



Northwest Co-op Preschool Application 2020-2021 School Year

Priority Enrollment Period for Current and Alumni Members

January 7, 2020 - January 25, 2020

Enrollment for New Members

Begins January 28, 2020

In order to secure your child's placement you MUST return completed application and non-refundable \$75.00 registration fee. Download and email to: Membership@nwco-oppreschool.com, an invoice will be sent to you.

Please mail applications with checks or money orders to:

Northwest Co-op Preschool
1934 Bridge St. NW
Grand Rapids, MI 49504

Enrollment Process

Enrollment for current and alumni families is held January 7 – January 25. Preference is given first to currently enrolled students, then siblings. If necessary, a lottery will be held for alumni families on January 28. Families participating in the lottery will be placed into the class and then put on a waiting list in the order selected.

Open enrollment for new families will begin January 28. Students will be placed in the order that applications/fees have been received. If class limit is reached, students will be placed on a waitlist and contacted if an opening becomes available. Families will be given a 3 day window to confirm enrollment.

Enrollment Timeline & Required Forms

1. Completed Application Form returned, along with non-refundable registration fee of \$75.
2. Notified of enrollment status by preschool.
3. Notified of job position (Parent Participation Guidelines below) – May 2020 (or as positions are filled).
4. Enrollment forms (listed below) downloaded from website and returned with appropriate tuition (payable in full, per semester, quarterly, or monthly) - August 15, 2020.
 1. Contract of Responsibility
 2. DHS Clearance (Department of Human Services Request For Central Registry Clearance) – Must be mailed or delivered to the local DHS office. This can take up to a month to be processed and be returned, so please complete by August 15. You will not be able to work in the classroom without it.
 3. ICHAT (Internet Criminal History Access Tool) Form
 4. Health Form – Must be completed by your child(ren)'s doctor. Your child will not be able to begin school without it.
 5. Immunization Waiver Form (if applicable)
 6. Teacher Information Sheet
 7. Class Representative Information Sheet

Find us on Facebook and Instagram to stay in the loop about upcoming open houses, special events and important information!

Participation Guidelines

As a cooperative preschool, we are a non-profit education program owned and operated by parent/guardian members. We rely on family involvement and skill sharing to keep our organization running smoothly. Parent education and additional information about the school and events are provided at two **mandatory** general meetings during the year and a **mandatory** orientation for new families. Responsibilities include:

Assist and Engage In The Classroom – Families work under the guidance and instruction of the teacher while engaging with the children in the classroom on a rotating basis. (Approximately one class period every other week, depending on enrollment levels.) Assisting in the classroom allows you the opportunity to watch your child develop socially, physically, cognitively, and emotionally. Being present in the classroom is also a great way to get to know the other co-op families! Classroom assistants take turns providing a nutritious snack on assigned days.

Job Assignment - All families are assigned a job to perform at the preschool. A list of positions will be provided with the opportunity to indicate three preferred choices. The Board will assign jobs based upon your skills and preferences. If positions are not filled, the Board will then assign jobs as needed. Families are also encouraged to assist with committee work, event planning - set up/clean up, holiday parties, etc. Time commitment will vary based upon position. Board positions require a greater time commitment.

Fundraising – Members are required to raise a fundraising profit of \$150 per semester through the provided fundraising opportunities. In the event that a member is unable to reach the required goal of \$150 profit per semester, they will be invoiced for the remaining balance. Profits exceeding \$150 from the first semester can be credited towards the second semester goal. All fundraisers will be announced at the general meetings. Examples of possible fundraisers include: Hike-A-Thon, Soup and Sub Sale, Flower Sale, and more! ***If a member does not wish to participate in fundraising, they may pay the \$150 per semester to cover the difference in needed tuition costs.**

Opting Out of Classroom Assistance– In recognition of families who appreciate the value of play-based learning and the co-op, but are unable to fulfill the requirement of assisting in the classroom, we offer one “OPT OUT” position per class, with an additional spot waitlisted until the class has reached full enrollment. An additional \$150 will be charged for the 2-day class, \$300 for the 3-day class. This option will be offered first to current families, then to returning families, and then to everyone, concurrent with our enrollment policy. ***Families are still expected to fulfill all other duties of the co-op, including performing a job, attending events and fundraising.**

Disclosure to Members

1. Northwest Co-op Preschool, Inc. is a Michigan Non-profit organization under the Michigan Nonprofit Act and is a cooperative subject to Chapter 11 of that Act.
2. The purpose of becoming a member of Northwest Co-op Preschool, Inc. is for the child. Not to gain profit.
3. Members of Preschool will be entitled to vote on the election of directors for the Preschool and on such matters as provided in the Policies and Procedures Handbook or by the Michigan Nonprofit Act.
4. The membership in the Preschool may not be transferred to any other party.
5. Fees paid to the Preschool are nonrefundable unless the Board of Directors determines otherwise in a particular case.
6. Any members of the Preschool have the right to call a special membership meeting, receive annual reports and to secure other material information concerning the Preschool.
7. Northwest Co-op Preschool, Inc. does not discriminate in enrollment or employment on the basis of race, religion, creed, color, sexual orientation, national origin, age, sex, parental condition, handicapping condition or membership in any labor organization.
8. Parents must be under the supervision of the teacher at all times.
9. Qualifications for admission are a completed enrollment form, completed physical Health Form and a payment of registration and tuition fees when due.

Northwest Co-op Preschool Committee Positions

All positions are filled, combined, or eliminated at the discretion of the board*. You will be notified in May or as soon as positions are filled of your position. All positions with the exception of S2, S3, S4, and S5 include two cleaning sessions per family annually. Families holding a position on the Board of Directors must clean once. If you have special skills you feel would benefit the school that are not included in a job below, or would like to be contacted with more information about committee positions or board of director positions please indicate that on the application. Otherwise, please indicate your top three choices on the application where indicated (i.e. P2, M3, or V5):

**The list below includes every possible position that could be held if the school is at full enrollment, it is common for positions to be combined or eliminated as needed at the discretion of the board.*

P2 Storage Room - *Skills/Experience/Equipment:* Strong organizational skills. ***Availability:*** At pick up, during class or at scheduled cleaning sessions. ***Job:*** Ensure proper cleaning supplies are in stock and maintain general organization of the storage room. Bring items to the classroom and return to their proper spots as required. Check in regularly with teacher.

P3 Dramatic Play Area Coordinator - *Skills/Experience/Equipment:* Washing machine at home helpful. ***Availability:*** Usually done after pickup on Fridays. ***Job:*** Switch out the housekeeping setup at the teacher's request. Launder and clean all housekeeping items before storing and help put up the new housekeeping setup.

V2 Web Manager - *Skills/Experience/Equipment:* Excellent proofreading skills, strong typing skills. Computer at home preferred. ***Availability:*** Flexible, but must meet deadlines and be available to update website whenever necessary. ***Job:*** Update the website announcements and documents as requested by teacher or board members..

V3 Social Media Manager - *Skills/Experience/Equipment:* Facebook account and basic knowledge of Facebook administrations functions (i.e. uploading pictures, creating posts). ***Availability:*** Flexible, but must meet weekly deadlines. ***Job:*** Responsible for updating social media sites twice weekly including photos from both classes.

V4 Photographer - *Skills/Experience/Equipment:* Must own a digital camera and have at least basic photography skills. ***Availability:*** During class times for both classes, ideally a member of the 3 day class. ***Job:*** Provide quality pictures of both classes in action to be used on the website, social media, newsletter, and advertising. Compile end of year slideshow for the 3 day class.

V5 Newsletter Assistant - *Skills/Experience/Equipment:* Good writing skills. ***Availability:*** Must meet deadlines. ***Job:*** Responsible writing and issuing weekly email newsletters containing the following week's schedule and important notices from Board Members.

S2 and S3 Cleaning Chair A and Cleaning Chair B - *Skills/Experience/Equipment:* Must be comfortable organizing a group and delegating tasks, eye for detail. ***Availability:*** Four cleanings per school year of approximately 3 hours each usually held on Saturday morning. ***Job:*** Supervise shift swaps and record and report attendance to President. Delegate cleaning tasks to maximize productivity. Arrive 30 minutes before cleaning begins to organize equipment.

S4 and S5 Cleaning Crew – *Availability:* 4 cleanings per school year of approximately 3-hours each usually held on Saturday morning. ***Job:*** Clean the preschool under the direction of the cleaning chair. Responsible for finding a substitute or swapping a shift if you are unable to work your scheduled shift, if unable to do so you will be subject to a missed responsibility fee.

T2 Purchasing Coordinator - *Skills/Experience/Equipment:* Good bargain shopper, Sam's Club or Costco membership required. ***Availability:*** As needed basis. ***Job:*** In charge of purchasing items for the general needs of the preschool including cleaning, fundraisers, and parties. You will be paying for these items and then receiving reimbursement from treasurer.

T3 Librarian - *Skills/Experience/Equipment:* Strong organizational skills. Computer at home preferred. ***Availability:*** During or after class. ***Job:*** Responsible for upkeep of the school's library and online Scholastic Book ordering. Prepare new books for check out, maintain older books, and switch out thematic units at the teachers direction. Set-up online sale ordering dates, notify families of due dates, and submit orders at scholastic.com.

M2 Membership Assistant - *Skills/Experience/Equipment:* Computer at home preferred with Excel and Word capabilities, and access to internet. ***Availability:*** Must be available via email in August and to meet with Membership chair one or two times. ***Job:*** Assist Membership Chair in processing enrollment forms in August, create and maintain our membership directory including alumni records and email lists. Assist with running two open houses.

M3 Health Chairperson - *Skills/Experience/Equipment:* Strong organizational skills. Computer at home required. *Availability* - Check-in with teacher every Friday regarding the week's absences. Must attend 3 hour Health Department training in August. *Job:* Responsible for inputting required information into health department database at the beginning of the school year, submitting immunization reports to health department, checking student health forms for errors, and weekly reporting of absences due to illness to health department.

M4 Activities Coordinator - *Skills/Experience/Equipment:* Have a Facebook account, be interested in fostering a sense of community. *Availability:* Day time availability is best. Attendance at Board Meetings not required but could be helpful. *Job:* In charge of planning all school sanctioned extracurriculars; coffee chats, group play dates or outings. Required to post most of these events on our Facebook page and also invite via email.

F2 Fundraising Assistant - General - *Skills/Experience/Equipment:* Organizational and people skills. Computer at home preferred, access to email and internet. *Availability:* Complete work by deadlines and attend fundraising committee meetings. *Job:* Under direction of Fundraising Chair, assist with fundraising needs (ex: Sub sale, catalog sales, Hike-a-thon, etc.)

F3 Fundraising Assistant - Donation Procurement - *Skills/Experience/Equipment:* Good telephone and writing skills. Must be comfortable soliciting businesses for donations. Access to internet required. *Availability:* Place calls during business hours to secure donations. Attend fundraising committee meetings as necessary. *Job:* Assist procuring donations for fundraising events.

F4 Fundraising Assistant - Marketing - *Skills/Experience/Equipment:* Facebook account and ability to design flyers, tickets, etc. Access to email and internet. *Availability:* Complete work by deadlines and attend fundraising committee meetings as needed. *Job:* Responsible for updating fundraising information on the website and social media. Marketing for events (e.g. designing flyers, signage, tickets, etc).

2D2 2-Day Teacher Chair - *Skills/Experience/Equipment:* Organized, artistic creativity a plus for bulletin board design. *Availability:* Complete projects as needed. Some could be done at home, some would need to be done during school or before or after class. *Job:* Responsible for making projects as needed by the teacher, making play dough every other week per teacher's instructions, designing bulletin boards on a rotating basis with 3-Day Teacher Chair based on teacher/board input, tidying areas of classroom per teacher request.

2D3 2-Day Classroom Helper - *Skills/Experience/Equipment:* Work well with the teacher and enjoy extra time in the classroom with kids. *Availability:* Work 4 extra days a semester in the classroom. *Job:* Responsible for working 4 additional days per semester in the classroom fulfilling normal classroom duties.

3D2 3-Day Teacher Chair - *Skills/Experience/Equipment:* Organized, artistic creativity a plus for bulletin board design. *Availability:* Complete projects as needed. Some work could be done at home, some would need to be done during school or before or after class. *Job:* Responsible for making projects as needed by the teacher, making play dough every other week per teacher's instructions, designing bulletin boards on a rotating basis with 2-Day Teacher Chair based on teacher/board input, tidying areas of classroom per teacher request.

3D3 3-Day Classroom Helper - *Skills/Experience/Equipment:* Work well with the teacher and enjoy extra time in the classroom with kids. *Availability:* Work 4 extra days a semester in the classroom. *Job:* Responsible for working 4 additional days per semester in the classroom fulfilling normal classroom duties.

APPLICATION FORM

Membership Use Only
Date Received _____
Registration Paid _____

STUDENT'S NAME _____ GIRL _____ BOY _____

STUDENT'S PREFERRED NAME _____ BIRTH DATE _____

_____ 2-DAY CLASS (T/TH 9:15-11:45 AM)
***MUST be 3 years old by 9/01/20**

_____ 3-DAY CLASS (M/W/F 9:15-11:45 AM)
***MUST be 4 years old by 9/01/20**

2-DAY TUITION + FUNDRAISING

Year	\$880	\$300
Semester 1	\$440	\$150
Semester 2	\$440	\$150

3-DAY TUITION + FUNDRAISING

Year	\$1155	\$300
Semester 1	\$577.50	\$150
Semester 2	\$577.50	\$150

PARENT/ GUARDIAN INFORMATION

Primary PARENT/GUARDIAN NAME _____

RELATIONSHIP TO CHILD _____ EMAIL _____

PARENT/GUARDIAN ADDRESS _____

HOME PHONE _____ CELL PHONE _____ WORK PHONE _____

Secondary PARENT/GUARDIAN NAME _____

RELATIONSHIP TO CHILD _____ EMAIL _____

PARENT/GUARDIAN ADDRESS _____

HOME PHONE _____ CELL PHONE _____ WORK PHONE _____

Skills to share _____

Committee position choices (i.e. P2, T3) 1) _____ 2) _____ 3) _____

I am interested in learning more about a board position: _____

I would like to apply for the non-working option: _____

How did you hear about Northwest Co-op Preschool? _____

I acknowledge I have read the preschool guidelines on page 2 and will fulfill the following duties necessary to maintain membership in the Northwest Co-op Preschool:

1. Assist and engage in the classroom approximately every other week.
2. Provide a nutritious snack on assigned days.
3. Participate in one fundraiser per semester.
4. Perform assigned job.
5. Attend two general meetings and new parent orientation if applicable.

PARENT/GUARDIAN SIGNATURE _____ DATE _____