

TRAVERSE CITY COOPERATIVE PRESCHOOL -APPLICATION INFORMATION

APPLICATION FEE

A \$30.00 non-refundable application fee, payable to the TRAVERSE CITY COOPERATIVE PRESCHOOL, must accompany your application. Only one application fee is required per family. Any returned checks will be assessed a \$15.00 processing fee.

TUITION

Tuition is paid on a monthly basis, to be paid one month in advance with the exception of the first month's tuition, which is due on June 30, 2017. If your initial tuition payment is not received by June 30, 2017, your child's name will be removed from the class list and placed on the bottom of the waiting list. This first month's tuition payment will be non-refundable should you choose not to attend Traverse City Cooperative Preschool for the 2017-2018 school year. If you are enrolling after June 24, an invoice will be sent to you and prompt payment is appreciated.

CLEANING BEE FEE

Added to the first month's tuition (due June 30, 2017) is a \$50 cleaning bee fee that is only refunded upon completion of a required cleaning bee. Refunds will be processed in December and June. The refund will be in form of a check. If a family withdraws after October 1 and before completing a cleaning bee, the cleaning bee fee is non-refundable. The cleaning bee fee, if paid, will be refunded if a family withdraws before October 1, 2017.

STUDENT MATERIALS FEE

A one time student materials fee of \$35 is due with the first month's tuition payment. If a family withdraws after October 1, the materials fee is non-refundable. The materials fee, if paid, will be refunded if a family withdraws before October 1, 2017.

TUITION FAMILY PLAN

If you have more than one child enrolled in the preschool, the child attending the most sessions will pay the full tuition rate and the second child will receive a 25% reduction in the stated fees. The tuition family plan does not apply to the Enrichment program.

HEALTH

A health form signed, dated, and completed by a physician is required by the first day of class. Keep in mind that appointments may need to be scheduled several months in advance. Children must be completely toilet trained before attending preschool.

CLASS PLACEMENT

Class placement is assigned according to membership status. Current members are given first priority, followed by previous members, and then new members. All children must reach the age required for that class, as outlined below. Please be sure to indicate your first and second session preferences. If your first choice of classes is full when your application is opened, you will be placed in your second choice and will be put on the waiting list for the class of your first choice.

CLASS SCHEDULE

3 year old class

Ideal For 3 year olds who are attending preschool for the first time

	<u>TIME</u>	<u>CLASS SIZE</u>	<u>MONTHLY TUITION</u>
Tuesday/Thursday A.M. (must be 3 by 12/1/17)	9:00 - 11:15 A.M.	16	\$120
Friday A.M. (must be 3 by 12/1/17)	9:00 - 11:15 A.M.	16	\$60

4 year old class - morning

Ideal for 4 year olds who may or may not have preschool experience

Monday/Wednesday A.M. (must be 4 by 12/1/17)	9:00 – 11:30 A.M.	16	\$120
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BEGINNERS

Ideal for 4's and young 5's who will definitely be attending Kindergarten in the Fall of 2018

Tuesday/Thursday P.M. (must be 4 by 6/1/17)	1:00 – 3:30 P.M.	16	\$120
Monday/Wednesday/Friday* P.M. (must be 4 by 6/1/17)	1:00 – 3:30 P.M.	16	\$180

*Note: Children in the Thursday or Friday p.m. classes will meet from 12:30 – 3:30 p.m. and bring their lunch to school with them.

**Variations to the above schedules including combinations of days, age restrictions and class sizes are subject to change at the discretion of the board and will be handled on a case by case basis.

(OVER)

ENRICHMENT

Tuesday 1030 - 11:30 A.M

CLASS SIZE

18

The Enrichment program is a very special and unique experience for your 4 or 5 year old child. Children must be at least 4 years old but not older than 6 years by December 1, 2017 in order to enroll in Enrichment. This Thursday morning program offers your child the opportunity to participate in activities throughout the community with an Enrichment Facilitator and other children from the preschool. Examples of activities offered are tennis, gymnastics, cross-country skiing, Tinker Tunes, snowshoeing, karate, soccer, ice skating, and more. Skilled professionals at each venue supervise these activities. Due to the nature of some activities (i.e. ice skating), parent participation may be necessary for your child to enjoy each activity to its fullest. Class size is limited to 18 children.

***Enrichment tuition is \$45 per month, per child, and can be paid with your regular preschool tuition. ***

PARENT PARTICIPATION

As a cooperative preschool, we are a non-profit education program owned and operated by parent members. Opportunities for parent participation include:

ASSISTING IN THE CLASSROOM – By assisting in the classroom on a rotating basis with other parents of children in your child’s class, you will have the opportunity to watch your child develop socially, physically, and emotionally under the guidance and direction of the Co-op teacher. Parents take turns providing a nutritious snack on assigned days.

CLEANING BEE – Parents are required to participate in one “cleaning bee” per year to clean the classroom. The \$50 cleaning bee fee is reimbursed after Bee is completed.

ORIENTATION – Parents are required to attend an orientation session in the fall prior to assisting in the classroom.

JOB ASSIGNMENT – All families are all assigned a job to perform at the preschool, which is essential to keeping the school running smoothly. Please review the attached list of jobs and responsibilities and indicate your first, second, and third choices of jobs on the application where requested. Any job not selected by someone may be assigned as needed. Once all jobs are filled, all remaining parents will be assigned to the Fundraising Committee.

PRESCHOOL EVENTS – Parents have the opportunity to assist with planning, committee work, set-up/clean-up, and/or implementation of several preschool events throughout the year such as ice cream socials, Spring Fling, or the Family Fun Night.

PARENT EDUCATION – Parents are provided with wonderful, unique opportunities to attend various classes and workshops throughout the year, which are available only to Co-op members.

SKILL SHARING – As a Co-op, we need your help and involvement to be our best. If you have any special skills or talents you’d be willing to share with the preschool (i.e. master gardener, guitar or piano player, arts and crafts queen, handyman extraordinaire) please let us know about them on the application where requested.

Please complete and return ONLY the attached application form.

Retain the “application information page” and the “preschool job descriptions” for future reference.

Thank you!