

**WILLIAMSBURG PARENT COOPERATIVE PRESCHOOL  
REGISTRATION INFORMATION 2017-2018**

**PROMPT RETURN OF THE APPLICATION IS IMPORTANT TO YOUR CLASS PLACEMENT. CLASS SPACES WILL BEGIN TO BE FILLED THE FIRST EVENING OF EACH REGISTRATION PERIOD. CLASS LISTS ARE POSTED AT THE CO-OP ON THE MORNING FOLLOWING EACH REGISTRATION DATE.**

**Beginning February 6, 2017:** Registration opens to present Co-op members enrolling children currently attending and for present and former Co-op members who have children who were not eligible for the 2016-2017 twos class because of the age cutoff (June through September birthdays) but are now eligible for the three year old classes.

**Beginning February 13, 2017:** Registration opens for present and former Co-op members enrolling new children.

**Beginning February 21, 2017:** Registration opens to the community. Class visits are welcome. Please call our Visitation Coordinators, Lara Chapman (757-636-8886) or Angie James (757-870-4050), to arrange a visit.

Please carefully check your child's birth date against class age cut-off dates to avoid losing placement in your selected class. A waiting list is available for underage two year old children. Contact the Director, Molly Gareis, for more information at (757) 229-3407.

**CLASS OFFERINGS AND TUITION**

<b>Class</b>	<b>Age Cut-off Dates</b>	<b>Class Days &amp; Times</b>		<b>Monthly Tuition</b>
One Day Twos	2 by May 31, 2017	F	(9:30-11:30)	\$70
Two Day Twos	2 by May 31, 2017	Tu & Th	(9:30-11:30)	\$105
Two Day Threes	3 by Sept. 30, 2017	Tu & Th	(9:00-12:00)	\$135
Three Day Threes	3 by Sept. 30, 2017	M, W & F	(9:00-12:00)	\$180
Three Day Fours	4 by Sept. 30, 2017	M, W & F	(9:00-12:00)	\$180
Four Day Fours	4 by Sept. 30, 2017	M – Th	(9:00-12:00)	\$225

**Registration:** Please submit the enrollment form with a non-refundable\* registration fee of \$70 for the first child, and \$50 for each additional child in the same family to WPCP, P.O. Box 422, Williamsburg, VA 23187, or place it in the bulletin board envelope at the school. Enrollment forms are available from the Director, the teachers, or the registration envelope. If you have any questions, please contact Molly Gareis, Director, at (757) 229-3407.

(\*If you are not placed in a class due to over enrollment, your registration fee will be refunded in full.)

**Tuition Payments:** Tuition is payable monthly, or in advance if the member chooses. The first installment for 2017-2018 is non-refundable and due on **September 1, 2017**, with subsequent monthly installments due October 1, and the first of each month thereafter through May 1. Please remember to direct all tuition payments to Williamsburg Parent Cooperative Preschool (WPCP), P.O. BOX 422, Williamsburg, VA 23187 or the tuition box outside the office.

**Withdrawal:** If a child is withdrawn during the school year, residual tuition will be refunded on a pro-rated basis upon receipt of one month's advance notice. No refund will be made if the child is withdrawn during the last two months of the school year. Once admitted, please let us know promptly if your plans change. We appreciate this courtesy, and so do the families of children on waiting lists.

**Financial Aid:** Any family may apply for financial aid. A new form must be completed each school year. Please direct inquiries to Molly Gareis, Director, at (757) 229-3407.

**Membership:** Your membership begins as soon as forms and fees are processed and your class assignment has been confirmed. Assignments are posted as stated above. If you have not received a membership packet by late March, please call Molly Gareis, Director, at (757) 229-3407. All members receive a Handbook Supplement. You are expected to attend a Parenting Preschoolers Class and are always welcome at Board meetings. Every family assumes one major "commitment" yearly and provides volunteer support of other Co-op activities. Regularly scheduled participation in the classroom is the focus of the Co-op's parent-teacher-child experience.

**Health Forms:** Parental forms and forms for all children must be returned by **May 1, 2017**. **ALL paperwork must be returned in order for your child to start school in September.**

## **WILLIAMSBURG PARENT COOPERATIVE PRESCHOOL**

### **Major Commitment List and Descriptions**

As part of the Co-op membership, each FAMILY agrees to fulfill one "Major Commitment" for the year in addition to helping on a regular basis in the classrooms. The following is a list of major commitments approved by the Board with abbreviated job descriptions. Complete descriptions are in the Handbook.

#### **ART ASSISTANT**

- Assists the teacher in preparing play dough and other materials for arts and crafts activities.
- Makes monthly nametags for coat hooks.
- Makes nametags for circle time.

#### **AN OCCASION FOR THE ARTS COMMITTEE**

- In charge of the Co-op exhibit at An Occasion for the Arts (first weekend in October).
- Collects, labels, mounts, and hangs Co-op artwork.
- Takes the exhibit down on Sunday and returns all artwork to Co-op.

#### **BOARD MEMBER**

- Represents your class (brings their ideas, comments, etc.) at monthly board meetings.
- Sends email to class with updates after each board meeting.
- Serves as liaison between the parents and the classroom teacher.
- Assists with picture day for your class.
- Attend and support school-sponsored events.
- At-Large Members serve on Nominating Committee in March.

#### **CLASS SCHEDULER**

- One person from each class who schedules helping parents in the classroom. Arranges schedule equally, considering frequency of work and snack days.
- Talks with parents at orientation to determine preferences for working days; makes note of child's birthday.
- Distributes schedule electronically to parents and teacher.

#### END-OF-YEAR CLEAN-UP COMMITTEE

- Two days are set aside for clean up at the end of the school year (usually Wednesday and Thursday after Memorial Day). Each family on the committee works one full day or two half days. (This is an adults-only activity.)

#### FISH COORDINATOR

- In charge of organizing a FALL canned food and clothing drive for FISH.
- Collects donations and delivers them to FISH.

#### FUNDRAISING COMMITTEE

- Organizes fundraising efforts including the major fundraiser for the school.
- Manages sale of Co-op merchandise at school events throughout school year.

#### GARDEN COORDINATOR

- Works with teachers to create a planting schedule for the year.
- Organizes parent volunteers to help with garden maintenance and watering during summer.

#### HEALTH CHAIR

- Collects parent/child health forms; verifies for completion.
- Tracks missing forms and contacts parents.
- Informs teachers in writing of special allergies and medical or dietary needs as indicated on health forms.
- Stocks classroom first aid kits in late August and quarterly.

#### HISTORIAN

- Maintains scrapbooks and archives with historical information, pictures, and items of interest.
- Creates a digital slide show at the end of the year.

#### ICE CREAM SOCIAL COMMITTEE

- Organizes the annual Co-op Ice Cream Social first Sunday in May.

#### PLAYGROUND AND EQUIPMENT COMMITTEE

- Keep playground equipment and toys in good repair.
- Checks for natural hazards (e.g., poison ivy, poison berries); trims and prunes as necessary.
- Organizes and recruits team to prepare playground before start of school (spread sand, weed, grease swings, etc.).

#### PUBLICITY CHAIR

- Prepares and distributes articles, advertisements, or news releases submitted to newspapers concerning parent education programs, events, and auction.
- Clears all news releases with Board President or Director.
- Notice of Registration in newspaper.

#### RECYCLING COORDINATOR

- Clears recycling bins every week.

#### SEE-SAW BOOK CLUB CHAIR

- Distributes order forms through classes.
- Organizes system for receiving orders and money.
- Orders books.
- Sorts individual orders in bags with names for distribution.

#### VISITATION COORDINATOR

- Welcomes visitors before and during registration.
- Makes appointments for classroom visits; orients them to school.
- Name and phone number appears on registration forms and in newspaper.

#### WILLIAMSBURG REGIONAL LIBRARY ART DISPLAY

- In charge of the onetime Co-op art display at the Williamsburg Regional Library.
- Month of this display to be determined.
- Collects, labels, mounts, and hangs Co-op artwork.
- Takes the exhibit down at the end of the month and returns all artwork to Co-op.

**WILLIAMSBURG PARENT COOPERATIVE PRESCHOOL**  
**MEMBERSHIP ENROLLMENT FORM**  
Year 2017 - 2018

Please return this form to Williamsburg Parent Cooperative Preschool, P.O. Box 422, Williamsburg, VA 23187, to the Registration Envelope, or to the Director, with the registration fee of \$70 for the first child and \$50 for each additional child of the same family.

Check one:       Present Co-op Member       Former Co-op Member       New Co-op Member

Check class preferences: 1<sup>st</sup> and 2<sup>nd</sup> choices. If your first choice is filled, you will be placed on the waiting list for that class, but you will be enrolled in your alternate choice if it is available.

- \_\_\_\_\_ One Day Twos
- \_\_\_\_\_ Two Day Twos
- \_\_\_\_\_ Two Day Threes
- \_\_\_\_\_ Three Day Threes
- \_\_\_\_\_ Three Day Fours
- \_\_\_\_\_ Four Day Fours

Child's Name \_\_\_\_\_ Nickname: \_\_\_\_\_ Sex \_\_\_\_\_ Birth date: \_\_\_\_\_

Address \_\_\_\_\_ City/Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mother's Name \_\_\_\_\_ Business Phone \_\_\_\_\_

Occupation \_\_\_\_\_

Hobbies and Interests \_\_\_\_\_

Father's Name \_\_\_\_\_ Business Phone \_\_\_\_\_

Occupation \_\_\_\_\_

Hobbies and Interests \_\_\_\_\_

Siblings: Name \_\_\_\_\_ Birth date \_\_\_\_\_

Name \_\_\_\_\_ Birth date \_\_\_\_\_

Name \_\_\_\_\_ Birth date \_\_\_\_\_

Name \_\_\_\_\_ Birth date \_\_\_\_\_

Name \_\_\_\_\_ Birth date \_\_\_\_\_

***\*Please complete the back of this page\****

Child's Name \_\_\_\_\_

Parents' Names \_\_\_\_\_

2016-2017 Co-op Commitment \_\_\_\_\_

WPCP is a parent participation school. Each family is expected to assume one major commitment during the school year. An explanation for each commitment is on the attached sheets. In order to assist the nominating committee, please indicate below where your interests lie. Please specify M for Mother and F for Father. Please choose at least three and number in order of preference.

\* Represents school wide commitments, which will be determined by the Nominating Committee, Director, and Assistant Director. All others are classroom commitments that will be determined by the Teacher.

- \_\_\_ Art Assistant
- \_\_\_ \*An Occasion for the Arts Committee
- \_\_\_ \*Board Member - Class Representative
- \_\_\_ \*Board Member - At Large
- \_\_\_ Class Scheduler
- \_\_\_ \*End-of-Year Clean-up
- \_\_\_ \*FISH Coordinator
- \_\_\_ \*Fundraising Chair
- \_\_\_ \*Fundraising Committee
- \_\_\_ \*Garden Coordinator
- \_\_\_ \*Health Chair
- \_\_\_ \*Historian
- \_\_\_ \*Ice Cream Social
- \_\_\_ \*Playground and Equipment Committee
- \_\_\_ \*Publicity Chair
- \_\_\_ \*Recycling Coordinator
- \_\_\_ \*See-Saw Book Club Chair
- \_\_\_ \*Visitation Coordinator
- \_\_\_ \*Williamsburg Regional Library Art Display