



# Milford Cooperative Preschool REGISTRATION FORM 2009-2010 School Year

CHILD'S NAME: \_\_\_\_\_ NICK NAME: \_\_\_\_\_

PARENTS' NAMES: \_\_\_\_\_ CHILD'S BIRTH DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Any child 24 months of age on or before December 1<sup>st</sup> of the current year is eligible for enrollment in the Parent/Tot class. Any child 3 years old or 4 years old before December 1<sup>st</sup> of the current year is eligible for enrollment in the 3 and 4-year-old class, respectively. Please place a "1" by your first choice class and a "2" by your second choice class. If you do not get your first choice class and wish to be put on a waiting list for it, please put a check mark by the appropriate line.

Parent/Tot program, Tues (min. 4 students)	9:00 am – 10:00 am	_____	\$ 40/month
Parent/Tot program, Thu (min. 4 students)	9:00 am – 10:00 am	_____	\$ 40/month
3 year old program, Tuesday & Thursday	10:30 am – 12:30 am	_____	\$110/month
3 year old program, Tuesday & Thursday	1:15 pm – 3:15 pm	_____	\$110/month
4 year old program, Monday, Wednesday & Friday	9:05 am – 12:05 pm	_____	\$170/month
4 year old program, Monday, Wednesday & Friday	1:00 pm – 3:30 pm	_____	\$160/month

\_\_\_\_\_ Place me on the waiting list for my 1st choice class if it is full.

\_\_\_\_\_ Check here if you are registering another child for the 2009/2010 school year.

In order to secure your registration, please return the following to **Milford Cooperative Preschool**, 525 Hickory Street, Milford, MI 48381 (all checks should be made payable to MCP).

- ☺ Completed Registration Form, signed Parent Agreement Form and Job Preference Sheet
- ☺ Non-refundable registration fee (\$25 for parent/tot and \$50 for the 3 or 4 year old program)
- ☺ Last month's tuition, May 2010 (reference above for amount) Refundable only if your child's spot is filled

Please phone our Membership Secretary, Rhonda Beesley, at 248-515-9977 with questions.

**AGREEMENT**

I hereby understand and agree that I shall not, in any way, hold Milford Cooperative Preschool or any school faculty or board responsible for any injuries or accidents that may happen to my child while attending MCP. I understand and agree that I shall be responsible for notifying the Director and the Membership Secretary if my child will no longer be attending the preschool. I further understand that the registration fee and last months tuition is nonrefundable, and that I will forfeit the registration fee and last month's tuition if I withdraw my child from MCP.

**PARENT OR GUARDIAN** \_\_\_\_\_

*In order to better plan for future enrollment, please answer the following questions.*

1. Do you have younger children at home who may possibly be attending MCP in future years? \_\_\_\_\_
2. Please list the number of younger siblings and their birth years. \_\_\_\_\_
3. How did you hear about/what made you choose MCP \_\_\_\_\_
4. Who were you referred by \_\_\_\_\_ (if not filled in \$35 credit will be not be given)

The Milford Cooperative Preschool is a non-profit organization and does not discriminate on the basis of sex, race, creed, ethnic or national origin.

<b>For school use only:</b> Date:	Lottery#:	Registration Ck#:	Tuition Ck#:
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## Please return the top portion of this sheet with your completed registration

Each member of Milford Cooperative Preschool must perform a job for the school. **Jobs for the 2009/2010 school year will be filled on a first come, first served basis.** Please list your top four job choices below, and return this portion of the form with your enrollment paperwork. Please think carefully about all of your choices as you may not receive your first choice and it is difficult to change jobs once the assignments have been made (if you cannot complete a specific job for health reasons please attach an explanation with your completed job choices)!

Your Name: \_\_\_\_\_

Job Choice #1 \_\_\_\_\_

Job Choice #2 \_\_\_\_\_

Job Choice #3 \_\_\_\_\_

Job Choice #4 \_\_\_\_\_

Complete job descriptions will be distributed at the August meeting (for jobs that require summer work, descriptions will be delivered in May). Please note that there is the possibility that the job(s) you want may not be available and an alternative will be assigned.

Registration Date	Class	Lottery #
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-----Cut on Dotted Line-----

### Retain For Your Records

Your Name: \_\_\_\_\_

Job Choice #1 \_\_\_\_\_

Job Choice #2 \_\_\_\_\_

Job Choice #3 \_\_\_\_\_

Job Choice #4 \_\_\_\_\_

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Behind every great kid  
is a great school!

Preschool

This is a list of the jobs available at MCP for the 2008/2009 school year. Each job contains a *very brief* summary of duties. *Please refer to the Job Binder* (which will be located outside of the reading room) for complete descriptions.

You may contact Kim Mrozinski at 248-684-4969 with any questions.

### **Advertising Committee**

Number of positions: 2

Can be filled by members of any class

Members of this committee are in charge of advertising for the preschool. Advertising events may include, but not limited too, Milford Memories, Central Park Movie Night, summer camps, and enrollment.

### **Building and Grounds Committee**

Number of positions: 1

Can be filled by members of any class

Experience with home repair/plumbing is useful for this job (remember Dad can sign up too!). Job duties are based on school needs. People on this committee should be prepared to help the Building and Grounds Chairperson with any repairs necessary. In the past this has included painting the building, fixing leaky faucets, replacing a toilet, repairing siding, and repairing the vacuum cleaner. Summer work may be necessary.

### **Class Chairperson & Class Photographer**

Number of positions: 1 per class

Each class chairperson is responsible for creating a class fan-out (phone list) in the fall. The chairperson is also responsible for organizing and taking photos of all class parties (7 per class, 8 for four-year-olds). Organizing the parties typically involves planning the food and assigning food items, etc. to the parents who have volunteered for each party. The Class Chair may also ask other members to help decorate the class bulletin board throughout the year.

### **Decorating Committee**

Number of positions: 2

Can be filled by members of any class

The members of this committee are responsible for decorating the inside of the building at the beginning of each month, as well as removing the prior month's decorations.

### **Family Picnic and Thanksgiving Parade Committee**

Number of positions: 4

Can be filled by members of any class

The members of this committee will plan both the Parade in the fall and the Family Picnic in May. The number of meetings/work involved will depend on the details of each event (decided by the committee).

## **Field Trip Organizers**

Number of positions: 3

Most of the field trips will be pre-arranged by the Director, others will need to be arranged by the Field Trip Organizer, in conjunction with the Director. In both cases, the Field Trip Organizer is responsible for writing detailed instructions to parents, providing a map and ensuring that this information is delivered in advance of the field trip.

## **Social/Fundraising Committee**

Number of positions: Unlimited

Can be filled by members of any class

Members of this committee must be available to help the fundraising chair and co-fundraiser with fundraising events (approximately 4-5 per year). This may involve attending meetings, event coordinating, counting money, publicizing events and delivering products to the members.

## **Gardeners**

Number of positions: 1

Can be filled by members of any class

The gardeners are responsible for maintaining the front and back lawn (grass) and gardens. The gardeners are also responsible for exterior decorating and generally ensuring that the school appears beautiful! Workload will be heavier in fall and spring. Summer work may be necessary.

## **Parent Tot Watch**

Number of positions: 2

Can be filled by members of any class

These people will be responsible for watching siblings in the Parent Tot class while class is in session. You may bring your children with you. The person in this position receives a participation credit of \$24.00 each month. If you'd like this position, please indicate your preferred choice of day on the form.

## **Recognition Day Committee**

Number of positions: 2

Must be filled by parents of 4 yr old class

The members of this committee will plan Recognition Day (graduation) for the 4-year-olds of both classes. This will involve several meetings and shopping. It may also involve making decorations, etc. Committee members will need to assign food items, etc. to the parents who have volunteered to assist that day.

## **Scholastic Book Committee**

Number of positions: 1

Can be filled by members of any class

Each month, collating and distributing Scholastic book orders, collecting all payments and placing the order. They will distribute books to students upon arrival.

## **Yearbook**

Number of positions: 1

Can be filled by members of any class

Using pictures from the Class Chairperson and parents, this will be in charge of making a printed yearbook for the school that will be offered to all the parents to purchase.

## **Toy Cleaners**

Number of positions: Unlimited

Can be filled by members of any class

Toys need to be cleaned on a weekly basis. The Health Secretary will plan a toy rotation/person rotation schedule to regulate workload. Toys are to be cleaned at the school.

## **Weekly Cleaner**

Number of positions: 5, one person for each day of week

Can be filled by members of any class

Each weekly cleaner will choose a day of the week to clean and is responsible for entirely cleaning the school each week (approximately 1½ -2 hours a week). The people in this position receive a participation credit of \$32.00 each month. If you'd like this position, please indicate your preferred choice of cleaning days on the form.

## **Directors Helper**

Number of positions: 1

Can be filled by members of any class

The Directors Helper is responsible for cutting, tracing, keeping the classroom books in good condition, and some building decorating. They are also there to help the Director with little tasks when asked.

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Preschool

# Parent Agreement Form

Dear Parents,

You are enrolling your child in Milford Cooperative Preschool, one of the best preschool programs and a staple in the Milford community. The Milford Cooperative Preschool Board of Directors and Staff thank you in advance for your cooperation.

Milford Cooperative Preschool is a cooperative program, and we certainly could not have existed this long without the active participation of our members. This Parent Agreement Form details your responsibilities as a MCP co-op member, and *your signature indicates your acceptance of these responsibilities.*

- I will read the Milford Cooperative Preschool Constitution, Bylaws, Handbook and Emergency Procedures
- I will attend **each and every** General Membership Meeting.
- I will attend one of the cleaning sessions held during the year or pay a non-participation fee of \$35 to the school.
- I will pay tuition, fines, and fundraising obligations on time.
- I will choose one of the available school jobs or pay a non-participation fee of \$250.00 to the school.
- I will volunteer to assist with class parties/fundraising event(s) or pay a non-participation fee of \$30 to the school. (Participation is defined as Pre-event planning, Set-Up, Operation during, or Clean-Up after the event.)
- I will assist during class sessions as often as possible and will be present when my child is the helper of the day, assisting with any tasks.
- I understand there each family must meet all fundraising obligations or \$125 (excludes Parent/Tot families).
- I will contribute my time, talents and ideas whenever possible to maintain and improve the total growth and success of the preschool.
- I understand that my involvement in the above activities and committees is critical to the operation of Milford Cooperative Preschool. Further, I understand that failure to carry out my responsibilities could result in my child being removed from the school's enrollment.
- All adults are expected to conduct themselves in a courteous and professional manner on the premises of Milford Cooperative Preschool. Language shall not be foul, demeaning or otherwise inappropriate. Harassment, threats, or acts of violence will not be tolerated. No weapons, alcohol or illegal substances are allowed on the school premises. Indecent exposure or other deviant acts will also be grounds for dismissal. Based on the severity of the infraction, the staff may issue immediate corrective action up to and including dismissal of the offender's child (or children) from the school. The Board of Directors shall review all corrective action, including written warnings. The Board shall make the final decision regarding all corrective action.
- I will allow my child's photograph to be used for the enjoyment of all members (Example: scrapbook, bulletin boards).
- I will inform the Health Secretary of MCP of any communicable disease my child or children may have.
- Permission is hereby granted for MCP to notify all families of any communicable disease my child or children may have (Example: We have 2 cases of chicken pox).
- I am aware that abuse and neglect of children is against the law.
- I have been informed that the policy of MCP is to document and report suspected abuse to the proper authorities.
- I have been informed that by law caregivers are mandated to report abuse and neglect.
- I am aware that the information I provide to the school will be used for official school business only.

Please read this Parent Agreement Form thoroughly and return it signed and dated with your registration form.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date



## FUNDRAISING

(Parent/Tot classes are not required to fundraise)

Is selling items the only way to meet to the fundraising commitment?

\*\*\* The answer is ..... **NO!!** It's the traditional way but not the only way.

Below are some **FUN** and **EASY** ways to meet it...

- Kroger Card
  - This is an **EASY** and GREAT way! Kroger donates 5% of your grocery bill, which comes directly off the fundraising commitment.
  
- Family Fun Nights
  - **FUN** for the entire family, including grandparents, aunts, uncles and friends. Special events are held during the school year such as Holiday Fun Night, Spring Fun Night, Parents Night Out (without the kids), etc. At the fun nights there are crafts for the kids, food and drink, and special appearances from Santa, the Easter Bunny and many more surprises for the kids. The ticket prices are taken directly off the fundraising commitment.
  
- Silent Auction
  - Spend an evening out that includes foods, drinks, **FUN** and an opportunity to buy and save on items such as sporting events, sport items, golf, spa packages, household items, children's books, gift certificates and much more. Invite friends, family and neighbors because the price of the ticket and any items purchased are taken directly off the fundraising commitment.

The above are only a few **FUN** and **EASY** ways to raise funds—there are many, many more opportunities. Or, join the Board or Committee and help find more **FUN** and **EASY** ways to help!!!