



Northwest Co-op Preschool Application 2026-2027 School Year

Enrollment for Current, Alumni, and New Members Begins: February 1, 2026

In order to secure your child’s placement you MUST return completed application and non-refundable \$75.00 registration fee. Fill out an application online; an invoice will be sent to you. Paper applications may be sent with a check or money order to:

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

Enrollment Process

Enrollment for NWCO begins February 1. New students will be placed in the order that applications/fees have been received after priority to current and alumni members. If class limits are reached, students will be placed on a waiting list and contacted if an opening becomes available. Families will be given a 3-day window to confirm enrollment.

ESTIMATED 2-DAY TUITION + FUNDRAISING ESTIMATED 3-DAY TUITION + FUNDRAISING

Year	\$1,165	\$400		Year	\$1,665	\$400
Semester 1	\$582.50	\$200 general fundraising		Semester 1	\$832.50	\$200 general fundraising
Semester 2	\$582.50	\$200 Hike-A-Thon		Semester 2	\$832.50	\$200 Hike-A-Thon

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 2026 (or as positions are filled).
4. Enrollment forms (listed below) downloaded from the website and returned with appropriate tuition (payable in full, per semester, quarterly, or monthly) - August 14, 2026.
 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 14. You will not be able to work in the classroom without it.
 3. Health Form – Must be completed by your child(ren)’s doctor. Your child will not be able to begin school without it.
 4. Immunization Waiver Form (if applicable)
 5. Teacher Information Sheet
 6. 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!

Parent Participation and Committee Involvement - As a cooperative preschool, our success relies on the active participation of every family. Each family is required to serve on a **committee or hold a board position** to help maintain our school community. Committees operate under board member guidance to ensure a fair division of responsibilities. Families should plan to dedicate **10-20 hours per year** to their assigned role.

In addition, all families must attend **two cleaning sessions** per school year to help keep our facility safe and welcoming. Your involvement is essential to creating a thriving, supportive learning environment for our children.

Fundraising – Members are required to raise a fundraising profit of \$400 per year through the provided fundraising opportunities. As a guideline, many families aim to raise \$200 profit per semester. In the event that a member is unable to reach the required goal, they will be invoiced for the remaining balance at the end of the year. All fundraising sales and events will be announced at the general meetings. Fundraisers in the past have included our annual Hike-A-Thon, flower and wreath sales, as well as volunteering involvement in fun community events. ***If a member does not wish to participate in fundraising, they may pay the \$400 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 committee assignment. All positions 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.

**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.*

Facilities Committee (Building, Cleaning, Supplies)

- **Facilities Coordinator** – Organizes cleaning days, maintains supplies, and oversees the storage room.
- **Cleaning Crew** – Rotating parent volunteers for scheduled deep-cleaning sessions.
- **Library Lead** – Maintains the preschool library and organizes book orders.

Marketing Committee (Social Media, Website, Events)

- **Marketing Coordinator** – Manages social media, website updates, and marketing materials.
- **Community Engagement Lead** – Plans open houses, community outreach, and preschool events.

Membership & Community Support Committee (Enrollment, Family Support)

- **Membership Coordinator** – Handles enrollment, maintains directories, and supports new families.
- **Community Support Lead** – Organizes family support efforts (meal trains, parent check-ins, new baby support).

Fundraising Committee (Donations, Fundraising Events)

- **Fundraising Coordinator** – Oversees fundraising activities and donation requests.
- **Event Lead** – Plans and organizes fundraising events, streamlining efforts into 2-3 major fundraisers per year.

Teacher & Classroom Support Committee (Teacher Assistance, Supplies, Health)

- **Classroom Support Coordinator** – Assists the teacher with classroom needs, bulletin boards, and supplies.
- **Health & Safety Lead** – Handles health forms, illness tracking, and required reporting.

Administration Committee (Oversight, Licensing)

- **Administrative Coordinator** – Ensures licensing requirements are met and provides general oversight.