



PLAYMATES COOPERATIVE NURSERY SCHOOL ENROLLMENT AGREEMENT 2019-2020 School Year

Welcome to Playmates Cooperative Nursery School! We look forward to developing a happy and productive partnership with your family. The following policies have been created to help ensure the smooth operation of the school, follow applicable regulations, and clearly outline expectations. Additional information regarding each of these items can be found in the Member Manual and in the Playmates Cooperative Nursery School Membership Rules and By-Laws.

Child's Name

Child's Date of Birth

Tuition and Fees

1. Playmates Cooperative Nursery School is a non-profit parent cooperative preschool, which operates Monday through Friday from 8:00A to 5:00P. Children entering the Playmates Preschool program must be 2.5 years old on the child's first enrolled day. A child may not turn six (6) years old while enrolled at Playmates per licensing.
2. This agreement is for the 2019-2020 School Year.
3. Tuition is due in advance of the program offering. Tuition is based on the cost of attending Playmates for the entire school year and is paid in 10 monthly installments.
4. Tuition is due on the 1st of each month and will be late after the 10th. A fee of \$25 per family per invoice period will be charged for tuition paid after the 10th of the month. Families will be charged \$10.00 for a check returned for insufficient funds on the first occurrence, and \$20.00 for each occurrence thereafter.
5. Extended Care hours are billed as a monthly average using a calculation based on the number of Instructional Days in the school year, so as to ensure members are not charged for days in which the school is closed and they are not using EC. The average is determined using the following formula:
*[Number of Contracted Hours/Day] * [Number of Programming Days in the Year] / 10 Invoices = [Average Billable EC Hours per Invoice]*
6. Once the Fall schedule has been finalized there will be only two windows in which enrollment can be modified: (1) during the first two weeks of the Fall semester; and, (2) the final two weeks of the Fall semester.
7. A family wishing to increase the hours or number of days that their child attends Playmates shall make their request in writing. The Executive Director will notify the family when and if there is space available for them.
8. You are required to give a minimum of 30 days advance **written** notice if you plan on withdrawing your child from the program. You agree to pay all tuition for the 30 days following your notice, even if your child is not in attendance.
9. A non-refundable registration fee of \$175 (\$100/spring start) is required at the time this contract is executed, to secure placement in the program.
10. Your child may have the opportunity to participate in a special program or field trip. This may result in an additional fee. Advance notice will be provided.

Initial as Acknowledgement of Understanding re: Tuition and Fees



Comings and Goings

1. Drop-off and Pick-up times for Playmates Cooperative Nursery School's primary programs are as follows:
Preschool and Young5 programs: 9:00A drop-off; 12:00P pick-up.
2. A late pick-up fee will be charged to your account of \$1 per child for each minute your child remains longer than five (5) minutes after dismissal time.
3. The State of California requires that each child be signed in and out by an authorized representative each day of attendance using a full legal signature. Failure to sign your child in/out each day places the school at risk for significant fines and loss of licensure and therefore, may result in fines for families.
4. Your child will only be released to you or to the persons you have listed on the Identification and Emergency form. Emergencies may prevent you from picking up your child; therefore, include individuals whom you would authorize in such events.

Initial as Acknowledgement of Understanding re: Comings and Goings

Participation Requirements

As a non-profit, cooperative preschool, parents are considered members of the organization with certain applicable requirements. Requirements may vary based upon your enrollment selection and are summarized below. Full details of each enrollment selection and associated requirements may be found in the Membership Rules and By-Laws. **Failure to fulfill all responsibilities may result in fines, and/or loss of membership eligibility in the current year or subsequent years.**

Mandatory Requirements of All Member Families (Teaching and Non-Teaching Members):

1. Attend a minimum of eight (8) business meetings and five (5) parent education meetings.
2. Source a donation (of goods, services, etc.) for the annual Auction with a minimum value of \$250.
3. Purchase \$20 worth of tickets to the annual Harvest Festival, and \$100 worth of tickets for the annual Auction.
4. Host one evening meeting (alongside 1-2 other member families) per year at Playmates, including: provide light refreshments, set-up/break-down meeting space, set-up/break-down food service after meeting concludes, etc.
5. Fulfill responsibilities of one standard committee job, usually requiring two (2) hours of committee work per month (or serve on the Board of Directors).
6. Complete five (5) hours of school maintenance/clean-up per year.
7. Contribute 12 hours of volunteer time towards a school fundraising event.
8. Failure to meet the responsibilities of your committee requirements may result in fines and/or dismissal from the program.

Additional Requirements for Teaching Members:

1. One Teaching Workday per week, arriving promptly on time at 8:45A (i.e. 15 minutes prior to the start time of your program).
2. One "Standby" (emergency teaching coverage) shift approximately every 5-7 weeks.
3. Provide snack once every 4-5 weeks (Preschool program) or 2-3 weeks (Young5 program).
4. Work three (3) Family Leave workdays per year; or five (5) family leave days if siblings are attending; or one (1) family leave day single parent household.
5. Complete three (3) Housekeeping volunteer hours per year.

Initial as Acknowledgement of Understanding re: Participation Requirements



Medical, Health, Safety, and Child File Policies

1. Prior to attendance, you must provide the school with current medical and immunization records for your child in addition to other required paperwork. Failure to provide required paperwork will result in suspension of attendance.
2. Prior to attendance, each parent volunteer working in the classroom must provide CA LIC form 9163 (Request for Live Scan Fingerprinting Service), CA LIC form 503 (Facility Personnel Health Screening Report), and evidence of a negative TB test within two (2) years, measles and pertussis immunity, and current influenza vaccination.
3. If you are notified that your child is ill, you must pick up your child within one (1) hour. If your child is out ill, you must notify the school of any communicable illness.

Initial as Acknowledgement of Understanding re: Medical, Health, Safety and Child File Policies

Miscellaneous

1. Any duly authorized officer, employee, or agent of the State of California, Health and Welfare Agency Department of Social Services may, upon proper identification, enter and inspect any place providing personal care, supervision, and services at any time, with or without advance notice, to ensure compliance with, or to prevent a violation of, all applicable requirements of the program and child welfare. He/she can interview children or staff, examine records, or observe physical condition of children. He/she may have a licensed medical professional examine the children.
2. To ensure an environment that is based on integrity and ownership, you agree to uphold the Playmates Cooperative Nursery School's Code of Conduct and Confidentiality Policy.
3. If Playmates Cooperative Nursery School is concerned that your child's needs are not being met in our program, we will involve you in the process of identifying issues and working toward resolution. However, if after reasonable and appropriate interventions have been tried, Playmates Cooperative Nursery School may determine that the program is not in the best interest of you, your child, other children, or the program, you will be required to withdraw your child from the program.
4. If Playmates Cooperative Nursery School believes that the behavior of a parent or guardian is disruptive, inappropriate or inconsistent with the Preschool's best interests, we may elect to end enrollment. Ongoing issues related to participation performance may also result in loss of membership eligibility in current year or successive years.

Initial as Acknowledgement of understanding re: Miscellaneous

Acknowledgement

As a member of Playmates Cooperative Nursery School, I understand that the school relies on the active participation of all the primary caregivers of the children enrolled in the program, and is governed by its Membership Rules and By-Laws.

This Enrollment Agreement is not intended to be all-inclusive. Other policies, procedures, and expectations of enrollment are contained in the Membership Rules and By-Laws. I understand that it is my responsibility to contact Playmates Cooperative Nursery School with any questions I have about the information contained in the Membership Rules and By-Laws or any document relating to enrollment policies and procedures.

I agree to uphold and support the Playmates Cooperative Nursery School philosophy; and, abide by the by-laws, rules and regulations adopted by the Board as well as the guidelines set forth in the Membership Rules and By-Laws including any amendments or addenda to such by-laws, rules and regulations;

I understand that if I do not provide a completed Enrollment Agreement for each child/caregiver and pay the required registration fee(s) by the due date my child's placement will be released and offered to waiting pool applicants.

I acknowledge that I have read and understand all terms and conditions of this Enrollment Agreement. My signature acknowledges that I am willing to accept and abide by all specified requirements.

Name	Signature	Date
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