



(School Use Only)			
Priority		ID:	
Postmark:		Chk #	
Class(es):			

## 2021/2022 APPLICATION FOR ADMISSION

**Instructions:**

1. Complete, print, and sign this **2021/2022 Application Form**.
2. Select your child's classes in the attached **2021-2022 Class Offerings** (starting on pg 2).
3. Review the attached Policies and the Membership Agreement.
4. Registration Fee is **\$65.00**, please make check payable to **CPI**. (Just one registration fee per family!)
5. Mail (via U.S. Postal Service **ONLY**) this **Application, Class Offerings** sheet, and check for the **Registration Fee** to:  
**Enrollment Director, Centreville Preschool, Inc. PO Box 253, Centreville VA 20122**

Child's Name: \_\_\_\_\_ Name to be called in school: \_\_\_\_\_  
 Birthdate: \_\_\_\_\_ Gender: Male Female

Is your child currently enrolled at CPI?      Yes      No If <b>Yes</b> , in which class? _____ If <b>No</b> , how did you hear about us? ( <i>Check any that apply</i> ) <input type="checkbox"/> My child is the sibling or child of another current student or CPI Alumni. Alumni/student name: _____ <input type="checkbox"/> I've heard great things about CPI from friends and neighbors! Name of referral: _____ <input type="checkbox"/> I found you on Facebook. <input type="checkbox"/> I read about you online. Name of site: _____ <input type="checkbox"/> Other (Please describe briefly): _____	<u>Optional: What is the student's ethnicity/race?</u> (Please check all that apply): <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White  <u>Optional: Is this student Hispanic or Latino?</u> <input type="checkbox"/> No, not Hispanic or Latino <input type="checkbox"/> Yes
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Home Address: \_\_\_\_\_  
 E-mail address(es): \_\_\_\_\_ Primary Phone Number: \_\_\_\_\_  
 Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_  
 Employer: \_\_\_\_\_ Employer: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

May we publish your cell phone number(s) on our Parent Class Roster (only distributed to other families in your child's class)? Yes No  
 List any other email addresses for school newsletters, etc. \_\_\_\_\_

Please provide names and date of birth for any *younger* children for CPI's alumni list: \_\_\_\_\_

For state licensing purposes, we are required to obtain personal references for each CPI parent member. Please provide information for two friends or associates (must not be related to you) for use as personal references. If you can use a current CPI member as your reference, only one name is required.

Name: _____	Name: _____
Address: _____	Address: _____
City, State, & Zip: _____	City, State & Zip: _____
Phone: _____	Phone: _____
CPI Member:      Yes      No	CPI Member:      Yes      No

I have been provided with a copy of CPI's **Parent Participation Requirements, the 2021/2022 Registration, Admissions, Waiting List, and Withdrawal Policies and Procedures, and 2021/2022 Membership Agreement** and agree to abide by the policies and procedures therein. (**Please PRINT, sign, and date below**)

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

## 2021/2022 Class Offerings and Tuition

Child's Name: \_\_\_\_\_ Parents Name(s): \_\_\_\_\_

**Rank classes in order of preference: first choice = 1, second choice = 2; third choice = 3, fourth choice = 4**

As class space is limited, please rank as many options as possible. See the "Parent Participation Requirements" on Page 3 for information on each class type. All classes are subject to change at any time at the discretion of the Board of Directors.

### Primary Classes

Class	Monthly Tuition	Annual Tuition	One-time Supply Fee	Total Annual Tuition & Supply Fee
<b>Beginners 2-Day AM (School Cooperative)</b>	<b>\$270.00</b>	<b>\$2,430.00</b>	<b>\$80.00</b>	<b>\$2,510.00</b>
<b>Requirements:</b> Must be age <u>2½</u> by 9/30/2021. Potty training is NOT required for this class.				
<input type="checkbox"/> M/W 8:55 AM – 11:40 AM				
<b>Threes 2-Day AM (Cooperative)</b>	<b>\$210.00</b>	<b>\$1,890.00</b>	<b>\$80.00</b>	<b>\$1,970.00</b>
<b>Requirements:</b> Must be age <u>3</u> by 9/30/2021. Potty training NOT required for this class.				
<input type="checkbox"/> T/Th 8:50 AM – 11:35 AM				
<input type="checkbox"/> <b>2-Day Threes Co-op Class buy-out option additional fee</b>	<b>+\$75.00</b>	<b>+\$675.00</b>	<b>N/A</b>	<b>+\$675.00</b>
<b>Threes 3-Day AM (Cooperative)</b>	<b>\$260.00</b>	<b>\$2,340.00</b>	<b>\$120.00</b>	<b>\$2,460.00</b>
<b>Requirements:</b> Must be age <u>3</u> by 9/30/2021. Potty training NOT required for this class.				
<input type="checkbox"/> M/W/F 8:50 AM - 11:35 AM				
<input type="checkbox"/> <b>3-Day Threes Co-op class buy-out option additional fee</b>	<b>+\$110.00</b>	<b>+\$990.00</b>	<b>N/A</b>	<b>+\$990.00</b>
<b>Fours 3-Day AM (Cooperative)</b>	<b>\$260.00</b>	<b>\$2,340.00</b>	<b>\$120.00</b>	<b>\$2,460.00</b>
<b>Requirements:</b> Must be age <u>4</u> by 9/30/2021.				
<input type="checkbox"/> M/W/F 8:45 AM – 11:30 AM				
<input type="checkbox"/> <b>3-Day Fours Co-op class buy-out option additional fee</b>	<b>+\$110.00</b>	<b>+\$990.00</b>	<b>N/A</b>	<b>+\$990.00</b>
<b>Fours 3-Day PM (Cooperative)</b>	<b>\$260.00</b>	<b>\$2,340.00</b>	<b>\$120.00</b>	<b>\$2,460.00</b>
<b>Requirements:</b> Must be age <u>4</u> by 9/30/2021. Potty training NOT required for this class.				
<input type="checkbox"/> M/W/F 12:35 PM – 3:20 PM				
<input type="checkbox"/> <b>3-Day Fours Co-op class buy-out option additional fee (AM or PM)</b>	<b>+\$110.00</b>	<b>+\$990.00</b>	<b>N/A</b>	<b>+\$990.00</b>
<b>PreK 4-Day PM (Semi-Cooperative)</b>	<b>\$350.00</b>	<b>\$3,150.00</b>	<b>\$160.00</b>	<b>\$3,310.00</b>
<b>Requirements:</b> (Ideally suited for children who will turn <u>5</u> by 1/31/2022, or who are entering their <u>third</u> year of preschool at CPI. Exceptions may be made on a case-by-case basis. Contact the Enrollment Director with questions.)				
<input type="checkbox"/> M/T/W/Th 12:30 PM – 3:15 PM				
<input type="checkbox"/> <b>4-Day Pre-K Co-op class buy-out option additional fee</b>	<b>+\$110.00</b>	<b>+\$990.00</b>	<b>N/A</b>	<b>+\$990.00</b>

### Enrichment Add-On Classes –

*Lunch Bunch required for students transitioning from AM to PM class the same day.*

<input type="checkbox"/> <b>S.T.E.M. Explorers (Non-cooperative) – Fri 12:30 PM – 3:15 PM</b>	<b>\$100.00</b>	<b>\$900.00</b>	<b>\$75.00</b>	<b>\$975.00</b>
<b>Requirements:</b> Open to PreK and 4s AM students ONLY.				
<input type="checkbox"/> <b>Book Club (Non-cooperative) – Tues 8:45 AM – 11:30 AM</b>	<b>\$100.00</b>	<b>\$900.00</b>	<b>\$60.00</b>	<b>\$960.00</b>
<b>Requirements:</b> Open to Fours AM and PreK students ONLY.				
<input type="checkbox"/> <b>Creative Kids (Non-cooperative) – Thurs 8:55 AM – 11:40 AM</b>	<b>\$100.00</b>	<b>\$900.00</b>	<b>\$60.00</b>	<b>\$960.00</b>
<b>Requirements:</b> Open to Beginners and Threes 3-day AM students ONLY.				
<input type="checkbox"/> <b>Lunch Bunch (Non-cooperative) – Tues 11:30 AM – 12:30 PM</b>	<b>\$45.00</b>	<b>\$405.00</b>	<b>\$0.00</b>	<b>\$405.00</b>
<b>Requirements:</b> Open ONLY to PreK students transitioning from Book Club to PreK. Students bring their own lunch.				
<input type="checkbox"/> <b>Lunch Bunch (Non-cooperative) – Fri 11:30 AM – 12:30 PM</b>	<b>\$45.00</b>	<b>\$405.00</b>	<b>\$0.00</b>	<b>\$405.00</b>
<b>Requirements:</b> Open ONLY to Fours students transitioning from Fours to STEM. Students bring their own lunch.				

**CPI may offer a Virtual Preschool class and/or Virtual Enrichment classes. Are you interested in enrolling in a virtual class?**

Yes  No

**Comments:** \_\_\_\_\_

## 2021/2022 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 co-op 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 also 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 co-op classes. With this in mind, CPI is offering classes with three different levels of required participation. **Please note that due to the continuing COVID-19 public health crisis, cooperative obligations may be modified during the school year 2021-2022.**

### 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. **The obligation to provide snack will not be in effect in September 2021. Parents will be notified if and when this obligation is reinstated.**

### 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.**

**Due to the COVID-19 pandemic, the Board of Directors may vote to suspend classroom co-op. If co-op is suspended, an additional fee will be charged on a month-by-month basis in order to compensate a staff aide until the Board votes to reinstate classroom co-op.**

### School Cooperative Classes

Parents with children enrolled in these classes are NOT required to work in their child's classroom as a Parent Aide. **Parents with children enrolled in these classes 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 PreK class are required to work in their child's classroom as a Parent Aide on a regular basis approximately once every month. **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, if and when the snack obligation is reinstated. They are NOT required to work in their child's classroom, serve on a school committee, or complete a maintenance project.

**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 cooperative class and wish to exercise the Buy Out option, mark the appropriate box on the class offerings page. A Buy Out includes exemption from classroom co-op, committee service, and the maintenance obligation.

## **2021/2022 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 **February 2021**, 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, 2022. 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, 2021. 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. 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. 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 the snack obligation is in effect). 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 PreK class (AM or PM) is an additional \$110 per month (\$990 annually).

**MULTIPLE CHILDREN:** CPI offers a 10% discount on the lesser priced primary class for multiple children enrolled.

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

## 2021/2022 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 PreK Semi-Cooperative Program 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 PreK 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.

**I understand that due to the COVID-19 pandemic, the Board of Directors may vote to suspend Classroom Co-op as the Parent Aide at times during the 2021-2022 academic year. I agree to pay a monthly fee as described below for any month in which parents are not serving as the classroom Parent Aides.**

### Responsibilities to the School

**(Parents of Beginners School Cooperative, Threes and Fours Cooperative, and PreK Semi-Cooperative Program Students)**

**I agree** to serve on one (1) 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 2021/2022 School Year. Tuition will be paid EITHER as:

The full Tuition amount and Supply Fee due on **July 1, 2021**.

-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 2022** are due on **July 1, 2021**.
2. The remaining tuition is due on the first of each month from **September 1, 2021** to **April 1, 2022**.

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.

If my child is enrolled in a Threes or Fours Cooperative or PreK Semi-Cooperative class, **I agree to pay an additional fee for each month in which Classroom Co-op as the Parent Aide is suspended.** This fee will not be charged for the Beginners School Cooperative Class, for Non-Cooperative Classes, or to families using the Buy Out option. This fee will be:

- \$60 per month for the 2-day Threes Class
- \$90 per month for the 3-day Threes Class, 3-day Fours Class, or 4-day PreK Class

### Changes to Programming

CPI reserves the right to make changes to class programming. If your child is enrolled in a class that is canceled, such as due to low enrollment, we will make every effort to place your child in a comparable class that is acceptable to you. Due to the COVID-19 pandemic, CPI may reevaluate programming offerings during the summer of 2021, and adjustments might be made, such as changes to class times,

a shift to outdoor-only classes, or changes to class size. The Board of Directors may vote to suspend (or reinstate) Classroom Co-op as the Parent Aide during the course of the school year. CPI will make every effort to provide at least 30 days' advance notice for any changes to programming. However, due to the volatile nature of the pandemic and to the resulting changes in regulations that may be enacted by the state of Virginia, it is possible that changes could be made with short notice.

**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.