

DELAWARE COOPERATIVE PRESCHOOL

Enrollment Form

“Creative Programs for your Child and You”
55 West Lincoln Avenue, Delaware, Ohio 43015
www.dcpkids.com 740-369-7808

Child's Full Name: _____ Name to be used in classroom: _____ Birthdate __/__/__ Gender: M or F

Parents' or Guardians' names: _____ relationship: _____

Family's Address:(street, city, zip): _____

Primary caregiver's phone #1: _____ #2: _____

Email address(es) to send DCP communications: _____

On August 1st, my child will be _____ years old. A child must be 3 years old by August 1st to enroll in preschool. A child must be 2 by August 1st to enroll in Toddler Time.

How did you hear about us? _____

NOTE: Please read Enrollment Information Sheet on page 2 of this document before completing this form.

	Toddler Time	Tuesday	\$400
	Toddler Time	Wednesday	\$400
	Toddler Time	Thursday	\$400
	Preschool	Monday	\$550
	Preschool	Tuesday morning	\$550
	Preschool	Tuesday afternoon	\$550
	Preschool	Wednesday	\$550
	Preschool	Thursday morning	\$550
	Preschool	Thursday afternoon	\$550
	Preschool	Friday	\$550
	Annual Cleaning fee: COMPLETED volunteer cleaning will result in a \$30 deduction from your last tuition payment.		\$30
		Total tuition and fees to appear on your yearly invoice:	
	Non-refundable Annual Family Membership Fee - Turn in with enrollment form to secure a space on the roster.		\$60
		Amount enclosed:	

Payment agreement: At least 1/3 of your yearly invoice is due on or before August 1st or your child will be withdrawn.

I will pay (yearly invoice/3 payments) \$ _____ on or before August 1st. I will pay my other tuition payments on or before Nov. 1st and February 1st. Signature: _____

The Cooperative Nature of our School

WE are a cooperative preschool and we know that parental contributions of time and talents are essential to the success of our programs. We also feel that the more you share of yourself, the more you and your child will benefit from our school's program.

Your obligations as a parent of the cooperative preschool are as follows:

1. Be a parent helper on a rotating basis.
2. Attend 3 General Membership Meetings.
3. Help with fundraising events.
4. Participate on a committee or board.
5. Use your talents to help sustain and grow the preschool.

I, _____, as a member of the Delaware Cooperative Preschool, agree to meet the above obligations. Sign and date _____

Administrator only: Date received _____ Emailed date _____ Check # _____

Delaware Cooperative Preschool Enrollment Information Sheet

Thank you for your interest in Delaware Cooperative Preschool. We are excited to have you become part of the nonprofit Co-op, where members participate in their child's school experience. Additional information can be found on our website at dcpkids.com.

1. Check the classes you wish to register for, then circle the corresponding tuition fee on the right. Add the circled tuition plus the cleaning fee to arrive at the total that will appear on your yearly invoice. You may choose to enroll your child for as many or as few days as the class is offered.
2. Your **non-refundable Annual Family Membership Fee** reserves a place on the class roster(s) for each child enrolled from your family. If your plans change and your child will not attend the school, please inform us as soon as possible so we can fill your student's spot. We are a non-profit business, therefore we ask that you do not hold a space unless you plan for your child to attend the school that day.
3. Each family is responsible for one cleaning of the classrooms during the school year. This needs to be completed on Friday during school hours. Our cleaning coordinator will communicate the scheduling process and cleaning duties with the membership in August. The \$30 cleaning fee will be deducted from your final invoice in March after you complete the cleaning on your scheduled date. Alternately, you can consider your \$30 payment as a buy out if you are unable to help clean. Your \$30 will be used to pay the staff to complete the cleaning in your place.
4. Your first payment (at least 1/3 of your yearly invoice) is due on or before August 1st. Unpaid tuition will result in your child being withdrawn from the class. The payment that is due on August first is: (Total tuition + \$30 cleaning fee)/3= \$_____. Your next two payments will be due on or before Nov. 1st and February 1st.
5. **Registration is on a first-come basis.** Member enrollment begins on February 4th. Open enrollment for the community begins on Feb. 18th. To apply, deliver this form and check (no cash) for your membership fee to:

Delaware Cooperative Preschool
Attn: Enrollment
55 West Lincoln Avenue, Delaware, Ohio 43015.

Make checks payable to: Delaware Cooperative Preschool with "DCP registration" in the memo line.

6. Within two weeks of your application being received, you will receive an email confirmation from DCP confirming your spot for the next school year.
7. Please check your email regularly in August for DCP communications. Please remember that DCP is a business run by volunteers. DCP is not open during the summer, therefore summer communications will be limited. Any questions regarding enrollment over the summer can be directed to Linda Hurley at communications@dcpkids.com. Check the website regularly for updates at www.dcpkids.com.
8. DCP is committed to providing students and families with equal opportunity to education without discrimination based on race, color, veteran status, religion, national origin, political affiliation, sex, sexual orientation, or age.
9. Classes are offered based on minimum enrollment size.