

Westside Cooperative Preschool

P.O. Box 12659, Olympia, WA 98508-2659
202 Delphi Road SW
(360) 866-7383

Welcome to Blue Class!

Westside Cooperative Preschool admits students of any race, color, national or ethnic origin and grants them 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 or ethnic origin in administration of its educational or admissions policies, scholarships or other school-administered programs.

Students are enrolled on a first come first served basis.

Registration fees are due upon enrollment and are assessed per family. They are non-refundable once a child has been accepted into a class unless the class is canceled. The final month's tuition as described in the enclosed tuition and fee schedule is due upon enrollment.

All registration forms are due upon enrollment. Please complete an application form for each child being enrolled (Sibling applications are available). All parents who will have contact with the children through parent helping, spending time in the classroom or by attending field trips, must submit a Washington State Patrol Request for Criminal History Information form. The Certificate of Immunization Status needs to be completed and turned in before your child's first day of school even if your child is exempt (see the back of that form for more information).

Westside Cooperative Preschool has a partnership with South Puget Sound Community College. One or both parents enroll in a credit-bearing SPSCC course at no extra charge. Families earn college credit by attending 9 parent education meetings per academic year and parent helping in their child's class a minimum of twice per month.

College instructors (called Family Educators) offer a variety of classes, discussions or forums on early childhood behavior, development, guidance and age-appropriate activities. The sessions are offered on average once a month and make up opportunities are available for those unable to attend meetings. See attached membership requirements for further details.

Please keep the enclosed Tuition Schedule and description of Cooperative commitments for reference purposes until you receive your parent handbook in the fall. Should you have any questions, please feel free to leave a message at the school and a Parent Volunteer will call you as soon as possible.

Thank you.

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Tuition and Fee Schedule

<u>Class: Age</u> <u>Day & Time</u>	<u>Monthly</u> <u>Tuition</u>	<u>Registration</u> <u>Fee/Family</u>
Blue: 18-30 months old Tuesdays, 12:30-2:00 pm	\$40.00	\$50
Yellow: 2-3 years old <i>Tuesday & Thursday 9:15 - 11:45 am</i>	\$90.00	\$50
Orange: 3-4 years old Monday, Wednesday & Friday 9:15 - 11:45 am	\$130.00	\$50
Red: 4-5 years old <i>Monday, Tues, Wed, & Thurs 12:30 – 3:00 pm</i>	\$173.00	\$50

Students must meet the minimum age requirement by August the 31st in order to qualify for all classes except Blue. Students may join Blue class when they are at least 18 months old at anytime during the year.

A registration fee of \$50 per family and last month's tuition are due upon admittance. The registration fee is non-refundable once a child has been accepted into class unless the class is canceled. Tuition is due on the 1st of each month beginning in September. Mid year enrollment requires the deposit, first and last (May) month's tuition before attending class.

Withdrawal from Westside Cooperative Preschool requires written notice to be given to the Membership Chairperson 30 days prior to the actual termination date or the start date of the fall classes. Forms for withdrawal are available in the school office. At this time the final month tuition deposit will either be refunded or utilized as tuition payment up to the actual termination date; providing tuition is not in arrears and weekend cleanup commitment has been fulfilled or bought out.

Checks (no cash) should note the child's name and class and be placed in the slot marked "Tuition" located in the center of the mailboxes in the office. Payments received after the 10th of the month will be subject to a late charge of \$5. Tuition can be paid in advance. Please note which months are being paid on the check.

A limited number of partial scholarships are available on a first come first served basis and are subject to verification that the family income requirements are met. Please contact the Treasurer or Membership Chairperson for more information.

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Membership Requirements for Blue Class families:

A parent must attend class with their child.

Weekend Cleanup: Each family is required to clean the school and outdoor toy shed at least one weekend per year regardless of when they join the school. It is usually a 4-5 hour time commitment. A list of the cleaning tasks is provided at the preschool. Families with more than one child attending Westside Cooperative Preschool are responsible for only one weekend cleanup, provided there are enough families to cover every weekend. Executive Board members (Co-Leaders I & II, House Leader, membership Chair, Secretary, Treasurer and Counselor) are excluded from these duties.

Summer Work Party or Task: All families must participate in one of the summer work parties each year. In the event a family is unable to make it to one of the three scheduled work parties or joins mid-year, they will be assigned a 4-5 hour comparable task sometime during the school year to make up for it.

Fundraising: Fundraising is a vital part of our school program. Without it tuition would need to be increased and our program would suffer. All families need to participate in the school's fundraising efforts in order for them to be successful. If you would rather, in lieu of your active participation, you may pay a predetermined monetary amount set by the Board (due in October or one month after enrollment if joining mid-year). More information regarding fundraising events and participation is covered in the initial school orientation in September.

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Blue Class Registration Application

Child's Name: _____ Class: _____

Home Address: _____

City: _____ Zip Code: _____

Home Phone: _____ E-mail Address: _____

Child's Age: _____ Date of Birth: _____ Male Female

Parent: _____ **Parent:** _____

Work Phone: _____ Work Phone: _____

Cell Phone: _____ Cell Phone: _____

Additional parent information may be attached if needed.

Local Emergency contact: _____

Relation to Child: _____ Home phone: _____

Work Phone: _____ Cell Phone: _____

Out of State Emergency contact: _____

Relation to Child: _____ Home phone: _____

Work Phone: _____ Cell Phone: _____

Allergies, Health Issues & Restrictions (i.e. asthma, food/pet allergies, etc):

People authorized to pick up your child at school:

Name

Phone

1 _____

2 _____

3 _____

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Medical Authorization & Release:

Child's Doctor/Medical Provider _____
Phone _____ Address _____
Medical Insurance Provider & Provider # _____

In the event of an emergency, if a parent is unavailable, I give my permission for my child to be treated by the best available means as determined by the supervisory personnel of the Westside Cooperative Preschool.

Signature _____ Date _____
Relation to child _____ Allergies? _____

Parent Commitment Agreement for Blue Class

Please read and initial commitments listed below indicating your acceptance. Please refer to Membership Requirements and Tuition and Fee Schedule enclosures for more detailed information. The Membership Chairperson can also help clarify if needed.

Our family agrees to:

_____ Pay tuition in a timely manner.

_____ Provide the membership Chairperson with written notice of withdrawal 30 days prior to our expected termination date.

_____ Participate in the school's fundraising efforts or agree to predetermined monetary buyout.

_____ Work one weekend cleanup of the classrooms and toy shed during the school year.

_____ Attend class with our child.

_____ Participate in one summer work party. Please circle the date your would prefer below. Families joining mid-year will be assigned a comparable task.

Sat. June 19th, 9am-1pm or Sat. July 17th, 9am-1pm or Sat. Aug. 28th 8am-12pm

I have read and understand the above financial and cooperative commitments required for membership in the Westside Cooperative Preschool and I agree to fulfill them.

Signature _____ Date _____

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Confidential Scholarship Application

Child's Name _____ Age _____ Class _____

Second Child _____ Age _____ Class _____

Parent Name(s) _____

Address(es) _____

Telephone _____ (Home) _____ (Work)

_____ (Home) _____ (Work)

Number of dependent children in family _____ Ages _____

Total Number in Family _____ Parent(s) Occupations _____

Total gross monthly income \$ _____ Total gross annual income \$ _____

List all sources of additional income including but not limited to Social Security, Unemployment Compensation, Workers' Compensation, Child Support, Alimony, Public Assistance, Food Stamps, Pension, Rental Property, Investments, etc.

Attach a copy of your W-2 or most recent year's tax return and a current pay stub. If these are not available, please explain.

If applicable, please explain any other expenses or circumstances you would like us to consider, such as medical, the need for an aide to be present at the preschool in order for a child to participate, change in employment status, etc.

Please submit application to:
Linda Spaulding
1432 Sunnyvale Court NW
Olympia, WA 98502

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Tuition Scholarships

Westside Cooperative Preschool offers a limited number of 75%, 50% and 25% tuition scholarships. Scholarships are distributed on a first-come, first-served basis to eligible families. The equivalent of one child's tuition at 100% is allocated for each class. Applications and additional information can be obtained from the Membership Coordinator or Treasurer.

The Preschool uses the national poverty standards (see below) as a general guideline. Consideration is also given to extraordinary additional out-of-pocket expenses for costs such as medical, more than one child enrolled at WCP, the need for an aide to be present at the preschool in order for a child to participate, etc.

Size of Family Unit	<u>75% Scholarship</u> (175% Maximum Gross Income [M.G.I.] for Year)	<u>50% Scholarship</u> (150% of M.G.I.)	<u>25% Scholarship</u> (175% of M.G.I.)
2	\$17,113	\$20,535	\$23,958
3	\$21,463	\$25,755	\$30,048
4	\$25,813	\$30,975	\$36,138
5	\$30,163	\$36,195	\$42,228
6	\$34,513	\$41,415	\$48,318
7	\$38,863	\$46,635	\$54,408
8	\$44,463	\$53,355	\$62,248
For each add'l, add	\$ 4,350	\$ 5,220	\$ 6,090

For 2007 (updated figures can be found at <http://aspe.hhs.gov/poverty/>)

Applications for tuition scholarships are confidential. A former Preschool member has been selected to review applications and determine eligibility. If a member disagrees with the decision made by the scholarship reviewer, they may appeal in writing to the Preschool Executive Board.

If you are awarded a tuition scholarship, you are responsible for paying the balance of tuition by the due date each month and for fulfilling all other membership responsibilities.

Families requesting scholarships must complete both the scholarship application and all other registration forms in order to be considered. Additionally, all families must pay the registration fee and the first month's tuition, unless other arrangements are made with the WCP Treasurer. Your portion of the last month's tuition will be due upon completion of the scholarship application review unless a credit is due.

Families must reapply for scholarships each year and, in some cases, applications are reviewed mid-year. If you would like additional information, please contact WCP's Treasurer by calling the preschool at 866-7383.

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Child's Name _____ Class _____

Special Events Participation Survey

The Westside Cooperative Preschool is owned and operated completely by its members. Each year membership changes and with it the needs and expectations also change. Below are some questions that are meant to help the Board plan for the coming year. This is your chance to let us know what you prefer so we can know if these activities will be worthwhile for your family. The majority as of September will determine our plans for the year. Results will be posted in the office at the beginning of the school year.

1. How did you hear about our program? _____
(i.e. phone book, booth at community events, Friendship Run, word of mouth, etc.)

2. Would you participate in Parent Education workshops 1-2 times a year? **Yes** **No**
Circle topics of interest to you for possible workshops or Newsletter articles:

Kindergarten Readiness Sibling Relations Learning Styles Emotional IQ

Toddler/Child Nutrition Positive Discipline Child Development Building Self Esteem

Other? _____

3. If offered would your family participate in the following school social events:

Halloween party

Yes **No**

Winter Celebration

Yes **No**

End of the year BBQ

Yes **No**

4. Would your family want to support a community gift giving project such as: (circle)

Adopt a Family

Food/Clothing Drive

Donations to Bread and Roses

Other ideas? _____ **No**, we would rather not.

5. If the Olympia School District schedules a winter break in February do you feel it necessary for the _____ Preschool to schedule one as well? **Yes** **No**

6. Would you like to receive all correspondences (i.e. Newsletters, announcements, reminders, etc.) sent via e-mail? This saves some time, money and maybe even a tree!

____ **Yes**, our e-mail address is: _____

____ **No**, we would rather receive a hard copy of all correspondences in our school mailbox.

**WESTSIDE COOPERATIVE PRESCHOOL
TEACHER'S QUESTIONNAIRE**

Child's Name: _____

Class: _____

Nickname(s): _____

Birth Date: _____

E-mail address (optional)

1. What are your primary reasons for enrolling your child at WCP?

2. What do you see as your child's greatest strengths?

3. What are areas of challenge for your child?

4. What areas or concerns would you like to work on with your child?

5. What group activity has your child experienced before coming to WCP?

6. What group activities does your child now participate in and how often?

7. Are there other children at home? If so, what ages?

8. What talent, skill, or special something would you be willing to share with the children at school?
(Cooking, planets, music, rock/shell collections, dance/movement, storytelling, etc.)

9. Is there anything else you would like the teacher to know?

