

Traverse City Cooperative Preschool

2022-2023 Application

Please fill out ALL fields on the application and turn it in with the 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 3 different classes. Please indicate your first (1) and second (2) class preferences in the left column on the table below. Remember, all children must be potty trained by the first day of class to attend.

	Class	Days	Times	Tuition
	2 Days (mixed ages 3-5)	Tues & Thur	9:00-11:30 am each day	\$140/month
	3 Days (mixed ages 3-5)	Mon & Wed & Fri	9:00-11:30 am each day	\$210/month
	Pre-K "Begindergarteners" <i>Intended for students planning to enter Kindergarten the following year.</i>	Mon & Wed & Fri	1:00-3:30 pm Mon/Wed only 12:30-3:30 Fridays (<i>pack a lunch</i>)	\$210/month

**** Please contact the Admissions chairperson to discuss any special schedule considerations that fall outside the days and times listed above****

****Classes offered are subject to change in the event new restrictions, guidelines, and/or unforeseen circumstances cause us to adjust for the safety of our students and families.**

PARENT / GUARDIAN RESPONSIBILITIES *(This is the Cooperative Part)*

- **Assisting in the Classroom** (*rotating schedule TBD*)
- **Complete One Cleaning Bee** (*one time, 2-3 hour classroom cleaning session per year, date TBD*)
- **Parent Job** (*select from a diverse list of parent jobs, and fill in preferences below, schedules vary*)

Please refer to the attached list of Parent Job descriptions, to indicate your first three choices (i.e. T2, B3, S1) 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.

Parent 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 49684
****Checks made payable to Traverse City Cooperative Preschool**

ADDITIONAL INFORMATION CONTINUED

REQUIRED FEES

- Application Fee	\$30.00	Due with application
- First tuition	TBD	See below for details
- Cleaning Bee Deposit	\$50.00	Due with first tuition(refunded)
- Materials Fee	\$35.00	Due with first tuition
- **Fingerprinting	\$65.00	One member per family

*** State of Michigan mandate. More information will be provided throughout the orientation process.*

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 August 1, 2022. If your initial tuition payment is not received by August 1, 2022, 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 2022-2023 school year. If you are enrolling after July 25, an invoice will be sent to you and prompt payment is appreciated.

CLEANING BEE DEPOSIT Added to the first month's tuition (due August 1, 2022) is a \$50 cleaning bee fee that is only refunded upon completion of a required cleaning bee. The refund will be in the form of cash given at your scheduled cleaning bee. 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, 2022.

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, 2022.

FINGERPRINTING This is mandated by the state of Michigan. At all times two adults in the classroom must be fully fingerprinted. We ask that one member of each family acquire this level of background check. Instruction will be provided. Clearance is good for five years and will allow the member to assist in public school classrooms as their children move from the COOP as well.

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.

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 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.

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.

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.

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

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) please let us know.

Traverse City Cooperative Preschool

2022-2023 Parent Job Descriptions

These jobs 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 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.	Building & Grounds Chair
B2	CO-OP CREW	Assist in a variety of ways throughout the year as needed.	Building & Grounds Chair
E1	CLASS SCHEDULER	Prepare and disseminate a 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
E2	FALL FAMILY FUN NIGHT ASSISTANTS	Help with set up and cleanup of the event. Will also work different stations at the event.	Events & Info Chair
E3	SPRING FLING ASSISTANTS	Help with set up and cleanup of the 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
T1	PLAY-DOH MAKER	Make play-doh at the teacher’s request using preschool recipe.	Teacher
T2	LAUNDRY/ SEWING	Launder 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

T4	TEACHER ASSISTANT	Helps teacher with cutting, laminating, or other odds and ends needed for lesson plans. This job can be done at home or in the classroom during class times.	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
<i>N/A</i>	<i>BOARD of DIRECTORS</i>	<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>	<i>N/A</i>