PRESCHOOL CONTRACT/REGISTRATION FORM **Paso Robles Co-op Preschool, Inc**

2024-2025 **533 15th Street** Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Paso Robles, CA 93446**

**Phone (805) 238-5059**  Reg. Fee $75 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**License # 406210901 / Tax ID #95-2681047**

I am enrolling my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Middle Last

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Address Phone Email

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Paso Robles Co-operative Preschool, Inc.

Birthdate

I am aware that this is a Cooperative Preschool and that all parents have a responsibility in the educational quality and operation of this school. I am aware of the following requirements and procedures, which will be binding on me as a parent or legal guardian:

1. All required health forms must be completed and turned in before my child may attend school.
2. I (parent/guardian) am required to attend scheduled mandatory parent meetings.
3. I agree to be responsible for the daily operation of our preschool. This means serving as either a Board Member or holding a Support Job. My responsibility is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (to be filled in by Director regarding your choices).
4. I understand that upon enrollment I agree to read and uphold all rules and regulations set forth in the Parent Handbook, By-Laws, and in this contract. Current Parent Handbook & By-Laws available on PRCP website & by request.
5. I agree to notify the Executive Director, IN WRITING, **at least two weeks** in advance, if it is necessary to withdraw my child from the preschool. If a two-week notice of termination is not received; two weeks of tuition will be due and payable upon leaving school.
6. The Paso Robles Co-op Preschool & its contents are cleaned & disinfected daily. I will not hold PRCP or its representatives responsible for the contact &/ or spread of any contagious disease or infection. I will notify the PRCP Director immediately if any family member is exposed to, or tests positive for, any contagious disease or infection.
7. I understand the following concerning tuition, fees, and fines:
   1. A non-refundable fee of $75 is paid with this registration & is only refunded if application/ contract/ registration is not accepted.
   2. Tuition is due to the office on the 1st of each month, September thru May, and is delinquent after the **10th** of the month. A $30 late fee is assessed after the 10th of the month unless payment arrangements have been made with the Executive Director.
   3. There is a $50 fee for returned checks.
   4. Level 1 and 1.5 parents who are not able to show up for their working day **must find a replacement**. The Director &/ or Teacher will not be able to find a replacement for you. If you are unable to find a replacement, a $50 fine will be added to your next tuition statement.
   5. To offset high tuition costs each family is required to ***fully*** participate in mandatory fundraisers each year. There is a $400 fine for non-participation per fundraiser, however; families who choose to opt out of **all** fundraising may “buy-out” @ $750, prior to the first mandatory fundraiser. This rate will be prorated for families who join the school later in the school year. A $30 late fee will be assessed to Fundraiser monies not paid in full by due dates unless payment arrangements are made with the Executive Director.
   6. Support Jobs & mandatory Clean-Up Days are an important part of keeping our school healthy, good condition, & looking its best. A $50 fine will be assessed for non-completion of Parent Support Jobs by the 15th of each month. Non-participation in Clean-Up Days will result in a $100 fine each. Please discuss with Director if special arrangements &/ or times need to be scheduled.
   7. Missing mandatory Parent Meetings (2) will result in a fine of $50 each.
   8. A 10% per month discount is given when two or more children attending the school from the same family in the same year.
   9. A 5% discount is given on overall tuition when paid in full for the year by your **2nd tuition payment’s due date**.
   10. Please see Parent Handbook & By-Laws for more information.

*Tuition schedule is as follows:*

**Level 1: Monthly Tuition: MW 2 days $204 - TTH 2days $219 - MWF 3 days $306 - TTHF 3 days $321- (Sept. – May)**

**Level 1.5 Monthly Tuition: MW 2 days $242 - TTH 2 days $260 - MWF 3 days $363 - TTHF 3 days $380- (Sept. – May)**

Above work in the classroom according to the monthly schedule from 8:20 until 12:10. **Due to variables in lengths of months, class size and the ratio between Level 1/ 1.5 to Level 2 parents, Level 1 and Level 1.5 working parents must expect to work a range of 1-4 days per month.**

**Level 2**: **Monthly Tuition: MW 2 days $280- TTH 2 days $300- MWF 3 days $419- TTHF 3 days $440- (Sept. – May)**

***(Preferred 3 per class at a 1:3 ratio)***

Failure to comply with the above requirements will result in child’s dismissal.

I have read and understand the above stated requirements for the Paso Robles Co-op Preschool, Inc. and agree to them.

Parent/Guardian Signature/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print all Parent/ Guardian Names \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Class:** | Transition/PRE-K PRE-K | | | | | 2-4s 2-4s | | | | |
| **Select Desired Class Days:** |  | M/W/F |  | | T/TH/F |  | M/W |  | T/TH | |
| **Preferred Participation Level:** |  | Level 1 *(working)* |  | |  |  | Level 1 *(working)* |  |  | |
|  |  | Level 1.5 (*work ½ time*) | |  |  |  | Level 1.5 (*work ½ time*) | |  |  |
|  |  | Level 2 *(non-working)* |  | |  |  | Level 2 *(non-working)* |  |  | |
| **Fundraising Participation:** |  | Yes |  | | No *(additional fee incurred)* |  | Yes |  | No *(additional fee incurred)* | |

***revised 3/2024***