

TRAVERSE CITY COOPERATIVE PRESCHOOL APPLICATION INFORMATION

APPLICATION FEE

A \$25.00 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 and last month's tuition, which are due on June 25, 2010. If your initial tuition payment is not received by June 25, 2010, your child's name will be removed from the class list and placed on the bottom of the waiting list. These tuition payments will be non-refundable should you choose not to attend Traverse City Cooperative Preschool for the 2010-2011 school year.

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 by random selection according to membership status. Current members are given first priority, followed by previous members, and then new members. All children attending classes must reach the age required for that class by December 1st. Enrollment in the Friday P.M. class is only available to children who will be 5 years old by December 1, 2010 and who are also enrolled in another 4- or 5-year-old class. 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

	<u>TIME</u>	<u>CLASS SIZE</u>	<u>MONTHLY TUITION</u>
<i>3-YEAR-OLD SESSIONS</i>			
Tuesday/Thursday A.M. (must be 3 by 12/1/10)	9:30 – 11:40 A.M.	16	\$84
Friday A.M. (must be 3 by 12/1/10)	9:30 – 11:40 A.M.	16	\$42
<i>4-YEAR-OLD SESSIONS</i>			
Monday/Wednesday A.M. (must be 4 by 12/1/10)	9:30 – 11:40 A.M.	18	\$84
Tuesday/Thursday P.M. (must be 4 by 12/1/10)	1:00 – 3:10 P.M.	18	\$84
<i>PRE-K SESSIONS</i>			
Monday/Wednesday P.M. (must be 5 or nearly 5 by 12/1/10)	1:00 – 3:10 P.M.	15	\$84
Friday P.M. (must be 5 by 12/1/10)	12:30 – 3:00 P.M.	12	\$42

ENRICHMENT

	<u>CLASS SIZE</u>
Friday 10:00-10:50 A.M.	15
Friday 11:00-11:50 A.M.	15

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, 2010 in order to enroll in Enrichment. This Friday 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 15 children per session with sessions available at 10:00 A.M. and 11:00 A.M.

***Enrichment tuition is \$40 per month, per child, and can be paid with your regular preschool tuition. ***

(OVER)

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 participate in one “cleaning bee” per year to clean the classroom.

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, Spaghetti Dinner, 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!