

# Traverse City Cooperative Preschool 2018-2019 Application

\*\*Please fill out ALL fields on the application and turn it in with application fee for it to be accepted by admissions. Using SAME or N/A in fields where needed is acceptable.\*\*

## STUDENT INFORMATION

Child's Name \_\_\_\_\_ Nickname \_\_\_\_\_  
Birthdate \_\_\_/\_\_\_/\_\_\_ Girl \_\_\_ Boy \_\_\_  
Primary Phone Number ( ) \_\_\_\_\_ Primary Email \_\_\_\_\_  
Home Address \_\_\_\_\_ City/Zip \_\_\_\_\_

## FAMILY INFORMATION (Include phone numbers and emails for each parent/guardian if applicable)

\*\* First Guardian listed will be used as the primary contact.

1. Parent/Guardian Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Personal Phone Number ( ) \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_ City/Zip \_\_\_\_\_  
Occupation \_\_\_\_\_

2. Parent/Guardian Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Personal Phone Number ( ) \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_ City/Zip \_\_\_\_\_  
Occupation \_\_\_\_\_

\*\*\*Please include a sheet with any additional parents/guardians if applicable\*\*\*

Siblings names, ages, and schools they attend...

Activities that your family enjoys to do together...

## Traverse City Co-Op Membership Directory

A great way to keep in touch with Co-Op families is through our membership directory. You can easily look up a classmate, or another family. This list will only be given out to TCCP families. Please sign below to grant permission for us to share your information with other families.

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

## CLASS INFORMATION

We offer 5 different classes. Please indicate your first (1) and second (2) class preferences in the left column on the table below. Discovery Club can be chosen regardless of other choices. Remember, all children must be potty trained by the first day of class to attend.

	<b>Class</b>	<b>Days</b>	<b>Times</b>
	<b>3 year olds (youngest class)</b> <i>(3 years by 12/1/2018)</i>	Tues & Thur Mornings	9:00-11:15 am each day
	<b>3-4 year olds</b> <i>(4 years by 2/1/2019)</i>	Mon & Wed & Fri Mornings	9:00-11:30 am each day
	<b>Multi-aged (3-5 year olds)</b>	Tues & Thur Afternoons	12:30-2:45 pm each day
	<b>Pre-K "Beginnergarteners"</b> <i>Intended for students planning to enter Kindergarten the following year.</i>	Mon & Wed & Fri Afternoons	1:00-3:30 pm M/W only 12:30-3:30 Fridays <i>(pack a lunch)</i>

	<b>Discovery Club</b> <i>Outing based class. Sign up for this class alone OR in addition of others.</i>	Thursdays	10:00-11:00 am
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**\*\* Please contact the Admissions chair person to discuss any special schedule considerations that fall outside the days and times listed above\*\***

## JOB INFORMATION *(This is the Cooperative Part:)*

**JOB #1 - Assisting in the Classroom** *(rotating schedule TBD)*

**JOB #2 - Cleaning Bee** *(one, 2-3 hour classroom cleaning session per year, date TBD)*

**JOB #3 - Choice of job** *(select from a diverse list of jobs, schedules vary)*

Please indicate your first three choices (i.e. T2, B3, S1) Use attached list of job descriptions. These jobs are assigned by the admissions board member and will be assigned as applications are turned in. We will try to assign 1st choices but it is not uncommon to be assigned 2nd, 3rd choices or to be asked to complete a job not requested at all.

**Job Choice 1.) \_\_\_\_\_ 2.) \_\_\_\_\_ 3.) \_\_\_\_\_**

## ADDITIONAL INFORMATION

What is your current TCCP Member status? *(circle one)*    *Current*            *New*            *Returning*

How did you hear about the Cooperative Preschool? \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**For office use only: Date Accepted \_\_\_/\_\_\_/\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_**

**Please mail application and fee (\$30 per family) to TCCP, Admissions : 720 S Elmwood Ave : Traverse City, MI**

**\*\*Checks made payable to Traverse City Cooperative Preschool**

# Traverse City Cooperative Preschool

## 2018-2019 Job Descriptions

These job form one of the pillars of our cooperative structure; we all come together to take care of running the Preschool. Each co-op member must perform a “job” at the preschool. All jobs are supervised by a board member or by the teacher. We do our best to accommodate your specific request. Please review the job options below and indicate your 3 choices (i.e. B2, E3, F1) on the application where requested.

CODE	Job Title	Description	Reports To
B1	CLEANING BEE COORDINATOR	Must be a current member. Maintain current list of cleaning bee participants for Building and Grounds Chairperson. Provide information to cleaning bee captains regarding specific cleaning needs for each monthly cleaning bee. Maintain cleaning supplies and oversee needs of cleaning bee captains.	Buildings Chair
B2	CLEANING BEE CAPTAIN	Captain two cleaning bees. Remind members signed up for your cleaning bee of their obligation. Report back to the Cleaning Coordinator after completing each cleaning bee regarding supplies, accomplishments, etc. Cleaning bees are held once/month throughout the entire year. Need 6 people.	Buildings Chair
B3	BUILDING ASSISTANTS	Assists with various building duties that arise. Could include pest control, light bulb replacement, general maintenance etc.	Buildings Chair
G1	GROUNDSS ASSISTANTS	Assist with various grounds duties as they arise. Shovelling, raking, gardening, general grounds maintenance, etc.	Grounds Chair
E1	HEAD CLASS SCHEDULER	Must be a current or previous class scheduler. Oversee class schedulers and orientate them on how to prepare assist schedules. Will be class scheduler for your child’s class.	Events & Info Chair
E2	CLASS SCHEDULER	Prepare and disseminate schedule of assist parents in your child’s class. Need 1 Class Scheduler for each class. Must be a current or previous member.	Events & Info Chair
E3	SPRING FLING COORDINATOR	Plan spring fling with the Events and Information Chairperson. Oversee volunteers to set-up and manage spring fling.	Events & Info Chair
E4	SPRING FLING ASSISTANTS	Help with set up and cleanup event. Will also work different stations at the event.	Events & Info Chair
S1	HEALTH COORDINATOR	Maintain an up-to-date file of all health records, emergency cards, and the allergy list. Must have excellent organizational skills. Must be available to attend the Fall Orientation. Should be a nurse.	Board Secretary
M1	PARENT EDUCATION ASSISTANTS	Assist Membership Enrichment chairperson with Parent Ed events throughout the year.	Member Enrichment Chair
M2	BABY SWAP COORDINATOR	Organize social gatherings in September and October for parents who may need childcare for siblings during assist days.	Member Enrichment Chair
M3	FALL FAMILY FUN NIGHT COORDINATOR	Coordinate and plan Fall Family Fun Night. Oversee Fun Night Assistants to set up and manage Fall Family Fun Night.	Member Enrichment Chair

M4	FALL FAMILY FUN NIGHT ASSISTANT	Help with set up and cleanup for event. Will also work different stations at the event.	Member Enrichment Chair
T1	PLAYDOH MAKER	Make play doh at the teacher's request using preschool recipe.	Teacher
T2	LAUNDRY/ SEWING	Laundry and repair towels and paint shirts as needed. Check laundry weekly. May need to deliver clean laundry to the preschool prior to your next scheduled class.	Teacher
T3	BOOK CLUB COORDINATOR	Receives, separates and distributes book club flyers to families. Provides families with login information, class code and deadline for ordering books. Will place class orders via the Internet website. Will help sort individual orders for classroom distribution, if needed.	Teacher
A1	ICE CREAM SOCIALS ASSISTANTS	Plan fall socials with the teacher and Admissions Chairperson. Oversee volunteers to set-up and manage fall socials. Coordinate volunteers, appearance of school grounds (flowers, debris removal, balloons, etc. Current member preferred.	Admissions Chair
A2	PRESCHOOL DIRECTORY	Assist Admissions Chairperson on formatting and distributing preschool directory.	Admissions Chair
P1	GRANT WRITER	Prepare and submit grant application for at least one grant during the school year. Suggested sources for grants include, but are not limited to, the Traverse City Rotary, the Exchange Club, etc.	Board President
P2	CO-OP CREW	Assist in a variety of ways throughout the year as needed.	Board President
P3	FUNDRAISING ASSISTANT	Assist Board with fundraising and special events such as sales, school pictures, etc.	Board President
N/A	<b>BOARD of DIRECTORS</b>	<b><i>Our Board of Directors is completely volunteer and acts as the governing body for the school. If you are interested in serving on the board please inquire to any of the current members. Terms are one year long. Board members are exempted from cleaning bees and oversee the jobs listed above.</i></b>	N/A