

**WILLIAMSBURG PARENT COOPERATIVE PRESCHOOL
REGISTRATION INFORMATION 2023-2024**

CLASS SPACES WILL BEGIN TO BE FILLED THE FIRST EVENING OF EACH REGISTRATION PERIOD. YOU WILL BE NOTIFIED OF YOUR PLACEMENT THE FOLLOWING DAY.

Beginning February 6, 2023: Registration opens to present Co-op members enrolling children currently attend Co-op.

Beginning February 13, 2023: Registration opens to present and former Co-op members enrolling new children.

Beginning February 21, 2023: Registration opens to the community.

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 williamsburgpreschool.contact@gmail.com.

CLASS OFFERINGS AND TUITION

Class	Age Cut-off Dates	Class Days & Times	Monthly Tuition
One-Day Twos	2 by May 31, 2023	TU (9:30-11:30)	\$80
Three-Day Threes	3 by Sept. 30, 2023	M, W, TH (9:00-12:00)	\$210
Four-Day Fours	4 by Sept. 30, 2023	M – TH (9:00-12:00)	\$270

Registration for Current Co-op Families: Please submit your Registration Form to Molly Gareis. Once your form is received, you will be billed, through brightwheel, the non-refundable* registration fee of **\$75** for the first child, and \$50 for each additional child in the same family. If you have any questions, please contact Molly Gareis.

Registration for New Co-op Families: Please mail your Registration Form, along with the non-refundable* registration fee of **\$75** for the first child, and \$50 for each additional child in the same family, to WPCP, PO Box 422, Williamsburg, VA 23187. Checks can be made out to WPCP. If you have any questions, please contact Molly Gareis, Director, at williamsburgpreschool.contact@gmail.com.

*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 2023-2024 is non-refundable and due on **September 1, 2023**, with subsequent monthly installments due October 1, and the first of each month thereafter through May 1. You will be billed monthly, through brightwheel, unless other arrangements are made with the Director.

Withdrawal: If a child is withdrawn during the school year, residual tuition will be refunded on a pro-rated basis upon receipt of one month's advance notice.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 williamsburgpreschool.contact@gmail.com.

Membership: Your membership begins as soon as forms and fees are processed and your class assignment has been confirmed. If you have not received a packet of paperwork by late March, please contact Molly Gareis, Director, at williamsburgpreschool.contact@gmail.com. All members receive a digital Handbook Supplement. You are expected to attend at least one Parenting Preschoolers Class each year 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.

Forms: Forms for all children must be returned by **May 1, 2023**. **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.

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.

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.
- Attend and support school-sponsored events.
- At-Large Members serve on Nominating Committee in March.

COMMUNICATIONS COORDINATOR

- Maintains Social Media presence for Co-op.
- Administers and updates Co-op Website.

DATABASE

- Manages Bloomerang database and enters new information each year.

CLASS SCHEDULER

- One person from each class who schedules helping parents in the classroom. Arranges schedule equally, considering frequency of work and snack days.
- Distributes schedule electronically to parents and teacher.

END-OF-YEAR CLEAN-UP COMMITTEE

- One day is set aside for clean-up at the end of the school year (the Wednesday after Memorial Day). Each family on the committee works one full day. 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 in early May.
- Manages sale of Co-op merchandise at school events throughout school year.
- Works to build a sustained donor base for Co-op.

GARDEN COMMITTEE

- Coordinates summer watering (sign-up genius).
- Keeps sensory path and planting beds weeded as needed during school year.
- Meets with Director in fall to coordinate planning and planting/maintenance schedule for the year.

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.

HOSPITALITY CLASS REPRESENTATIVE

- Coordinates support for families in class.
- Organizes meals when family in class has a new baby.
- Organizes support/cards for families with a sick child or experiencing a crisis.

PLAYGROUND AND EQUIPMENT COMMITTEE

- Prepares playground for opening of school in late August.
- Monitors safety of outdoor equipment during school year.
- Makes any necessary repairs to playground/equipment during school year.
- Maintains upkeep of playground by raking leaves, trimming branches or weeding as necessary during school year.

RECYCLING COORDINATOR

- Clears recycling bins every week.

SCHOLASTIC 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 visitors to the school.
- Name and phone number appear on registration form.

WILLIAMSBURG PARENT COOPERATIVE PRESCHOOL

MEMBERSHIP REGISTRATION FORM

Year 2023 - 2024

Please return this form to Williamsburg Parent Cooperative Preschool, PO Box 422, Williamsburg, VA 23187, or to Molly Gareis, with the registration fee of \$75 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 preference. If your choice is filled, you will be placed on the waiting list for that class, and notified immediately if a spot becomes available.

_____ One-Day Twos
_____ Three-Day Threes
_____ Four-Day Fours

Child's Name _____ Sex _____ Birth Date _____

Address _____ City/Zip Code _____

Parent/Guardian One _____ Cell Phone _____

Email _____

Occupation _____

Parent/Guardian Two _____ Cell Phone _____

Email _____

Occupation _____

Siblings: Name _____ Birth Date _____

Name _____ Birth Date _____

Name _____ Birth Date _____

Name _____ Birth Date _____

Name _____ Birth Date _____

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 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
- ___ *Board Member - Class Representative
- ___ *Board Member - At Large
- ___ *Communications Committee
- ___ *Database
- ___ Class Scheduler
- ___ *End-of-Year Clean-up
- ___ *FISH Coordinator
- ___ *Fundraising Committee
- ___ *Garden Committee
- ___ *Health Chair
- ___ *Historian
- ___ *Hospitality Class Representative
- ___ *Playground and Equipment Committee
- ___ * Recycling Coordinator
- ___ *See-Saw Book Club Chair
- ___ * Visitation Coordinator