



**RACINE COOPERATIVE PRESCHOOL**  
**PRESCHOOL REGISTRATION INFORMATION**  
**2016-2017 SCHOOL YEAR**

The success and value of any parent cooperative preschool depends on the conscientious effort of each parent. Racine Cooperative Preschool is a serious educational project for both parent and child, requiring dedication and commitment of time, talent, and energy of each individual member. Before registering your child, please make sure you understand the membership commitment.

In order to register your child at Racine Cooperative Preschool, please fill out the Preschool Registration Form and pay the \$60 non-refundable registration fee. This will hold your spot for the 2016-2017 school year.

Classes will be filled on a first-come, first-serve basis.

By signing the Registration Form you understand that:

- A. All enrollment forms that are not filled out at the time of registration are to be returned to school no later than September 1<sup>st</sup>.
- B. You agree to abide by the Policies and By-Laws of RCP now in effect (on reverse) or as they may be amended during the period of your membership.
- C. Membership commitment includes: attending orientation, working in the classroom, volunteering at one major fund raiser, and attending one school clean-up OR serving on the Board of Directors.

Class options and tuition are as follows:

<i>Preschool Class Options &amp; Tuition</i>			
<b>Days/Wk</b>	<b>Class Options</b>	<b>Annual Tuition</b>	<b>Registration Fee*</b>
2	Monday/Wednesday; 8:15a-11:15a	\$1000	\$60
2	Tuesday/Thursday; 8:15a-11:15a	\$1000	\$60
4	Monday-Thursday; 8:15a-11:15a	\$2000	\$60

- ★ The registration fee is a non-refundable fee which is required to hold a spot for your child. It does not apply towards the annual tuition. This fee also includes the cost of an RCP t-shirt for your child. This shirt will be worn for all field trips.

*Note: If there are five or less children interested in a class it may be cancelled at the discretion of the board of directors. Parents will be notified no later than June 15th of any cancellations.*

If you register your child and make no payment, your spot can be forfeited and you will go to the end of the waiting list.



## **Policies and By-laws Pertaining to Membership in Racine Cooperative Preschool**

### **Please read carefully:**

State Requirement: We are a state licensed preschool. The following state requirements must be completed and sent to school by **SEPTEMBER 1<sup>st</sup>**:

1. Emergency Information Card
2. Child Care Enrollment (form CFS-0062)
3. Health History and Emergency Care Plan (from CFS-2345)
4. Day Care Immunization Record – must be signed by the parent (form DPH-4020L)
5. Background Information Disclosure (F-82064A) for all family volunteers.
6. Child Health Report – Child Care Centers (A child must have a physical exam within 1 year prior to or 90 days after the child's first attendance day. This form must be signed by the Dr.)

### **Policies:**

1. All enrollment forms mentioned above, must be returned to the school by September 1<sup>st</sup>, 2016
2. Tuition payments are due by the first of each month starting in September and continuing through May if on the monthly plan. Tuition payments are due by the first of each month in September and January for the semester plan. Payment should be dropped off to the office or mailed directly to the school. Non payment may result in withdrawal from RCP.
3. Each parent is responsible for his/her work days as specified in the Parent Manual, this manual can be found on the RCP website and will also be distributed at Orientation. The working parent is NOT to bring other children to school on working days. If you cannot make your scheduled date you will be assigned another date.
4. Parents are responsible for the transportation of their children to and from school.
5. All Cooperative responsibilities must be fulfilled, or a fee may be assessed.

### **By-Laws:**

1. Children must be at least three (3) years old by Sept. 1<sup>st</sup>, 2016 in order to participate in our program.
2. Children enrolled in RCP must be toilet trained. We do not have changing facilities, therefore no Pull-ups are allowed also.
3. Children enrolled in RCP must meet requirements as to health and adaptability to the program.

### **Withdrawals and Refunds:**

The administrator must be notified of any withdrawals. Refunds of a proportional amount of the tuition only (does not apply to the registrations fee) will be determined in accordance with the time remaining in the term IF:

1. The child is suffering from a serious and prolonged illness.
2. The child has failed to adjust to the program in the judgment of the school staff.
3. The family is moving from the community. A request for withdrawal for any other reason is not subject to tuition refunds and must go before the board of directors for a vote.