

**WILLIAMSBURG PARENT COOPERATIVE PRESCHOOL  
REGISTRATION INFORMATION 2025-2026**

**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 3, 2025:** Registration opens to present Co-op members enrolling children currently attending Co-op.

**Beginning February 10, 2025:** Registration opens to present and former Co-op members (your child(ren) previously attended or parent attended as a child) enrolling new children.

**Beginning February 18, 2025:** 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, Sarah Lichtel, for more information or any questions you may have at [wpcoop.director@gmail.com](mailto:wpcoop.director@gmail.com)

**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, 2025	TU (9:30-11:30)	\$80
Three-Day Threes	3 by Sept. 30, 2025	M, W, TH (9:00-12:00)	\$210
Four-Day Fours	4 by Sept. 30, 2025	M – TH (9:00-12:00)	\$270

**Registration for Current Co-op Families:** Please submit your Registration Form to Sarah Lichtel. Once your form is received, you will be billed, through brightwheel, the non-refundable registration fee of **\$85** for the first child, and \$50 for each additional child in the same family. If you have any questions, please contact Sarah Lichtel.

**Registration for New Co-op Families:** Please mail your Registration Form, along with the non-refundable registration fee (if placed in a class) of **\$100** for the first child, and \$50 for each additional child in the same family, to WPCP, 1333 Jamestown Road, Williamsburg, VA 23185. You may also drop off in person. Checks can be made out to WPCP. If you have any questions, please contact Sarah Lichtel, Director, at [wpcoop.director@gmail.com](mailto:wpcoop.director@gmail.com)

**Tuition Payments:** Tuition is payable monthly, or in advance if the member chooses. The first installment for 2025-2026 is non-refundable and due on **September 1, 2025**, 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 Sarah Lichtel, Director, at [wpcoop.director@gmail.com](mailto:wpcoop.director@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 Sarah Lichtel, Director, at [wpcoop.director@gmail.com](mailto:wpcoop.director@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 for 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, 2025**. **ALL paperwork must be returned for your child to start school in September – forthcoming once a class assignment has been confirmed.**

**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 regularly 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 the schedule equally, considering the frequency of work and snack days.
- Distributes schedules electronically to parents and teachers.

**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.

**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 the school year.
- Works to build a sustained donor base for Co-op.

**GARDEN COMMITTEE**

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

#### 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.

# WILLIAMSBURG PARENT COOPERATIVE PRESCHOOL

## MEMBERSHIP REGISTRATION FORM

2025 – 2026 School Year

Please return this form to Williamsburg Parent Cooperative Preschool, 1333 Jamestown Road, Williamsburg, VA 23185, or to Sarah Lichtel, with the non-refundable registration fee of \$85 (returning)/\$100 (new) 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 – Please list all siblings for our directory:

Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Name \_\_\_\_\_ Birth Date \_\_\_\_\_

***Please do not leave any blanks. If you have no information for that space please place a dash ( - ) or write “n/a”.***

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. To assist the nominating committee, please indicate below where your interests lie. **Please choose at least five 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
- \*Fundraising Committee
- \*Garden Committee
- \*Health Chair
- \*Hospitality Class Representative
- \*Playground and Equipment Committee
- \* Recycling Coordinator
- \*Scholastic Book Club Chair