



ENROLLMENT APPLICATION: 2018-2019

Northaven Cooperative Preschool is dependent upon the good will and cooperation of its parents to ensure its smooth operation. Therefore, it is imperative that parents understand and agree to their obligations prior to enrollment.

As Co-op parents, we agree:

1. To submit the required health, emergency medical treatment authorization, background check forms and parent photo id **before May 1, 2018**;
2. To submit the Student Information Form (given to us during home or class visits) and to inform the school (on page 2 of this application) of any special considerations relevant to your child or family so that the teacher can best know your child;
3. To read the Co-op Handbook, which will be given to us before school begins, in order to become familiar with school philosophy and policies;
4. To provide a healthy snack and to be present and on time on our assigned co-op days to act as the helping parent in the classroom or to arrange for a replacement in case of absence;
5. To serve on two school committees;
6. To abide by the school's financial policies;
7. As the secondary co-oping parent, to try to be present in my child's classroom at least once during the school year. (Primary co-oping parent and any other family members who also regularly co-op will be present according to the classroom co-op schedule.)

FIELD TRIP AND WATER ACTIVITY PERMISSION:

My child has my permission to accompany his/her class on field trips. I understand that I will be notified beforehand as to date and destination. Seatbelts are always used. (***Young 2s, Twos and Threes and Young 3s will not go on any field trips***). My child has my permission to participate in water play at school when planned and supervised by the teacher. Water play may be at shallow tubs in the classroom or in shallow tubs or wading pools on the playground in warm weather.

Signature of Parent 1 _____

Signature of Parent 2 _____

Signature of Director _____

FAMILY INFORMATION SHEET (2018-2019)

Enrollment Preference: _____ Days/Time of Class _____

****Registration deposit holds a spot for school placement: class placement will be determined by age and gender within each group.**

Child's Name _____
(first) (last) (name used at home)

Date of Birth _____ Sex _____ Home Phone _____

Home Address _____
(number and street) (city) (state) (zip)

Parent 1 Name _____ Business phone _____

E-mail _____ cell/mobile _____

Occupation _____ Employer _____
(or previous occupation, training)

Parent 2 Name _____ Business phone _____

E-mail _____ cell/mobile _____

Occupation _____ Employer _____
(or previous occupation, training)

Other children in the family (name, age, sex): _____

Other adults in the home, other people important to the child (name, relationship, how often together): _____

Special health, behavior, or family considerations (e.g. allergies, medications, medical conditions, hospitalizations in past year, divorce, developmental or behavioral concerns):

Has any professional testing, therapy or other input been recommended or provided for your child? _____
If so, please describe (including type of testing, type of therapy, diagnosis)

If parents cannot be reached in case of emergency, list a local friend or relative we may contact:

(name) (phone)

Child's physician: _____
(name) (phone)

Parents' names as you would like them listed in the Handbook: _____

For Office Use Only:

Date of Admission: _____ Class Placement: _____

Registration Fee Paid: _____ Financial Contract Returned: _____

TUITION AND FINANCIAL POLICIES (2018-2019)

* Please retain this sheet for your information *

<u>CLASS</u>	<u>Days/Time</u>	<u>Tuition</u>	<u>Registration Fee</u>	<u>Field Trip Fees</u>	<u>Silent Auction Entry & Raffle Tickets</u> *	<u>Total Tuition & Fees</u> **
Young 2s	Mon-Tues; 9:15 - 12:00	\$3,214	\$500	n/a	\$200	\$3,914
2s and 3s	Wed-Th; 9:15 - 12:00	\$3,214	\$500	n/a	\$200	\$3,914
Young 3s	Mon - Wed; 9:00 - 12:15	\$4,182	\$500	n/a	\$200	\$4,882
3s and 4s	Tues-Thu; 9:00 - 12:15	\$4,202	\$500	\$20	\$200	\$4,922
Young 4s	Mon - Thu; 9:00 - 12:15	\$5,006	\$500	\$60	\$200	\$5,766
4s and 5s	Mon - Thu; 9:00 - 12:15	\$5,006	\$500	\$60	\$200	\$5,766
Fab Friday	Friday; 9:00-12:15	\$1,185	\$50***	\$70****	n/a	\$1,255/ \$1,305

*Raffle tickets will be distributed before the auction and may be sold to friends, neighbors, family etc. for \$5 a piece or 5 for \$20 to recoup \$100 of this fee.

** For payment through SMART Tuition, add \$100 to the above totals for each family. The school will pay the required \$50 activation fee charged by SMART Tuition.

*** If enrolling ONLY for Fab Friday, there is a \$50 registration fee. If you are enrolled in another class at Northaven, there is NO registration fee.

**** Supply Fee for Fab Friday, yearly. There are no field trips in Fab Friday. Fab Friday may also be enrolled by semester.

FINANCIAL POLICIES:

1. YOUR OBLIGATION TO PAY TUITION AND FEES.

The parent/guardian understands that once the financial contract has been submitted to Northaven Co-operative Preschool, the financial obligation to pay the \$500 registration fee and 100% of tuition and fees for the full academic year is unconditional and that on and after April 1, 2018, no portion of such financial obligation, paid or outstanding, will be transferred or canceled in the event of absence, withdrawal or dismissal from Northaven Co-operative Preschool, except as allowed under the school's Refund Policy (see #4 below).

2. LATE FEE = \$25.00. NSF/RETURNED CHECK FEE = \$30.00.

If the student's account is not current, the parent agrees with the following policies: the School will not release transcripts or evaluations; the School will not issue an enrollment contract for the following year; the School will revoke a disused enrollment application for the following year; a \$25 late fee will be assessed after the 5th calendar day of the month; and the Student will be suspended from school if the account is two months in arrears.

3. COMPLETED APPLICATION:

This completed application (pages 1 and 2) must be signed by both parents where indicated and submitted with your \$500 registration fee check for your enrollment application to be complete. The Financial Contract (page 8) must be completed, signed by both parents, and submitted with payment according to policy, in order to hold a place for your child for the 2018 – 2019 school year.

TUITION AND FINANCIAL POLICIES CONTINUED (2018-2019)

* Please retain this sheet for your information *

4. REFUND POLICY

Signing the enrollment contract is a promise to the school that you will pay the tuition in full, and fill a spot in one of our classes. Our budget is made each year based on the expectations of these contracts, and our school cannot survive if families do not fulfill their commitments. Most schools in our area have a no refund policy without exceptions. **However, the Board has determined that a tuition refund may be considered only under the circumstances identified below, and even then a refund is not guaranteed.**

A partial refund will be considered if:

1. The family moves to a different city, far enough away so that coming to school will be a hardship, **and the spot is filled by someone else**. Proof of new residence is required.
2. The parent removes the child from school because of a medical illness, disease, or chronic condition that makes it impossible for him or her to come to school, and a doctor's explanation is provided.
3. If the school terminates a child's enrollment, a prorated refund may be considered.

It is very important for parents to think carefully about their class choices. We understand that it is very hard to predict where a child may be developmentally months from the time the contract is signed. However, our school cannot afford to refund tuition because the parent(s) have changed their minds about placement, and a refund will not be issued in such a case.

Only the Board has the authority to decide a tuition refund request. If you would like to request a tuition refund, you must appear in person in front of the Board to explain your request. You may contact the Board President to make arrangements.

5. CONTINUED ENROLLMENT POLICY

Enrollment and continued attendance of each child are contingent upon the judgment of the teacher and Director that such attendance is appropriate, and of the Board of Directors that the family is fulfilling its co-op obligations. If, after consultation among the teacher, Director, and parent(s), it is decided by the Director that continued enrollment of a child does not meet the mutual best interests of the child and the class, a child's enrollment may be immediately terminated.

6. SCHOLARSHIP FUND

Limited scholarship aid is available for a family in need. Application can be made by writing a letter to the Director or Treasurer stating parents' names and places of employment, child's name and class, other family members, relevant circumstances, and the amount of scholarship aid requested.

TUITION PAYMENT INFORMATION

Please retain this sheet for your information

<u>CLASS</u>	<u>Annual Tuition and Fees</u>	<u>Non-refundable Registration Fee</u> (due at time of submitting enrollment application)	PAYMENT OPTIONS		
			<u>PLAN A</u> Pay remaining balance after the registration fee (Payable by check ONLY by 4/1/2018 with signed financial contract)	<u>PLAN B</u> SMART TUITION PAYMENT PLAN 5 equal monthly payments April 1-August 1 (first payment by check and remaining 4 through SMART Tuition ONLY) (Plan B includes a \$100 surcharge <u>per family</u>)	
				Tuition & fees (after registration fee) plus \$100 surcharge	5 equal monthly payments
Young 2s (Mon, Tues)	\$3,914	\$500	\$3,414	\$3,514	\$702.80 each
2s and 3s (Wed, Thurs)	\$3,914	\$500	\$3,414	\$3,514	\$702.80 each
Young 3s (Mon-Wed)	\$4,882	\$500	\$4,382	\$4,482	\$896.40 each
3s and 4s (Tues-Thurs)	\$4,922	\$500	\$4,422	\$4,522	\$904.40 each
Young 4s (Mon-Thurs)	\$5,766	\$500	\$5,266	\$5,366	\$1,073.20 each
4s and 5s (Mon-Thurs)	\$5,766	\$500	\$5,266	\$5,366	\$1,073.20 each
Fab Friday (Fri) *dual enrollment	\$1,255	n/a	\$1,255	\$1,355	\$271 each
Fab Friday (Fri) *single enrollment	\$1,305	\$50	\$1,255	\$1,355	\$271 each

PAYMENT PLANS: There are 2 different payment options to choose from. Details of each plan are briefly outlined in the chart above and will be described in more detail on the following pages.

LATE ENROLLEE ALTERNATIVE PAYMENT PLAN

For students who apply and are admitted after 4/1/2018, your full Plan A tuition check and financial contract are due within 5 days of submitting your enrollment application and \$500 registration fee for a space to be held for your child. If you elect Plan B, the initial tuition payment and the financial contract are due within 5 days of submitting the enrollment application and \$500 registration fee for a space to be held for your child; the 4 remaining monthly payments through Smart Tuition will commence on the 1st day of the following month.

PLAN A STEPS

1. Submit the \$500 non-refundable registration fee by check with your enrollment application.
2. Find the class you are enrolling in and pay the amount in the column titled PLAN A with your signed financial contract by 4/1/2018. If you apply and are admitted after 4/1/2018, your full Plan A tuition check and financial contract are due within 5 days of submitting the enrollment application and \$500 registration fee.
 - a. **Plan A payments must be made by check.** Make checks payable to "Northaven Co-operative Preschool" and submit directly to the school office.

Class	Days	Annual Tuition & Fees	Non-refundable Registration Fee	Plan A - paid in full by April 1
Young 2's	M-T	\$3,914	\$500	\$3,414
2's and 3's	W-Th	\$3,914	\$500	\$3,414
Young 3's	M-W	\$4,882	\$500	\$4,382
3's and 4's	T-Th	\$4,922	\$500	\$4,422
Young 4's	M-Th	\$5,766	\$500	\$5,266
4's and 5's	M-Th	\$5,766	\$500	\$5,266
Fab Friday	F	\$1,255	n/a if dual enrolled	\$1,255
Fab Friday	F	\$1,305	\$50, single enrollment	\$1,255

PLAN B STEPS

1. Submit the \$500 non-refundable registration fee by check with your enrollment application.
2. Please note the \$100 per-family (not per student) surcharge that is added to the tuition and fees in Plan B. *
3. Fill out the SMART tuition paperwork available from our office and submit with your initial tuition payment by check and signed financial contract no later than April 1, 2018. SMART Tuition will communicate with you directly from that point on for the remaining 4 payments from May 1-August 1. If you apply and are admitted after 4/1/2018, the initial tuition payment by check and financial contract are due within 5 days of submitting the enrollment application and \$500 registration fee for a space to be held for your child; the 4 monthly payments through Smart Tuition will commence on the 1st day of the following month.

SPECIAL NOTES IMPORTANT TO PLAN B

*Please note that the \$100 surcharge is ONLY per family. If you have more than one student at Northaven, you may deduct \$100 from the first payment on 4/1/2018 for each subsequent student.

**If you choose plan B, you MUST pay the 1st monthly payment by check, and you must enroll in SMART tuition and pay by ACH/EFT (bank auto draft) or credit card (an additional 2.65% fee will be added for credit card transactions) for the final 4 monthly payments. *You CANNOT pay the final 4 payments by personal check in plan B.* Northaven Co-operative Preschool will pay the \$50 initial SMART tuition activation fee. Please visit the website www.smarttuition.com for additional information.

Class	Days	Annual Tuition & Fees	Non-refundable Registration Fee	Tuition and fees (after deposit) plus \$100 surcharge	Plan B- 5 Monthly Payments**
Young 2's	M-T	\$3,914	\$500	\$3,514	\$702.80
2's and 3's	W-Th	\$3,914	\$500	\$3,514	\$702.80
Young 3's	T-Th	\$4,882	\$500	\$4,482	\$904.40
3's and 4's	T-Th	\$4,922	\$500	\$4,522	\$904.40
Young 4's	M-Th	\$5,766	\$500	\$5,366	\$1073.32
4's and 5's	M-Th	\$5,766	\$500	\$5,366	\$1073.32
Fab Friday (dual)	F	\$1,255	n/a	\$1,355	\$271
Fab Friday (single)	F	\$1,305	\$50	\$1,355	\$271

NORTHAVEN COOPERATIVE PRESCHOOL'S FINANCIAL CONTRACT FOR THE 2018-2019 SCHOOL YEAR

****This completed financial contract is due to the school on or before 4/01/2018****
****Contracts received after 4/01/2018 will be honored only if there is space in the requested class****

Student's Name: _____

1. Your Class Preference: (check one):

____ **Young 2s** (Mon, Tue)

____ **Young 4s** (Mon, Tue, Wed, Thu)

____ **2s and 3s** (Wed, Thurs)

____ **4s and 5s** (Mon, Tue, Wed, Thu)

____ **Young 3s** (Mon, Tue, Wed)

____ **Fab Friday** (Fri)

____ **3s and 4s** (Tues, Wed, Thurs)

2. Indicate your Payment Plan selection from table below (check either Plan A or Plan B):

____ **PLAN A**

____ **PLAN B**

* Plan A Payment is due 4/1/2018
or upon submitting the signed contract
if the student is admitted after 4/1/2018
*Payment by check only

* Plan B Initial Tuition Payment is due by check 4/1/2018
* Plan B 4 Monthly Payments through SMART Tuition are due:
5/1/2018, 6/1/2018, 7/1/2018, and 8/1/2018
* ACH/EFT bank draft, or payment via credit card is required, via
SMART Tuition
*If paying by ACH/EFT bank draft please attach a voided check
* If paying by credit card, please fill out authorization information below
* A \$100.00 fee is added to the Initial Tuition Payment per
family

**CREDIT CARD AUTHORIZATION:
Needed for Plan B Payment Option Only**

VISA or MASTERCARD (circle one) number: _____ **Exp. Date:** _____

Contact the Treasurer of the Board if you would like to be considered for an alternative payment plan.

**Talia Brinkman, Treasurer of the Board, can be contacted at talia.brinkman@gmail.com.

I (we) understand that by enrolling my (our) child for the school year that begins in September 2018, and by paying the non-refundable registration fee of \$500.00, a space will be reserved in the applicable class specifically for my (our) child. I (we) understand that enrolling my (our) child, executing this contract, and subsequently withdrawing will cause difficulty since student spaces cannot or may not be filled. I (we) recognize that Northaven Co-operative Preschool's budget is based largely on tuition revenues and contributions. Therefore, I (we) specifically agree that once my (our) child is enrolled and guaranteed a space, if my (our) child is withdrawn or dismissed for any reason, I am (we are) obligated to forfeit the \$500.00 non-refundable registration fee and pay 100% of any outstanding tuition and/or fees outlined in this contract, except as allowed under Northaven Cooperative Preschool's Refund Policy.

Parent/Guardian Signature:

Parent/Guardian Signature:

Date

Date