



Eastside Cooperative Preschool

"Play is a Child's Work"

P.O. Box 1851, Olympia, Washington 98507
 (360) 754-3938 | www.eastsidepreschool.org

Dear Prospective Parents,

Thank you for your interest in Eastside Cooperative Preschool (ECP). This packet contains information on our classes, parental involvement and the forms to enroll your child. Please sign or initial all forms, complete duplicates and attach the necessary documentation (e.g. copies of driver's license, insurance card). All information is kept confidential.

Any questions regarding enrollment should be directed to Ann Bowers at 705-1797 or via e-mail at eastsidecoopreschool@gmail.com.

For currently enrolled families:

Bring the completed packet to ECP from 9 a.m. - noon on Saturday, March 6, 2010.

For alumni families:

Bring the completed packet to ECP from noon - 1 p.m. on Saturday, March 6, 2010.

For new families:

Bring the completed packet to ECP from 9 a.m. - noon on Saturday, March 20, 2010.

Registration after March 20, 2010, is arranged by appointment with Membership.

Class Information

Name of Class	Child's Age by August 31	Time and Date That Class Meets	Class Size
Red	2	9-11:30 a.m. on Fridays	10
Blue	3	9-11:30 a.m., Mondays, Wednesdays	11
Green	3	9-11:30 a.m., Tuesdays, Thursdays	11
Orange	4	12:30-3 p.m., Mon, Tues, Wed, Thurs	13

Registration Deposit and 2010-11 Tuition

A non-refundable registration fee of \$50 and 1 1/2 month's tuition (one-half of September 2010 and the full month of May 2011) is due at enrollment. Registration fees for families with more than one child enrolled are \$50 for the first child and \$20 for each sibling. If you enroll after September 2010, you may negotiate the prepaid tuition amount with our Treasurer. Our fees are based on projected enrollment and a few fixed costs (utilities, salaries, taxes, etc.)

Class	Annual	Monthly	Amount Due at Registration
Red	\$540	\$60	\$140.00 (\$50 reg. fee + \$60 for 1 1/2 months)
Blue, Green	\$942.50	\$105	\$207.50 (\$50 reg. fee + \$105 for 1 1/2 months)
Orange	\$1707.50	\$195	\$342.50 (\$50 reg. fee + \$195 for 1 1/2 months)

What to bring to registration

The following is a checklist of everything you need to bring with you to the In-House, Alumni or Open House registrations for Eastside Cooperative Preschool.

Please complete all forms before arriving for registration!

- ✓ ECP registration form (one for each child)
- ✓ Family Commitment contract (one per family)
- ✓ Fundraising, Weekend Cleaning, Field Trip & Permission to Photograph form (one per family)
- ✓ Help Us Get To Know Your Child form (one for each child)
- ✓ Field Trip Driver form (one for each parent, even if they aren't going to drive)
- ✓ School Job Request form (one per family)
- ✓ Emergency Contact Information form (three copies for each child)
- ✓ WSP Background Check form (one for each person who will parent help, including grandparents or other extended family members)
- ✓ Immunization form (one for each child)

- ✓ Cash or check to pay non-refundable deposit (\$50/child; \$20 for each additional sibling) and 1 1/2 months tuition for each child
- ✓ Photocopies of a valid driver's license and proof of insurance card *for each driver*
- ✓ Any medical information that the school may need in case emergency medical treatment is necessary. Include information on food, drug or other allergies, life-threatening conditions, physical or medical limitations.
- ✓ Any additional information you feel our teachers and parent helpers should know to help your child feel safe, supported and comfortable in our preschool.

Registering multiple children at Eastside?

We've tried to minimize the workload on families with multiple children enrolled at Eastside as much as possible while still providing a safe and enriching experience for all our students. Most registration forms only need to be filled out once, except for those specific to each child.

Parent help shifts: Families with two or more children at Eastside still need to parent help in both classes, but they may be eligible for a reduced parent help workload. Parent help shifts are reduced by up to half for the older child's class. Families with two children at Eastside (one in Orange; one in Red, for example) would typically parent help only once every four weeks instead of once every two weeks in the Orange Class. Parent help shifts are not reduced in the Red Class.

All other preschool requirements are family requirements! That means families with two or more children enrolled still only have to earn nine parent education credits total for the year. Likewise, you only have to clean the preschool once, attend only one outdoor work party a year and you participate in fundraising at the same level as other families.

Eastside Cooperative Preschool Registration Form

Child's name: _____ Date of birth: _____

Parent's Name(s): _____

Parent's Name(s): _____

Address: _____

City, State: _____ Zip: _____

Home phone(s): _____

Work or alternate phone numbers: _____

E-mail: _____

Check class choice:

- Red Class Age 2 by August 31
Fridays
9 – 11:30 a.m.
- Blue Class Age 3 by August 31
Mondays and Wednesdays
9 – 11:30 a.m.
- Green Class Age 3 by August 31
Tuesdays and Thursdays
9 – 11:30 a.m.
- Orange Class Age 4 by August 31
Mondays, Tuesdays, Wednesdays and Thursdays
12:30 – 3 p.m.

Any variations from age guidelines must be pre-approved by the Teacher, who consults with each of the parents in that group.

Child's race/ethnic origin: _____ (Optional)

Make all checks payable to: Eastside Co-op Preschool

Tuition refunds can be made after July 1, 2010. Registration fees are non-refundable.

.....
(For official use only)

Registration forms and fee received: Date: _____ \$ _____

Child's Name _____

Eastside Cooperative Preschool Family Contract of Commitment

The following is a list of annual commitments REQUIRED of all preschool families. Please initial each item as you read and understand the content. If there are any questions, please contact one of the members of the Executive Board for clarification or visit the preschool's website at www.eastsidepreschool.org.

- _____ 1. I will parent help in my child's class on an average of once every two weeks. If I cannot attend on a scheduled day, I will arrange for a substitute. I understand that I will need to provide healthy snacks for all the students on some of my parent help days. I sign up for parent help shifts at the first class meeting.
- _____ 2. I will choose a preschool job to help the school operate smoothly.
- _____ 3. I will participate in one weekend cleaning or opt to buy out of this commitment and actively participate in one outdoor work party, either in August or March. (Weekend Cleaning Agreement on next page.)
- _____ 4. I will attend all general membership meetings.
- _____ 5. I will earn a total of nine parent education credits by attending class meetings, participating in education forums or completing credit work at home. Families with multiple children enrolled still only need to earn nine credits per year.
- _____ 6. I will provide all completed forms and data by the first day of preschool as required.
- _____ 7. I understand that tuition is to be paid by the 1st of the month. I understand there is a \$2 late fee per week after this date.
- _____ 8. I understand that if I will be more than 10 minutes late picking up my child I must call the preschool.
- _____ 9. I have read and agree to abide by the parent handbook and the standing rules of the preschool (in back of the parent handbook).
- _____ 10. If I am a parent helper during an emergency or other disaster at preschool, I will stay with the teacher and preschool children until danger has passed and all children are accounted for.
- _____ 11. I will actively participate in the preschool's required fundraisers or opt to buy out of this commitment. (Fundraising Agreement on next page.)

All families are encouraged to attend and assist with all school functions. We hope you find this cooperative a beneficial and rewarding experience for your family.

Parent signature: _____ Date _____

Eastside Cooperative Preschool Jobs Request Form

Parent's name: _____ Phone: _____

Class: Red / Blue / Green / Orange

Date Received: _____
(For official use only)

Jobs are filled on a first-come, first-served basis. Occasionally, families are asked to do two small jobs. If you have questions, please contact the Vice Chair.

I am interested in keeping my current job _____

Our family's choice for a job, in order of preference, is ...

1. _____ or

2. _____ or

3. _____ or

Are you interested on being on the Board? Yes _____ No _____

As a Board member you are not required to have a job, but please complete this form as board positions may already be filled. Board jobs are not listed as they are appointed.

Do you have any hobbies, skills or interests that you would be willing to share? (i.e. play an instrument, sew, cook, can we tour your place of business?) Include anything that will help us find the best job for you.

School Job Descriptions

Activities & Events Coordinator: Responsible for facilitating the Activities Committee, which is made up of the class activities representatives. Coordinates the school social and community outreach events. Communicate as needed with the Board.

Art Supply Coordinator: On an as needed basis to make play dough, refill paints, replace used up art supplies. Duties performed under the direction of the teacher.

Assistant Class Representative/Parent Help Scheduler: Responsible for providing a monthly calendar to schedule the necessary number of parent helpers for the class and assisting the Class Representative as needed. (Class specific)

Dramatic Play Coordinator: Assists the teacher in maintenance and solicitation of items for dramatic play area. Helps change dramatic play area when themes are changed. Sewing is handy, but not necessary for this job.

Field Trip Coordinator: Coordinates field trip ideas from teacher and parents at class meetings. Plans excursions in advance for necessary setup, safety concerns and transportation. (Class specific)

Fundraising Representative: Liaison between Fundraising Coordinator and the class. Attends information meetings and follows up as necessary on each fundraising project for your class. Be available to help with set up and/or clean up at fundraising events. (Class specific)

Garden Coordinator: Maintains garden beds throughout the year. Includes weeding, water and replacement of plants as necessary. Member of Site Committee.

Grounds Maintenance: Organizes two-three work parties for improvement of school grounds. Participates in weeding, planting and general maintenance of outdoor property. Arranges for garbage/recycling pick up in September and ensures that members know what is recyclable and that the parent helpers know when to put bins out. Member of Site Committee.

Health & Safety Assistant: Under direction of Health & Safety Coordinator, checks and maintains First Aid kit, assists with class medical releases and ensures proper use of functioning fire extinguisher. Also schedules and administers eye and hearing test for the children.

Librarian: Checks out and returns books for the preschool under the direction of the teacher. Maintains library card file of all parent education books and tapes. Completes a quarterly check on use and return of library materials.

Pet Care Coordinator: Responsible for care of classroom pets by purchasing food or other pet supplies. Cares for pets during holiday and summer breaks.

Porch & Shed Maintenance: Responsible for periodic maintenance of front and back porches. Job includes maintenance of preschool sign on street, keeping shed, play house, and porch area clean, and maintaining planter box and hanging baskets. Member of Site Committee.

Preschool Book Club: Coordinates the ordering, receiving, and distribution of monthly book club orders.

Publicity: Organizes publicity activities for the preschool. This includes written materials as well as local events.

Purchaser: Purchases preschool supplies approximately monthly from the posted list. Be prepared to purchase some supplies as needed. Some purchasing will need to be done before school begins so supplies are in place for the beginning of the year.

Repair & Maintenance: Coordinates work projects. Projects are determined on an as needed basis by the Site Chair and in consultation with teachers and Board. It is helpful to be available for various work parties. Member of Site Committee.

Storage Room Coordinator: Keeps storage room accessible and clean. Communicates regularly with teacher and purchaser about what to recycle, throw away or if any supplies are running low.

Substitute Teacher (non-paid): Teaches a minimum of 9 classes per year. Works with teacher and parent helpers. Attends Risk Management Training in September or October and must have current CPR certificate by November 1.

Teacher's Assistant: Under the direction of the teacher, finds qualified substitute teachers and parents helpers. Schedules parent-teacher conferences twice a year. Based on teacher's requests, purchases school supplies and learning materials to be used for classroom activities.

Treasurer's Assistant: Collects tuition and keeps a record of payments. Makes bank deposits.

Weekend Cleaning Coordinator: Schedules weekly family cleanings. Makes weekly reminder calls and follow up as needed. Monitors cleaning supplies and lets Purchaser know when supplies are low. \

Fundraising Participation Agreement

Eastside depends on fundraising to meet operating expenses, so we require all families to participate! There are two ways to support these efforts. Select the one that works best for your family.

- Active participation in the major fundraising events throughout the year. Sometimes smaller fundraisers (T-shirt or puppet sales, for example) are offered, but participation is optional.
- Participation through a one-time buy out. Buying out costs \$200 and is due by October 1, 2010.

Parent Name

Phone number

Name(s) Class Color(s)

Red / Blue / Green / Orange Child(ren's)

Weekend Cleaning Agreement

To keep operating costs low, Eastside requires families to clean the school at least once a year. There are two ways to participate. Please select the method that works best for your family.

- Participate by cleaning the school. I understand cleaning usually takes 3-4 hours and that I will sign up for our family cleaning at the fall class meeting. I understand that if I neglect my designated weekend cleaning, then I will be charged a cleaning fee of \$60.
- Participate through a one-time buy out. Buying out costs \$60 and is due by November 1, 2010. The Weekend Cleaning Coordinator will make arrangements to hire a cleaner in your place.

Parent Name

Phone number

Child(ren's) Name(s)

Red / Blue / Green / Orange
Class Color(s)

Eastside Cooperative Preschool

Help Us Get to Know Your Child

These questions help our teachers get to know and understand your child before the start of school. Provide only the information you wish to share with your child's teacher.

Thank you for providing this valuable information. It will be kept confidential.

Child's name: _____ Class: Red / Blue / Green / Orange

What name does your child prefer to be called?

What are the names and ages of other children in the family?

Does your child nap? Yes / No

What medical experience(s) may have affected your child?

Does your child have any medical conditions (e.g. illnesses or allergies) that might require emergency or prompt medical attention?

Does your family have any food preferences? Vegetarian / No dairy / Low sugar / Other
(Please specify. We'll discuss food preferences/allergies at the first class meeting.)

How do you feel about celebrating holidays at preschool?

Which holidays have particular importance or concerns?

Check below if you are interested in sharing any special interests with the preschool children:

Dance or Movement

Games or Sports

Creative Dramatics

Singing

Musical Instrument

Storytelling

Other

What special interests would you or your child like to experience this year?

What activities does your child enjoy?

What do you see as your child's greatest strengths?

What are areas of challenge for your child?

Specify any concerns or issues you would like to work on this year with your child.

Please describe any particular fears your child may have.

How does your child deal with separation?

What kinds of guidance/discipline works best for your child?

Please include any other information about your child or family that you feel should be shared with the teacher.

Field Trip Permission Form

I hereby give consent to the Eastside Cooperative Preschool to take my child(ren) _____ on trips and special excursions to a place of educational interest. I understand my child will be in a booster or car seat while traveling in a car.

Parent Signature

Relationship to child

Date

Permission to Photograph Form

I give permission for my child(ren) to be photographed at scheduled preschool activities. Such photographs may be used by the preschool for publicity or educational purposes. Uses include but are not limited to brochures, display boards, fliers, newsletter and website use.

- I do not want my child(ren)'s picture to be taken
- I do want my child(ren)'s picture to be taken

Parent Signature

Relationship to child

Date

Eastside Cooperative Preschool Field Trip Drivers

Parent's name: _____

- I do not wish to be a field trip driver. (Stop here and return form.)
- I want to drive for some field trips. My car has _____ adult and _____ child seat belts. Adult seat belts would be seats considered unsafe for children younger than 12, such as a front seat with airbags or seats with only lap belts.

All owners and/or drivers of vehicles used to transport students to or from activities sponsored by the cooperative preschool must complete this form. **Please make photocopies of your valid driver's license and current proof of insurance card and attach them to this form before you turn it in.** Each person who plans to drive on field trips must complete and return a copy of this form. One copy of the insurance card can be turned in if it contains both names. For example, a husband and wife can turn in one copy of their insurance card as long as both names appear on the insurance card.

This form will remain in effect for the entire school year. Please advise your class Field Trip Coordinator or Membership Chair of any change in insurance coverage.

Voluntary Driver Automobile Notice Form

As a field trip driver, I understand that the liability insurance on my vehicle is primary insurance and, in the event of an accident, my insurance will respond to any injuries or damage. To the extent that I am legally obligated to pay, I also agree to hold harmless the parent education cooperative, its board members, employees and staff from any and all claims, liabilities, damages or expenses (including defense cost) arising directly or indirectly from the maintenance, ownership or use of my vehicle.

Parent / Driver's signature

Date

Relationship to child

Eastside Cooperative Preschool

Cooperative preschool name

Eastside Cooperative Preschool Emergency Contact Information

This child is participating in a preschool-sponsored activity with Eastside Cooperative Preschool, 1412 Boulevard Road S.E. For information, please call the preschool at 754-3938 and leave a message on the answering machine.

Child's name: _____ Date of birth: _____

Parent(s) Name(s): _____

Parent(s) daytime phone(s): _____

Medical concerns or allergies: _____

Child's physician: _____ Phone: _____

This signature certifies the bearer of this document has my permission to authorize necessary emergency medical care for my child _____. I accept financial responsibility for necessary treatment and services. I understand that a conscientious effort will be made to contact parents or guardian and the child's regular physician before such action is taken.

Parent Signature

Relationship to child

Date

Who may pick up your child from preschool? _____

Persons to contact if parents can't be reached:

Name: _____

Phone(s): _____

Name: _____

Phone(s): _____

Name: _____

Phone(s): _____

Out-of-town/state contact(s): _____

Please provide two (2) completed copies of this form for each child.

WASHINGTON STATE PATROL

Identification and Criminal History Section
PO Box 42633, Olympia WA 98504-2633



REQUEST FOR CRIMINAL HISTORY INFORMATION CHILD/ADULT ABUSE INFORMATION ACT RCW 43.43.830 THROUGH 43.43.845 (Instructions on Reverse Side)

<p>A REQUESTING AGENCY/ADDRESS <u>Eastside Cooperative Preschool</u> Agency <u>Health and Safety Coordinator</u> Attn <u>PO Box 1851</u> Address <u>Olympia, Washington 98507</u> City/State/Zip</p> <p>I certify this request is made pursuant to and for the purpose indicated.</p> <table border="0"><tr><td>_____ Authorized Signature</td><td>_____ Date</td></tr><tr><td><u>Health & Safety Coordinator</u></td><td><u>(360) 754-3938</u></td></tr><tr><td>Title</td><td>Area Code/Phone Number</td></tr></table>	_____ Authorized Signature	_____ Date	<u>Health & Safety Coordinator</u>	<u>(360) 754-3938</u>	Title	Area Code/Phone Number	<p>B PURPOSE Check appropriate box</p> <p><input checked="" type="checkbox"/> Educational School District (ESD)/School District Volunteer – no fee</p> <p><input type="checkbox"/> Non-Profit Business/Organization – no fee (Excluding Schools & ESD's)</p> <p><input type="checkbox"/> Profit Business/Organization - \$35</p> <p><input type="checkbox"/> Adoptive Parent - \$35</p> <p>Fees: Make payable to Washington State Patrol by check, money order, or business account.</p> <p>Notary letters certifying the results are available upon request. There is an additional \$5.00 processing fee per notary seal. _____ Notarized Letter(s)</p>
_____ Authorized Signature	_____ Date						
<u>Health & Safety Coordinator</u>	<u>(360) 754-3938</u>						
Title	Area Code/Phone Number						

C APPLICANT OF INQUIRY (Please provide as much information as possible; name and date of birth are mandatory.)

Applicant's Name: _____
Last First Middle

Alias/Maiden Name(s): _____

Date of Birth: _____ Sex: _____ Race: _____
Month/Day/Year

Social Security Number: _____ Driver's Lic. Number/State: _____ / _____
(optional)

Secondary dissemination of this criminal history record information response is prohibited unless in compliance with statute.

D WASHINGTON STATE PATROL IDENTIFICATION & CRIMINAL HISTORY SECTION
WSP Use Only

As of this date, the applicant named below has no record pursuant to RCW 43.43.830 through 43.43.845.

Eastside Cooperative Preschool
Requesting Agency

Applicant's Signature

Applicant's Name

Address

City/State/Zip

Applicant Right Thumb Print (Optional)

Statement of Exemption to Immunization Law

NOTICE:

Your Child can be exempted (excused) from immunization for medical, personal or religious reasons. However, if there is an outbreak of a vaccine-preventable disease that your child has not been immunized against, she or he can be excluded from school, preschool or child care until the outbreak is over.

Medical Exemption

I certify that the child named on this form is medically exempted from the requirement for the following vaccine(s):

_____ Until _____
Vaccine(s) Date

Type or Print Name of Licensed Health Care Provider (MD, DO, ND, PA, ARNP)

Licensed Health Care Provider Signature Date

Personal Exemption Religious Exemption

I am opposed to immunization. I understand that my child can be excluded from attendance during an outbreak.

I do not want my child to receive the following vaccine(s):

Vaccine(s)

Signature of Parent or Guardian Date

Documentation of Immunity

I certify that the child named on this form has laboratory evidence of immunity to measles/mumps/rubella/varicella.
(please circle)

Attach TITER results

TYPE or PRINT Name of Licensed Health Care Provider (MD, DO, ND, PA, ARNP)

Licensed Health Care Provider's Signature or Stamp Date

For More Information

<http://www.doh.wa.gov/cfh/Immunize/documents/childschedule05.pdf>

<http://www.doh.wa.gov/cfh/Immunize/schools.htm>