

YOUR FAMILY'S CO-OP AGREEMENT with West Side Preschool

West Side Preschool is a Cooperative Preschool and the participation of the child's family is essential to its function. Therefore, the following agreement is necessary.

I HEREBY AGREE TO:

1. Providing a family member to ***participate regularly in my child's classroom for the entire class period on the days I am assigned.***
 - a. I will arrange childcare for my other children when I am participating in the classroom.
 - b. When I am unable to be present on the day I am assigned:
 - I will arrange for another adult member of my immediate family to do so, *or*
 - I will trade my workday with another family in the class, *or*
 - I will arrange for a Paid Parent Helper to take my place for a fee of **\$40**
 - *If I fail to find a replacement for myself on my assigned workday and the teacher is left shorthanded in the classroom, I will pay a \$50 penalty fee.*
2. **Full tuition is required** for each month my child is registered to attend, **regardless of the number of days he/she actually attends.** Tuition is due on the first of each month. A **\$25.00 late fee** will be assessed for payments received after the 10th of the month.
 - **Tuition may be paid by cash, check, online or automatic bill pay.** If a check should be returned for insufficient funds, a **\$35 fee** will be charged. My child's enrollment may be terminated if tuition becomes delinquent over 30 days.
 - **Two weeks' notice is required if I decide to withdraw my child from Preschool.** *I am responsible for tuition and helping days up to and including the period when such notice is given.*
3. **Participate in ONE of the designated Clean-Up Nights (1 hour long)** scheduled at Preschool throughout the school year. I will include a \$30 clean-Up Night deposit *with my first month's tuition* and understand that the **\$30 will be refunded** when an adult member of my family attends one of the hour-long clean-up nights.
4. WS Preschool reserves the right to determine the best placement for my child in order to provide the best learning environment possible and keep within our limit of one child with special needs per class.
5. Allow WS Preschool to use my child's picture on the West Side Preschool Facebook page. No names are posted. Inform the preschool office if I do not want his/her picture on Facebook. As a parent, please only post pictures of your child.
6. Release West Side Church, West Side Preschool Advisory Committee, and West Side Preschool and its teachers from any liability in case of accident. It is understood that all due care will be taken for the safety of all children.
7. Should an aide be necessary for an individual child for the safety and management of the class, the cost will be covered by the parent.

I UNDERSTAND THAT:

8. West Side Preschool follows the **Richland Public School Calendar** for vacations, holidays, professional days and school closures due to bad weather.
9. West Side Preschool will not hold classes for 1-2 days during one of the following: Teacher Planning Retreat (October), or the National NAEYC Preschool Convention (November).

Date

Parent or Guardian's Signature