

SAULT COOPERATIVE PRESCHOOL

Dear Parents or Guardians,

Thank you for your commitment and consideration for enrolling your child at Sault Cooperative Preschool. Please complete this enrollment form and attach copies of the required documents listed on the checklist below. Please check every item below that is included with this enrollment form. This completed form and all the below documents must be returned via email (saultcooperative@gmail.com), USPS (see mailing address on the enrollment form) or delivered to the school's office during open office hours.

Upon receipt of the completed application package, we will contact you to let you know if there is any further paperwork needed and to answer any remaining questions you may have.

REGISTRATION CHECKLIST:

- Registration Fee**
- Bussing Fee**
- Supplies Fee**
- Enrollment Packet (Forms 1-7)**
- Child Information Card**
- Written Information Packet Documentation Agreement**
- Super Raffle Contract**
- Health Appraisal**
- Copy of Immunization Record**

If you have any questions, please do not hesitate to call 906-631-9761. Again, thank you for your interest in our preschool, and we are looking forward to an exciting school year.

Sincerely,

Nathan Visser
Bethany Rodenroth
Co-Presidents
Sault Cooperative Preschool

SAULT COOPERATIVE PRESCHOOL

Revised 1/04/2024

Enrollment No. _____

PAPERWORK GUIDE

Please follow this step by step guide to filling out the application packet. Make sure to pay attention to the spaces requiring your signature. Also, please don't leave any spots blank. If Not Applicable, then please put N/A in the space provided. This will help to prevent the need to return your paperwork for completion.

1. ENROLLMENT CONTRACT:

Please complete it in full, and make a copy for your records

2. MEMBERSHIP INFORMATION FORM:

Please fill in all areas, including your email address if applicable. If you're a cooperative member, we send many email opportunities for you to volunteer, so it is important that you list an email address you will check frequently.

3. RULE 104:

This goes hand in hand with form #12. Anyone that will be working in the classroom must fill them both out! If either is missing when it is your day to work, you will not be permitted to work and will be charged a \$20 substitute teacher fee. This must be returned to the school. Two copies are enclosed (mother and father), if more are needed, please see the school.

4. CONSENT FOR PHOTOGRAPHY RELEASE:

It is not mandatory but will allow your child's photo to be used in the yearbook, our social media accounts (with or without tagging), our website, or the newspaper if the opportunity arises.

5. FIELD TRIP AND BUSSING CONSENT:

It is not mandatory but will allow your child to attend the field trips for the school year. Dates, times, and locations will be on the monthly calendar.

6. CHILD CARE ORGANIZATION LICENSING CHANGES:

This is required by the state.

7. POLICIES AND PROCEDURES:

This document confirms your agreement to your child's class, payment, and understanding of our policies and procedures at the school. Though we outline them through the enrollment process, they can be found and downloaded from our school website, saultcooperativepreschool.com, in the Membership Handbook tab. We ask that you sign the "Acknowledgement Statement" to keep on file.

8. CHILD INFORMATION CARD:

This is the single most important thing that you will fill out! If there is ever an emergency with your child, this is what the teachers are going to grab to get your contact information to call you! **EVERY LINE MUST BE FILLED OUT!** If N/A, then please put N/A. Also, any other adults that will be picking up your child from preschool **MUST**

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be on the card or the school WILL NOT RELEASE THEM! This is for the safety of the children. [Child Information Card Link](#)

9. SUPER RAFFLE CONTRACT:

As a cooperative, Sault Cooperative Preschool is funded and run by the parents or members of the school. The Super Raffle is our largest and most important fundraiser every year. Whether you are cooperative or non-cooperative members, ALL members MUST participate.

10. HEALTH CARE APPRAISAL*:

We are required by licensing to have child records annually. You, as well as your health care provider must sign the Health Care Appraisal. As a parent (unless you are a physician) you are not able to validate the Immunization Section (II). You are required to complete and sign the front of the form; your physician should complete and sign the back. A dental appraisal is not required. This document should be accompanied by a copy of your child's immunization records. This may be written on the form directly, or you may attach a copy of your child's immunization record, as provided by your child's health care provider. Be sure to write "See Attached" in the Immunization section.

****Form #10 (Health Care Appraisal) should be turned in right before the school year begins. If you have not completed and turned in the Health Appraisal by the first day of school, your child will be unenrolled. All other forms (#1-10) can be completed and returned to the office at your earliest convenience.***

*****All children under age three (3) require an Attendance Eligibility Waiver to attend as our programs are designed for ages 3-5. If your child is under age 3, please request a waiver form in order to fully enroll under age 3. Our program starts accepting students as early as age two years and nine months.***

******All forms (except the Health Appraisal) must be completed and turned into the Preschool by August 10th in order to be still enrolled. If you have not completed your forms by this time, your child will be unenrolled.***

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ENROLLMENT CONTRACT

Student's Name: _____

Date of Birth: _____ Age: _____ Male or Female (circle)

Parents/Guardians _____

PLEASE CHECK CLASS PREFERENCE

_____ **5 Day AM** (8:45 – 11:45)

_____ **3 Day AM** (T,W,TH- 9:00 – 12:00)

_____ **5 Day All Day** (8:45-5:00)

_____ **3 Day All Day** (T,W,TH- 8:45-5:00)

*Please put 1 for your first preference and 2 for your second preference. There is a limited number of all day class spots.

PLEASE CHECK VOLUNTEER PREFERENCE

_____ Cooperative Member – I will work **25 hours** during the school year (June 2024 – June 2025). I understand that failure to fulfill my Cooperative Member obligation will result in monetary penalties.

_____ Non-Cooperative Member – I will **NOT** be a participating Cooperative Member and will not be required to volunteer at the preschool; however, I do recognize that I **must still participate in fundraisers**.

The enrollment packet includes the following:

1. Enrollment Contract
2. Member Information Form
3. Rule 104(1) Form
4. Consent for Photo Release
5. Field Trip Permission
6. Child Care Organization Licensing Changes
7. Child Information Card
8. Health Appraisal and Immunization Record
(Do NOT complete prior to May 2024)
9. Request for Central Registry Clearance
(Do NOT complete prior to May 2024)

The Sault Cooperative Preschool is a cooperative venture and depends upon the support of every member. Failure to comply with the above requirements as well as by-laws and policy/procedures of the school will necessitate the removal of your child from the school's program.

As a member of the Sault Cooperative Preschool, you agree with all of the information contained in this enrollment application. By signing below, you acknowledge that you have read and understand the information contained in this packet.

Parent/Guardian

Date

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ADMISSION REQUIREMENTS AND INFORMATION

Children shall be between two years and nine months (2 ¾) and five (5) years of age to start school. A child is eligible for enrollment if their third birthday precedes the date dictated by the State of Michigan. All children under age 3 will be required to have a waiver to attend as our programs are designed for ages 3-5. Please request the waiver form if your child is under age 3 so that we can complete enrollment.

All children attending preschool MUST be potty trained, with the exception of minimal (1 per week)accidents. Our definition of “potty trained” means that the child is in underpants and indicates toileting needs to the teacher on a regular basis. We are not licensed or equipped for diaper changing or daily accidents.

3 and 5 day all day enrollment is capped at the discretion of the program director due to the all day program being geared toward kindergarten readiness. Some children are not yet ready for the social-emotional and academic demands of the all day Kindergarten-readiness program. Enrollment status may be re-evaluated at the discretion of the program director.

TUITION AND REGISTRATION

MONTHLY TUITION RATES:

3 DAY AM SESSION (TUES., WEDS., THURS. 9:00 AM – 12:00 P.M.)

Cooperative Membership - \$125.00/month

Non-Cooperative Membership - \$180.00/month

3 DAY ALL DAY SESSION (TUES., WEDS., THURS. 8:45 AM – 5:00 PM)

*Your student can be dropped off at 7:30am

Cooperative Membership - \$400.00/month

Non-Cooperative Membership - \$455.00/month

5 DAY AM SESSION (MON.-FRIDAY 8:45 AM – 11:45 AM)

Cooperative Membership \$210.00/month

Non-Cooperative Membership - \$265.00/month

5 DAY ALL DAY SESSION (MON. – FRIDAY 8:45 AM – 5:00 PM)

*Your student can be dropped off at 7:30am

Cooperative Membership - \$665.00/month

Non-Cooperative Membership - \$720.00/month

****Non-refundable registration fee if paid before April 1st, 2024 will be \$60. If the registration fee is paid after April 1st, 2024 it will be \$80.***

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FEES

***All Fees are non-refundable**

EARLY REGISTRATION FEE (NON-REFUNDABLE): \$60

Must be paid before Early Enrollment period cut off April 1st, 2024

STANDARD REGISTRATION FEE (NON-REFUNDABLE): \$80

Any enrollments after the early enrollment period will be charged standard costs.

SUPPLIES FEE: \$100

Rather than give students a lengthy list of supplies to bring to class, we charge a standard amount. This allows us to purchase all the supplies the school would need throughout the year at any time. This also includes any fees for bussing to and from field trips.

EARLY DROP-OFF AFTER CARE: \$5.00 PER HOUR

Early Drop Off and After Care can be requested, and you will be billed for those hours every month. After Care begins once your child's regularly scheduled class ends. All members are able to take advantage of both programs. In order to take advantage of these programs, staff must be notified within 48 hours of your request. There is a sign-up sheet by the office door. Child's name, time of drop off or pick up, and date of request are needed to reserve a spot for your child. Further explanation can be found in the Membership Handbook: Arrivals and Departures section.

Early Drop Off begins at 7:30am, and After Care ends at 5pm. A charge could be implemented for pickups after 5pm.

MULTIPLE ENROLLEES:

Families with more than one child enrolled at the school concurrently will pay full tuition for the first child and receive a 20% discount on any subsequent children. If children are in different sessions, full tuition will be based on the oldest child enrolled. Families with more than one child enrolled, must fulfill fundraising obligations and classroom working obligations for each child enrolled.

LATE PAYMENT PENALTIES:

After the 8th of the month, a \$10.00 late fee will occur.

After the 12th of the month, you will be asked to not bring your child back to school until the tuition is paid in full. If tuition is unpaid by 20 days of not paying, a certified letter will be sent informing of the schools right to terminate. If you have not paid your tuition in full within 31 days, termination of enrollment begins on the 31st day of non-payment. The child space in the program will not be held, and may be given to the next family on the waiting list. If you do not pay your early drop off/after care bill within 12 days of receiving it you will be asked not to bring your child to early drop off or after care until the bill is paid in full.

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DISMISSAL POLICY

There are occurrences that will cause children to be dismissed from our programs. Accordance with licensing, child welfare, child safety and member responsibilities are some of the underlying causes for termination and dismissal. Parents will be given notice of the occurrence and written documentation of the offense. After the 3rd offense, the student will be removed from the program. Further explanation of these policies can be found in our Membership Handbook.

- a) Late Tuition
Withdrawal after 31 days of non-payment. (Membership Handbook: Late Payment Penalties – page 12)
- b) Excessive Biting
Withdrawal after the 3rd written offense and immediate discharge upon the 4th written offense. (Membership Handbook: Emergency Discharge Situations – page 23)
- c) Excessive Aggression
Withdrawal after the 3rd written offense and immediate discharge upon the 4th written offense. (Membership Handbook: Emergency Discharge Situations – page 23)
- d) Potty Offenses
Withdrawal after the 4th written offense of more than 3 accidents a day for a week. (Membership Handbook: Admission Requirements – page 9)
- e) Paperwork Requirements
Withdrawal after 12 days of late paperwork. Immediate discharge on the 13th day. (Membership Handbook : Required Forms – page 14)
- f) 3 and 5 Day All Day Enrollment Readiness
Enrollment status may be re-evaluated at the discretion of the program director. 3 and 5 day all day enrollment is capped at the discretion of the program director due to the all day program being geared toward kindergarten readiness. Some children are not yet ready for the social-emotional and academic demands of the all day Kindergarten-readiness program. If a child is deemed not ready for the all day program by the program director, enrollment status will be revoked.

Sault Cooperative Preschool reserves the right to an emergency withdrawal. (Membership Handbook: Emergency Discharge Situations – page 23)

REFUNDS

Families withdrawing their student/students from the school mid month are required to give one month's notice. If one months notice is not given, the family will be billed for the following month. If you have given one months notice and are leaving mid month, we will prorate the tuition once a written request to prorate tuition is given to the school. **However, under no circumstances is September's tuition ever refunded.**

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CULTURAL COMPETENCY

The Sault Cooperative Preschool admits children of any race, religion, disability, color, nationality and ethnic origin to all the rights, privileges, programs and activities made available to students at the school. We do not discriminate in any way within the administration of our educational policies, enrollment policies, financial plan or any other school administered program. A multi-cultural, anti-biased curriculum is offered. Our membership handbook can provide information on our curriculum, and how culture is displayed in many forms throughout. This information can be found on page 20.

SPECIAL NEEDS STUDENTS

The students will be assessed using the Teach Strategies GOLD. By doing so we will be able to see what areas we need to focus on as a classroom and as individuals. If assessment shows that outside resources/extra supports are needed, then the teachers will set up a meeting with the parents to make a plan for what extra supports need to be put into place. For children who enter the program with diagnosed special needs or disabilities, parents and additional supports will be utilized for staff training, ensuring all needs of the child are being met. A written plan will be in place covering additional resources or supports needed. More information on Special Needs can be found on page 20 of the Membership Handbook.

FUNDRAISING

Parent participation in fundraising is essential to keep the cost of tuition down. The Sault Cooperative Preschool's Super Raffle is the only required fundraiser; however, membership participation in ALL fundraisers is highly encouraged. All members must sign a contract agreeing to participate in the Super Raffle.

Non-Cooperative Members are not excused from fundraising obligations, ONLY direct school volunteering.

VOLUNTEER HOURS OBLIGATION

To assist in the operation of the preschool, each Cooperative member will be required to complete 25 volunteer hours during the 2024-2025 school year. It is your family's responsibility to complete the first half of the school year's required 12.5 hours by December 10th and ensure your work has been submitted to the Committees board member. The second 12.5 volunteer hours are to be completed by May 10th. ***Failure in meeting the Volunteer Hours Obligation will result in a monetary fine to be assessed at \$25 per hour and/or removal from the program.***

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MEMBERSHIP REGISTRATION

EARLY ENROLLMENT PERIOD:

PARTICIPATING MEMBERS:

DATES: JANUARY 29TH – FEBRUARY 2ND

Parents and guardians of the children currently enrolled in the Sault Cooperative Preschool shall be given first option to enroll their child for an available space. The first week of early enrollment is reserved for current members.

FORMER MEMBERS/ALUMNI:

DATES: FEBRUARY 5TH - FEBRUARY 9TH

Persons who have had children attend Sault Cooperative Preschool in past sessions shall be given second option to enroll their child for an available space. The second week of early enrollment is reserved for former members.

GENERAL PUBLIC:

DATES: FEBRUARY 12TH – UNTIL FILLED

Enrollment will be open to the general public starting the 3rd week of early enrollment.

September's non-refundable tuition is due by the end of early enrollment period to secure enrollment. To enroll, members must submit a completed enrollment packet and \$60.00 non-refundable early enrollment fee. If the registration fee is paid after the end of early enrollment period, the registration fee will be increased to our standard enrollment fee, \$80.00, along with September's non-refundable tuition.

Subject to the preferences specified above, all applications for enrollment will be considered in chronological order measured by the payment date of the registration fee and the first month's tuition (September) being received by the above guidelines.

Members may enroll their child in one session only, (first 20 openings); however, they may enter their child's name on more than one waiting list if their preferred session is filled.

A cashier's check is strongly recommended as the school cannot cash checks until the new fiscal year begins in June.

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MEMBER INFORMATION FORM

Name of Child _____ Nickname _____

Street Address _____ Home Phone _____

City _____ State _____ Zip Code _____ Date of Birth: _____

Name of Mother _____ Employer _____

Mothers Occupation _____ Business Phone _____

Cell Phone # _____ E-mail _____

Home address if different from child's _____

Name of Father _____ Employer _____

Fathers Occupation _____ Business Phone _____

Cell Phone # _____ E-mail _____

Home address if different from child's _____

Are there any custody issues of which the school should be made aware? Yes / No (circle)

If yes, please explain.

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Name of Guardian if other than Parent's _____

Person(s) responsible for daily care of child _____

Has your child ever been tested for developmental delays? (i.e. speech, hearing, premature birth) Yes / No (circle)

If yes, please describe and state which agency/agencies performed the evaluation

Child's Family Doctor _____

Address _____ Phone _____

Any known allergies? _____

Emergency Contact and Pick Up

Please provide the name, address, and phone number(s) of 2 people we can call in an emergency if you cannot be reached that are able to pick your student up from school.

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RULE 104

AUTHORIZATION TO RELEASE CRIMINAL HISTORY INFORMATION FOR TEACHER ASSISTANTS VOLUNTEERS AND ASSISTANT CAREGIVERS

I, _____, hereby authorize the release of all criminal history information on file at the Michigan State Police Central Records Division that pertains to me, to the Sault Ste. Marie Cooperative Preschool, Inc.

Signature

Date

Information needed to obtain a criminal history check via LEIN (Law Enforcement Inquiry Network) for the computer

Print Full Name

Race

Sex

_____/_____/_____
Birthdate

Social Security # _____

Driver's License # _____

Record:

Have you ever been convicted of a felony? Yes _____ No _____

Have you ever been convicted as an adult, of an act of immoral conduct, contributing to the delinquency of a child, or a felony involving moral turpitude? Yes _____ No _____

Have you ever had a substantiated charge of child or adult abuse in the Protective Services System in Michigan or another State? Yes _____ No _____

Signature

Date

As adapted from Bureau of Regulatory Service, Child Day Care Licensing Division Rule 104(1)

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RULE 104

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Signature

Date

Information needed to obtain a criminal history check via LEIN (Law Enforcement Inquiry Network) for the computer

Print Full Name

Race

Sex

_____/_____/_____
Birthdate

Social Security # _____

Driver's License # _____

Record:

Have you ever been convicted of a felony? Yes _____ No _____

Have you ever been convicted as an adult, of an act of immoral conduct, contributing to the delinquency of a child, or a felony involving moral turpitude? Yes _____ No _____

Have you ever had a substantiated charge of child or adult abuse in the Protective Services System in Michigan or another State? Yes _____ No _____

Signature

Date

As adapted from Bureau of Regulatory Service, Child Day Care Licensing Division Rule 104(1)

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CONSENT FOR PUBLICATION OF PHOTOGRAPH

I, _____ parent/guardian for _____, DOB _____ give my consent to the Sault Cooperative Preschool to utilize my child's photograph in conjunction with the newspaper and/or school websites and/or social media and/or magazine articles featuring the school.

I also give my consent for my child's photograph to be used within the school for presentations and possible end of the year photo CD and yearbook.

If you wish to allow your child's photograph to be on social media but do not wish to be tagged please indicate by initially here: _____.

YES _____

NO _____

I understand this consent will be valid only during the school year beginning September 2024 and will be null and void when the school year ends June 2025.

Parent/Guardian Signature

Date

Parent Guardian Signature

Date

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FIELD TRIP AND BUSSING CONSENT

TRANSPORTATION WAIVER AND RELEASE OF LIABILITY

I understand that Sault Cooperative Preschool will utilize bus transportation during field trips.

I give permission for my child _____, to be transported by bus for all field trips which he/she will attend during the 2024/2025 school year at Sault Ste. Marie Cooperative Preschool.

Bus transportation will be provided by Sault Area Schools Transportation Department or Joseph K. Lumsden Bahweting Anishnabe PSA of Sault Ste. Marie, Michigan.

Field Trip locations, dates and times will be provided on the monthly calendars.

I hereby release Sault Ste. Marie Cooperative Preschool, Sault Area Public Schools, and Joseph K. Lumsden Bahweting Anishnabe PSA, their Directors and employees from responsibility for the lost or stolen property or bodily injury to me and/or my child resulting from or attributed to the bus transportation.

I have read and understand the above and indicate so by signing below.

Name: _____

Signature: _____

Date: _____

If you wish to opt out of having your child being transported to and from field trips and wish to transport him / her yourself, please initial here: _____.

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CHILD CARE ORGANIZATION LICENSING CHANGES

Per the State of Michigan, the Sault Cooperative Preschool is now required to keep a Licensing Notebook. To comply with legislation, the preschool must assure that each parent signs a document that includes all of the following statements:

- The center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare

I have read the above information regarding the Sault Sainte Marie Cooperative Preschool and am aware that a Licensing Notebook is available for my viewing, if I so choose.

Signature

Print Name

Child's Name

Date: _____

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ACKNOWLEDGMENT STATEMENT POLICIES AND PROCEDURES

I understand that the Policies and Procedures for Sault Cooperative Preschool are available on Sault Cooperative Preschool's website or a hard copy is available at my request. I have read the Policies and Procedures and I am fully aware of the philosophy, goals, policies, and procedures of Sault Ste. Marie Cooperative Preschool. I am in agreement with such conditions and will abide by them. Throughout the school year, policies and procedures may need to be updated. The Policies and Procedures will be available online and I will be notified of any updates that may occur.

My child, _____, will be registered in the following session at Sault Ste. Marie Cooperative Preschool. (circle one)

5 Day AM

5 Day All Day

3 Day AM

3 Day All Day

The monthly charge for this program is \$_____. If I plan to withdraw my child from the program, I will give at least one month's notice. Tuition is due by the 1st of the month, or a late fee will be assessed.

This signed agreement, along with a non-refundable registration fee, 1st month's non-refundable tuition payment and the return of the paperwork needed for my child's file, will complete the enrollment process.

Parent/Guardian Signature:

Parent/Guardian Signature:

Date:

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EARLY WITHDRAWAL POLICY

I _____ (parent's name) understand that if I withdraw my child, _____ (child's name) after September 15th 2024, that I will give one (1) month's notice to the Director of Sault Cooperative Preschool. I understand if I withdraw my student and I do not give one (1) months notice I will be required to pay the following month's tuition.

If you do give one (1) months notice about withdrawal, you will not be required to pay the following months tuition. If you give notice you will be able to have the month's tuition prorated if your student leaves in the middle of the month.

Parent/Guardian signature

Date