

ENROLLMENT APPLICATION: 2008-2009

Northaven Co-op 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 secure a TB skin test or chest x-ray and submit written certification of the test result;
2. To submit the required health, emergency medical treatment authorization, background check forms and parent photo id **before the first day of school;**
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 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 pay tuition promptly, with a late fee if late;
7. As a Co-op father, to try to be present in my child's classroom at least once during the school year.

Signature of Father _____

Signature of Mother _____

Signature of Director _____

(Only one parent signature is required for returning families.)

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. (Toddlers & Twos 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)

Date of Admission _____ (to be completed by the Director)
Class Enrolling in _____ Days/Time of Class _____

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

Date of Birth _____ Sex _

Home Address _____
_____ (state) _____ (zip) _____ (city)

Home Phone _____

Mother's Name _____ Business phone _____

e-mail _____ cell/mobile _____

Occupation _____ Employer _____
_____ (or previous occupation, training)

Father's 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, behavioral concerns):

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

_____ (name) _____ (address) _____ (phone)

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

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

- FOURS & FIVES:** Should be 4½ by Sept. 1st of the school year.
Mon. thru Thurs. 9:00-12:15 \$3000/year.
Maximum class size: 15
- YOUNG FOURS:** Should be 4 years old by Sept. 1st of the school year.
Mon. thru Thurs. 9:00-12:15 \$3000/year.
Maximum class size: 15
- THREES & FOURS:** Should be 3½ by Sept. 1st of the school year.
Wed. thru Fri. 9:00-12:15 \$2572/year.
Maximum class size: 14
- YOUNG THREES:** Should be 3 years old by Sept. 1st of the school year.
Mon. thru Wed. (except Mon. & Tues. in Sept.) 9:00-12:15
\$2572/year.
Maximum class size: 14
- TWOS & THREES:** Should be 2½ Sept. 1st of the school year.
Mon. thru Wed. 9:15-12:00 \$2572/year.
Thurs. & Fri. 9:15-12:00 \$2150/year.
Maximum class size: 10
- YOUNG TWOS:** Should be almost 2 years old by Sept. 1st of the school year.
Mon. & Tues. 9:15-12:00 \$2150/year
Wed. & Thurs. 9:15-12:00 \$2150/year
Maximum class size: 10

A \$500 non-refundable deposit is due upon registration. Prepaid tuition (less the deposit) is refundable only if a family moves away from Dallas and notifies the Director 30 days before withdrawal and the class is filled at the beginning of the school year.

This completed application must be submitted with your deposit check for your enrollment application to be complete. A place cannot be held for your child until your completed application is signed and your deposit check submitted.

Enrollment of each child is contingent upon the judgment of the school that such enrollment is in the best interest of the child and the class. See Handbook for full Continued Enrollment Policy.

TUITION PAYMENT OPTIONS

A \$500 non-refundable deposit is due upon registration. The deposit must accompany the completed enrollment form, including the parent signature page. Please make your check payable to Northaven Co-operative Preschool. Please circle one of the following options:

Option One: \$500 deposit due at contract signing
Payments must be made to Northaven Co-operative Preschool via check on the first of the month, April through September, in the following amounts:

- Fours & Fives: \$416.67
- Young Fours \$416.67
- Threes & Fours \$345.33
- Young Threes \$345.33
- 3-day Twos & Threes \$345.33
- 2-day Twos & Threes \$275.00
- Young Twos \$275.00

Option Two: \$500 deposit due at contract signing
Automatic credit card draft (Mastercard or Visa) will be made to Northaven Co-operative Preschool on the first of the month, April through September in the following amounts (includes 3% processing fee):

- Fours & Fives: \$429.17
- Young Fours \$429.17
- Threes & Fours \$355.69
- Young Threes \$355.69
- 3-day Twos & Threes \$355.69
- 2-day Twos & Threes \$283.25
- Young Twos \$283.25

Credit Card Number: _____ Exp____

Cardholders Signature _____

Option Three: For Late Enrollees, Must be approved by the Director

\$500 deposit due at contract signing

_____ Due by _____

_____ Due by _____

_____ Due by _____

_____ Due by _____

Method of payment (if credit card, add 3% to installments) _____

Credit Card Number: _____ Exp____

Cardholders Signature _____

In order to reserve your place in the school, all payments must be made. If they are not, your place may be filled from the waiting list.

Parent Signature

Director Signature