

# 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](mailto: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
- Supplies Fee
- Enrollment Packet Forms 1-7
- Child Information Card
- Super Raffle Contract
- Copy of Immunization Record
- Copy of Birth Certificate
- Health Appraisal
- Central Registry Clearance Form

If you have any questions, please do not hesitate to call 906-440-9089 or email [saultcooperative@gmail.com](mailto:saultcooperative@gmail.com). Again, thank you for your interest in our preschool and we are looking forward to an exciting school year.

Sincerely,

Erin Smith,  
Membership Board of Trustee  
Sault Cooperative Preschool

# SAULT COOPERATIVE PRESCHOOL

## 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 NA 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 e-mail address if applicable.

### 3. Rule 104 –

This goes hand in hand with #10. 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 Photograph –

It is not mandatory, but will allow your child's photo to be used in the yearbook or the newspaper if the opportunity arises.

### 5. Field Trip and Busing 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 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 numbers to call you! EVERY LINE MUST BE FILLED OUT! If NA, then please put NA. Also, any other adults that will be picking up your child from preschool MUST be on the card or the school WILL NOT RELEASE THEM! This is for the safety of the children.

### 7. Child Care Organization Licensing Changes-

This is required by the state.

### 8. Policies and Procedures-

Upon receiving the Policy and Procedure that are provided in the "welcome" area to the preschool and online, we ask that you sign the "Acknowledgement Statement" to keep on file.

### 9. 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. Rather than write in the immunization information, you may attach a copy of your child's

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immunization record, as provided by your child's health care provider. Be sure to write "See Attached" in the Immunization section.

## 10. Super Raffle Contract -

As a Cooperative, Sault Cooperative Preschool is funded and run by the members. The Super Raffle is the largest and most important fundraiser every year. Whether you are Cooperative or NonCooperative members, ALL members must participate.

## 11. Central Registry Clearance Form –

This must be completed every year. The form must be completed, in full, and taken to the DHS offices on Three Mile Road, along with a copy of your driver's license. You should remember to put your social security number, maiden name or any other previous names you have used, and sign it. It is your responsibility to submit this to DHS – then return a few days later to pick it up. This is a very critical step in the enrollment process. Once you pick the form back up from DHS, you must submit it with your enrollment packet. Without that completed form – you will not be able to work at the school.

## 12. Early Withdrawal Policy -

This is a required form. It will help you understand what it means if you wish to withdraw your student after September 15th of the school year.

\*Health Care Appraisal Form and Central Registry Clearance Form should be turned in right before the school year begins. All other forms can be completed and returned to the office at your earliest convenience. (No later than the second week of September)

\*\* All Students under the age of three (3) require an Attendance Eligibility Waiver to attend as our programs are designed for ages 3-5. Our program starts accepting students as early as ages two years and nine months.

\*\*\*All forms (except the Health Appraisal and Central Registry Form) 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 you will be unenrolled.

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## ADMISSION REQUIREMENTS

Children shall be between two and six months (2 1/2) 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 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 equipped for diaper changing or daily accidents.

## TUITION AND REGISTRATION

Monthly Tuition Rates:

**3 Day AM Session** (Tues., Weds., Thurs. 9:00 am – 12:00 p.m.)

Cooperative Membership - \$140.00/month

Non Cooperative Membership - \$200.00/month

**3 Day All Day Session** (Tues., Weds., Thurs. 8:45 am – 5:15 pm)

\*Your all day student can be dropped off at 7:30am.

Cooperative Membership - \$300.00/month

Non Cooperative Membership - \$360.00/month

**5 Day AM Session** (Mon.-Friday 8:45 am – 11:45 am)

Cooperative Membership \$215.00/month

Non Cooperative Membership - \$275.00/month

**5 Day All Day Session** (Mon. – Friday 8:45 am – 5:00 pm)

\*Your all day student can be dropped off at 7:30am.

Cooperative Membership - \$510.00/month

Non Cooperative Membership - \$570.00/month

**Non-Refundable Registration Fee if paid before April 1<sup>st</sup>, 2022 it will be \$60.00. If the Registration Fee is paid after April 1<sup>st</sup>, 2022 it will be \$80.00.**

# SAULT COOPERATIVE PRESCHOOL

## FEES

\*All Fees are non-refundable

### **EARLY REGISTRATION FEE (NON-REFUNDABLE): \$60.00**

Must be paid before early enrollment cut off date (April 1st)

### **STANDARD REGISTRATION FEE (NON-REFUNDABLE): \$80.00**

Any enrollments after the early enrollment cut off date will be charged the standard registration fee.

### **SUPPLIES FEES: \$100.00**

Rather than give our parents a list of everything they will need in supplies to bring to class, we charge a standard amount. This allows us to purchase all the supplies the students would need throughout the year at any time.

### **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 on page 9.

### **EARLY DROP OFF BEGINS AT 7:30AM AND AFTER CARE ENDS AT 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 6 days of not paying your tuition you will receive a \$20 late fee.

After 12 days of not paying your tuition (six days after the first late fee) you will be issued a \$25 late fee and 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. If you do not pay your Early Drop Off/After Care bills within 12 days of receiving the bill you will be asked not to bring the child for early drop off or after care until the bill is paid in full. The child's space in the program will not be held and may be given to the next family on the waiting list.

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## DISMISSAL POLICY:

There are occurrences that will cause children to be dismissed from our program. Accordance with licensing, child welfare, child safety, and member responsibilities are just some of the underlying causes for termination and dismissal. Parents will be given notice of the occurrence and written documentation of any and all offenses. After the 3rd offense, the student will be removed from our 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)

Sault Cooperative Preschool reserves the right to an emergency withdrawal of any student at any time. (Membership Handbook: Emergency Discharge Situation- 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 give one months notice and are leaving mid month we will prorate the tuition once a written request for a prorated tuition is submitted to the Board President. **However, under no circumstances is September's tuition ever refunded.**

## CULTURAL COMPETENCY

The Sault Ste. Marie Cooperative Preschool admits children of any race, religion, disability, color, national 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. Membership Handbook page 20

# SAULT COOPERATIVE PRESCHOOL

## 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 support 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. Membership Handbook page 20

## FUNDRAISERS

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 the 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 2022-2023 school year. It is your family's responsibility to complete the first half of the school year's required 12.5 volunteer hours by December 10th and ensure your work has been submitted to the committee's board members. The second 12.5 volunteer hours are to be completed by May 10th. If hours are not completed by these dates your family will be assessed a bill at \$25 an hour that is missed. **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.**

Members are also required to assist in maintenance of preschool and major work parties as scheduled to improve and maintain preschool premises and equipment.

A detailed list of each committee and ways to fulfill your volunteer hours can be found in the "Policies and Procedures" and can be discussed with the school committee chairperson.

**BOARD POSITION-** If you wish to fulfill your 25 hours of volunteer hours by being a board member you will have your registration fee waived. If you terminate your position prior to the board positions May 2022 - May 2023 term you will be required to pay your full registration fee to the school at the time of termination. The board position is required that you attend the monthly meetings, fulfill your position duties, and be available by email when need be. You will be allowed to miss 2 regular meetings but if you miss more you will be removed from the Board.

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## MEMBERSHIP REGISTRATION

### **EARLY ENROLLMENT:**

#### **PARTICIPATING MEMBERS:**

DATES: JANUARY 25TH - FEBRUARY 2ND

Parents and guardians of the children currently enrolled in Sault Cooperative Preschool shall be given the 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 3RD- FEBRUARY 10TH

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

#### **GENERAL PUBLIC:**

DATES: FEBRUARY 11TH - 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 June 1st, 2022

To enroll members must submit a completed enrollment packet and the registration fee.

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.

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.

Cashiers checks are strongly recommended as the school cannot cash checks until the new fiscal year which begins in June.



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## ENROLLMENT CONTRACT

Student's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Male or Female (circle)

Parents/Guardian \_\_\_\_\_

### 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 only a limited number of all day class spots.

### Please Check Volunteer Preference

\_\_\_\_\_ Cooperative Member – I will work **25 hours** during the school year (June 2018 – June 2019). 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 Information Card
7. Child Care Organization Licensing Changes
8. Health Appraisal and Immunization Record (Do NOT complete prior to May 2022)
9. Request for Central Registry Clearance (Do NOT complete prior to May 2022)

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 Sainte Marie 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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## MEMBER INFORMATION FORM

Name of Child \_\_\_\_\_ Nickname \_\_\_\_\_

Street Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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Name of Mother \_\_\_\_\_ Employer \_\_\_\_\_

Mothers Occupation \_\_\_\_\_ Business Phone \_\_\_\_\_

Cell Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Home address if different from child's \_\_\_\_\_

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Name of Father \_\_\_\_\_ Employer \_\_\_\_\_

Father's Occupation \_\_\_\_\_ Business Phone \_\_\_\_\_

Cell Phone# \_\_\_\_\_ E-Mail \_\_\_\_\_

Home address if different from child's \_\_\_\_\_

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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) \_\_\_\_\_

# SAULT COOPERATIVE PRESCHOOL

If yes, please describe and state which agency/agencies performed \_\_\_\_\_

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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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# SAULT COOPERATIVE PRESCHOOL

## 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 of 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, of 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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\_\_\_\_\_  
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, of 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)

# SAULT COOPERATIVE PRESCHOOL

## CONSENT FOR PUBLICATION OF PHOTOGRAPH

I, \_\_\_\_\_ parent/guardian for \_\_\_\_\_, DOB \_\_\_\_\_ give my consent to the Sault Ste. Marie 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 wish not to be tagged please indicate by initially here: \_\_\_\_\_.

YES \_\_\_\_\_

NO \_\_\_\_\_

I understand this consent will be valid only during the school year beginning June 2022 and will be null and void when the school year ends June 2023.

\_\_\_\_\_  
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 Ste. Marie Cooperative Preschool will utilize bus transportations 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 2022-2023 school year at Sault Ste. Marie Cooperative Preschool. The transportation rate for my child will be given at the time of each field trip, which will be due the day of the field trip. I acknowledge that parent(s) and guardian(s) are permitted to ride the bus, but siblings are not.

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: \_\_\_\_\_.

# SAULT COOPERATIVE PRESCHOOL

## CHILD CARE ORGANIZATION LICENSING CHANGES

Per the State of Michigan, the Sault Sainte Marie 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](http://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.

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Signature

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Print Name

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Child's Name



# SAULT COOPERATIVE PRESCHOOL

## 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 Cooperative Preschool. (circle one below)

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 know that I am required to give at least one month's notice of withdrawal and if I don't I will be required to pay the monthly tuition for the month. Tuition is due by the 1st of the month, or a late fee will be assessed.

This signed agreement, along with a \$60.00 non-refundable (if before April 1st) or \$80.00 (after April 1st) registration fee, 1<sup>st</sup> 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:

Revised 01/20/2022

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## EARLY WITHDRAWAL POLICY

I \_\_\_\_\_ (Parent's Name) understand that if I withdraw my child,  
\_\_\_\_\_ (Child's Name), after September 15th, that I will give one (1) month's  
notice to the Director of Sault Cooperative Preschool. I understand that 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 the one (1) month notice about the withdrawal you will not be required to pay the following month's  
tuition. If you give the 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

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## SUPER RAFFLE CONTRACT

2022-2023

The Sault Cooperative Preschool is a non-profit organization; therefore, fundraising is essential for the success of our school. The Super Raffle is one of the preschool's largest fundraisers. Our members are accountable for \$300.00 worth of raffle tickets. This year, the preschool is offering an incentive to the member who sells the most raffle tickets! The incentive is \$100 towards tuition. You will be given 40 raffle tickets at the starting date of the raffle period, please request more at any time. Ticket stubs and money must be turned in promptly on the last day of the raffle period (one week prior to the super raffle drawing).

\*Once you receive your tickets you will be responsible to pay for these tickets. If your student is un-enrolled during the time that you have the tickets in your possession, you will still be required to pay the amount due for the tickets.

- I am responsible for selling \$300.00 worth of Super Raffle tickets. I will be held accountable for the total amount, whether ticket stubs are turned in or not.

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Student's Name

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Class

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Date

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Parent/Guardian (please print)

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Parent/Guardian Signature