. Parents will have an opportunity to make changes to their enrollment if programming offerings change. The obligation to complete one maintenance project has also been suspended for Fall 2020 and may be reinstated for Spring 2021.

Modified Cooperative Classes

Parents with children enrolled in these classes are required to serve on a school committee. Normally, parents with children enrolled in these classes would also provide snack and work in the classroom on a rotating basis, as well as complete one maintenance project during the school year. These additional obligations are suspended for Fall 2020.

Non-Cooperative Classes

Parents with children enrolled in these classes are NOT required to serve on a school committee. Normally, parents with children enrolled in these classes provide snack on a rotating basis.

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. If you are registering for a modified cooperative class and wish to exercise the Buy-Out option, mark the appropriate box on the class offerings page. You may choose the Buy-Out option for your committee service obligation for a fee of \$100.

2020/2021 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-February 2020**, 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, 2021. 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, 2020. Requested switches after that date will require the approval of the teacher(s). Contact the Enrollment Director to be added to the Switch List.

WITHDRAWALS. In the event of a withdrawal before school begins, thirty (30) days' written notice must be given to the Co-Director of Enrollment to receive a full refund of the first payment. For Fall 2020, we are extending this deadline. Written notice must be given to the Co-Director of Enrollment by August 17, 2020 to receive a full refund of the first payment. We require 30 days' written notice to the Co-Director of Enrollment for any withdrawal during the school year.

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. For Fall 2020, the only parent participation obligation is committee service. Parents may choose the Committee Buy Out option for \$100.

MULTIPLE CHILDREN: CPI normally offers a 10% discount on the lesser priced primary class for multiple children enrolled. For 2020-2021, this sibling discount is not available. However, our Non-Cooperative Virtual Enrichment Classes are open for siblings to participate together, on a shared device and with shared supplies, for a single tuition and supply fee. If you wish to enroll siblings to use separate devices and have separate supplies, you must enroll them separately and pay the tuition and supply fee for each child enrolled.

If you have questions about any of the above policies, please contact **Co-Director of Enrollment**, at cpienrollment@outlook.com.

2020/2021 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 to the School

(Parents of Beginners/Twos, Threes, Fours, and Pre-K Modified Cooperative Program students only)

I agree to serve on one school committee and to fulfill all the responsibilities assigned to that committee position. I understand that I can Buy Out this obligation for a fee of \$100.

I understand that Classroom Co-op as the Parent Aide is suspended for Fall 2020. Classroom Co-op may be reinstated at some point during Spring 2021, if conditions permit a return to traditional indoor instruction, or could be suspended for the full year. Parents will have an opportunity to choose their enrollment option if programming offerings change for Spring 2021.

I understand that the obligation to work on one (1) building maintenance project during the academic year, as assigned by the Maintenance Director, is suspended for Fall 2020. This obligation will be reinstated only if public health conditions permit, and projects will be held outdoors with appropriate social distancing, if applicable. I understand that if the maintenance obligation is reinstated in Spring 2021, I can choose to Buy Out this obligation for a fee of \$100.

Tuition

(Parents of all students)

I agree to pay CPI tuition as listed on the Class Offerings and Tuition Schedule for the 2020/2021 School Year. Due to the possibility that programming might change for Spring 2021, tuition will be paid EITHER as:

The full Tuition amount for five (5) months (September-December, May 2021) and Supply Fee due on **July 1, 2020**.

-OR-

Five (5) 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 2021** are due on **July 1, 2020**.
2. The remaining tuition is due on the first of each month from **September 1, 2020 to December 1, 2020**.

May 2021 tuition serves as a deposit and secures your child's placement. Members who enrolled before Fall 2020 programming changed will have their May 2021 tuition deposit adjusted to correspond to their new enrollment. Funds from this adjustment will be applied to September tuition. 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.

Class Cancellations (Parents of Students Enrolled in Outdoor Classes)

Parents should dress children appropriately for the weather when attending an outdoor class. I understand that Outdoor Classes will be held during light rain but will be canceled in the event of thunder/lightning, extreme heat, extreme cold, or heavy rain. CPI will attempt to reschedule, but no refunds will be given for Outdoor Classes canceled due to inclement weather.

If the Board of Directors votes to cancel in-person outdoor programming (due to public health conditions, for example), tuition will be adjusted to the tuition for the corresponding Virtual program. **I agree** that if Outdoor programming is canceled by Board decision, my child's enrollment and tuition will be automatically adjusted to Virtual and that if I choose to withdraw my child, CPI's policy requiring 30 days' notice will apply.

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.

2020-2021 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. *2020/2021 Registration, Admissions, Waiting List, and Withdrawal Policies and Procedures* _____
3. *2020/2021 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 Director at 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