

December 30, 2016

At the South County Pre-Kindergarten Co-Op (SCPC), we strive to provide a positive first school experience for your child and your family. We're excited to welcome you to our Co-op family!

Registration for the 2017-2018 school-year at SCPC will be open as follows:

<b>Jan 9-13</b>	Priority registration for current/continuing students
<b>Jan 17-20</b>	Priority registration for Alumni students
<b>Jan 23-ongoing</b>	Registration Open for new/all students

We are pleased to offer the following programs for fall 2017:

3's T/TH	9:00-11:30am Students must be 3 by Sept 1st, 2017* – 2.5 hrs, \$105/mth
4's M/W/F	9:00-12:00pm Students must be 4 by Oct 31, 2017* — 3 hrs, \$150/mth

\*Exceptions are granted, space allowing with teacher approval. Exceptions will be made at schools discretion\*

\*\* All children must be potty trained\*\*

All enrollment applications must be returned to the school during the times outlined above (or arrive to the school's PO Box during the times above). The applications may be brought to the school from 9:30am – 3:00pm, Monday -Thursday and 9:30am until 11:30 on Fridays. **Classes will be filled on a first-come, first-served basis.** There is a drop box outside the main entrance for dropping applications after hours. They may be mailed to the PO BOX, SCPC PO BOX 160, Davidsonville MD 21035. Applications received at the PO Box early will be considered to have been received at the end of the first day of applicable enrollment period.

Please fill out the registration forms; all forms are available on our website ([www.davidsonvilleprek.com](http://www.davidsonvilleprek.com)). Once on the site, click on the link on the left side called "Enrollment" and print out the "New Student Registration Forms". If for any reason you cannot access the site or print forms yourself, please contact [enrollment@davidsonvilleprek.com](mailto:enrollment@davidsonvilleprek.com) and we will email a packet to you.

**A complete registration packet will have the following:**

- \$100 non-refundable registration check payable to SCPC (child's name in memo line, discounts are granted for multiple applicants (\$100 first child, \$50 second, \$0 third)).
- Registration Forms
  - Registration form and "all about my child"
  - Committee preferences
  - Signed Obligations of Membership
  - Photo Release

You will be emailed shortly after receipt of your application to confirm your child's class placement.

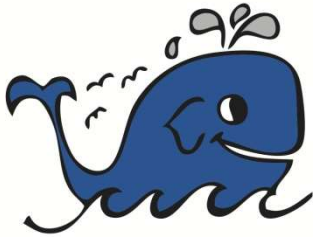
**Once accepted: Your child's Health Inventory, Emergency form as well as your Parent Health/Employment medical report form(s) must be submitted to the Health-Enrollment Chairperson on or before August 1<sup>st</sup>, 2017.** Your child's health inventory forms should not be completed by their doctor until your child is officially 3 years old. **Please copy all medical forms and keep the originals.** All forms can be mailed to the school's PO Box.

**You must pay the first and last month's tuition by May 1, 2017 to secure your class placement. In this way you will accept the placement. This payment is non-refundable.** Failure to submit this payment will forfeit your spot to the next person on the waitlist.

If you have any questions, please contact the [enrollment@davidsonvilleprek.com](mailto:enrollment@davidsonvilleprek.com) or any member of the Board of Directors. We will be happy to guide you through the process and help in any way we can.

Sincerely,

Katie Pinkham, Enrollment Chair



NEW STUDENT REGISTRATION FORM 2017-18  
South County Pre-Kindergarten Co-op, Inc.  
P.O. Box 160, Davidsonville, Maryland 21035  
(410) 798-5650

Child's Full Name: \_\_\_\_\_

Name to be used at school: \_\_\_\_\_

Boy \_\_\_\_\_ Girl \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Please indicate your class preference:

\_\_\_\_\_ 3AM T/TH 9:00-11:30am \$105/mth (3yrs by Sept 1, 2017)

\_\_\_\_\_ 4AM M/W/F 9:00-12:00pm \$150/mth (4yrs by Oct 31, 2017)

As we are not offering an afternoon class, we may be able to offer an extended day option for all classes. This option would cost an additional \$75 per day of the week and would allow your child to stay an additional 3.5 hours on that particular day for the entire month. This will potentially be offered all 5 days of the week, but each day will need to have a minimum number of students enrolled in the extended option to be held. This option would be staffed by Ms. Ann and an aide and would include a rest period and an opportunity to eat a lunch provided by the family.

Would you potentially be interested in an extended day option? If so please indicate how many days (at \$75 a day) a week you would prefer.

Yes, I would be interested in \_\_\_\_\_ extended day(s). If yes, please indicate any days you would be interested in order of preference (1 being highest) :

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

\_\_\_\_\_ No, we are not interested at this time

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Allergies: \_\_\_\_\_

**For Administrative Use Only:**

Date of Receipt of Application: \_\_\_\_\_

Time of Receipt: \_\_\_\_\_

Name of person receiving: \_\_\_\_\_

Initials: \_\_\_\_\_

Please place completed application and check in the enrollment chairs mail box.

Other Children in the family (names and ages):

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Pediatrician: \_\_\_\_\_

Pediatrician Phone Number: \_\_\_\_\_

Has your child had any previous group experience? If so, please elaborate:

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How does your child accept new situations? \_\_\_\_\_

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What does your child particularly enjoy doing? \_\_\_\_\_

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Please note anything special you would like the teacher to know about your child (fears, medical problems, etc...):

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What holidays does your family celebrate? \_\_\_\_\_

*Anti-Discrimination Policy: The SCPC maintains a policy that discrimination on the basis of race, color, sex, national origin, religion, age, physical or mental disability, personal appearance, marital status, matriculation, sexual orientation, veteran status or political affiliation or any other legally protected status, is prohibited and will not be tolerated.*

### **PARENT/GUARDIAN PARTICIPATION**

This is a pre-kindergarten cooperative. All parents/guardians are required to serve on one committee or on the Board of Directors and to participate as a classroom parent/guardian helper on a rotating basis.

Therefore it will be helpful to know of your special training and interest. Skills that may be of use to the Co-op include music, art, typing, carpentry, photography, painting, computers, legal matters, etc....

*PARENT/GUARDIAN #1*

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

Email Address: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address & Phone if different from child's:

\_\_\_\_\_

Phone number at work: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Degrees or special training: \_\_\_\_\_

Skills that may be of value to the Co-op: \_\_\_\_\_

\_\_\_\_\_

*PARENT/ GUARDIAN #2*

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

Email Address: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address & Phone if different from child's:

\_\_\_\_\_

Phone number at work: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Degrees or special training: \_\_\_\_\_

Skills that may be of value to the Co-op: \_\_\_\_\_

\_\_\_\_\_

**FAMILY**

With what organizations are you actively working (PTA's, Scouts, Churches, etc.):

\_\_\_\_\_

\_\_\_\_\_

Have you any previous association with a cooperative (SCPC or another) program? If so when?

\_\_\_\_\_

## Committee Request Form

Board of Directors containing 12-13 members administers the Cooperative. The Board consists of a president, three vice-presidents, treasurer, secretary and marketing. These seven positions are elected by the General Membership in May. The remaining positions, which include DFRC representative, editor and two to three class representatives (depending on number of classes offered) are appointed positions. All Directors are required to attend monthly board meetings. All parents/guardians are automatically members of the corporation and have the opportunity to serve as officers. Along with these positions, the Co-op has additional standing committees. Because this is a cooperative, each family agrees to participate on one of the committees.

Either parent/guardian can fulfill the family's membership obligation by actively working on a committee.

Below is a list of all board positions and working committees. The numbers in parentheses indicate the approximate number of members on each committee. Depending on enrollment jobs may be combined or split as needed. If you are interested in a chairperson job, be sure to indicate it on your Committee Preference form. If you would like a complete copy of the job description for a particular position/committee, please contact the Secretary or refer to the Notebook located at the school.

\* All Board positions are indicated with a (B) prior to the position description. All Board positions require the Board Member to attend monthly Board meetings (approximately 7:30 P.M on a week night). The diagram of Board of Director Positions and Program Committees is shown on Page 4 of the Workshop Parent/Guardian Helper Guide. NEW MEMBERS ARE ENCOURAGED TO CONSIDER BOARD POSITIONS.

**(B) President(1):** Oversees general co-op responsibilities. DFRC Representative, Treasurer, Class Representatives, Recording Secretary, Editor, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President and Secretary all report to the President. Creates agenda and administers General Membership Meetings and monthly Board Meetings.

**(B) Treasurer (1):** Prepares and presents monthly Balance Sheets and Profit and Loss statements for monthly Board Meetings and General Membership meetings. Reviews all correspondence pertaining to co-op funds. Includes applying and tracking money from fund raising efforts, tuition, teacher salaries and expenses. Supervises Assistant Treasurer.

**Assistant Treasurer(1):** Collects, records and deposits all monies received for tuition and fines. Notifies members of fines. Makes sure that members maintain in good financial standing. Makes timely deposits to bank and provides Treasurer with deposit slips. Assists Treasurer with general duties.

**(B) Marketing (1):** Oversees the marketing efforts of the preschool. Including print ads, facebook and social media, marketing events and printed materials.

**Alumni Relations (1):** Manages and updates alumni database, works to distribute monthly e-newsletter to alumni highlighting current events, student spotlights, fundraising needs and events.

**(B) Secretary (1):** Records and clarifies minutes from each monthly board meeting and distributes to all Board Members at the beginning of each meeting. Responsible for updating, duplicating and distributing general correspondence to all members. Includes making changes to general policies and by-laws, job descriptions, class roster and committee list, student/teacher evaluations etc. Maintains, copies and assembles the parent/guardian helper guides for Parent/Guardian Workshop.

**(B) Class Representative (2-3, one from each class):** These are Board positions. Prepares the parent/guardian helper schedules and keeps the list current, deals with any questions or problems concerning parent/guardian helpers, acts as a liaison between the class, the teacher and the Board, and arranges field trips.

**(B) DFRC Representative(1):** This is a Board Position. Acts as a liaison between the Davidsonville Recreation Center (DFRC) and the Co-op, serves on the DFRC Board of Directors. Attends monthly DFRC and Co-op Board meetings.

**(B) Editor(1):** This is a Board Position. Compiles, writes and types the monthly newsletter, obtains articles from the president and teachers, solicits information and articles from members. Access to a computer with word processing or publishing program is necessary.

**(B) 1<sup>st</sup> Vice President (1):** Manages all the administrative paperwork of the school including licensing. Oversees Enrollment, Scholarship, Health, Book and Website committees. Attend and report at monthly board meetings and initial committee meetings to discuss duties and goals for the school year. Report on your supervised committees at the General Membership meeting.

**Website(1):** Updates the SCPC.org website and communicates with the website hosting company. Helpful to have website development and/or software background.

**Enrollment & Health (1):** Handles publicity for and answers inquiries about the co-op, shows interested parents/guardians the facility, carries out enrollment procedures and maintains student enrollment files. Distributes, collects and reviews health forms, maintains first aid supplies, notifies general membership of communicable diseases, handles sanitation or health problems, consults with public health nurse. Posts and files snack/drink charts to comply with State requirement.

**Scholarship(1):** Recommends guidelines to the membership concerning the scholarship program, interviews and selects prospective scholarship pupils, solicits financial support.

**Book(1):** Administers programs to purchase books such as the Firefly Book Club, organizes books and shelves.

**(B) 2<sup>nd</sup> Vice President (1):** Oversees Events and Fundraising, Historian and Hospitality committees. Attend and report at monthly board meetings and initial committee meetings to discuss duties and goals for the school year. Report on your supervised committees at the General Membership meeting.

**Events and Fundraising Chair (1-2)** Leads the Events and Fundraising team in organizing major fund-raiser, caring out other ongoing fund-raisers (catalog and restaurants). Organized leadership skills are a plus.

**Events and Fundraising (12+):** Organizes major fund-raiser, carries out other ongoing fund-raisers (catalog and restaurants). A variety of skill sets on this team is helpful from party planning, to soliciting donations to strong administrative skills.

**Hospitality(1-2):** Arranges room for meetings and parties (set up chairs, etc.), provides drinks and cleans up afterwards. Organizes Family Fun Day and provides and serves refreshments for Open Houses hosted at the school.

**Historian(1):** Maintains school history book by collecting notes and photographs of activities during the year. Compiles and edits the yearbook. Arranges for printing and distribution of the yearbook.

**(B) 3<sup>rd</sup> Vice President (1):** Oversees Maintenance and Supply committees. Attend and report at monthly board meetings and initial committee meetings to discuss duties and goals for the school year. Report on your supervised committees at the General Membership meeting.

**Maintenance (8+):** Responsible for cleaning the building on a 7-8 week rotating basis, responsible for general maintenance and upkeep of the interior of the building and equipment. \*If the size of membership allows maintenance is split into two teams one for inside and one for outside\*\*

**Maintenance Chairperson (1):** Responsible for scheduling the maintenance team as well as leading the all-school fall and spring clean-ups. Helps oversee general maintenance and up keep of the school. Schedules as needed carpet cleaning, floor waxing, mulch deliveries. Coordinates with maintenance team as needed.

**Supply(1):** Purchases supplies, emergency snacks, etc., checks with teachers and committee chairpersons for requests.

**COMMITTEE PREFERENCES**

Parent/Guardian Name: \_\_\_\_\_

Phone Number (s) : \_\_\_\_\_

Child's Name: \_\_\_\_\_ Child's Expected Class: \_\_\_\_\_

Please list below your first, second and third choices for a Board Position or Committee Position. ***As the Events and Fundraising committee and Inside and Outside Maintenance committees require the most people, we ask you to include one of these committees in your choices so that if enough people do not volunteer for them, we'll know your preference.*** Please detach and return with registration materials.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Please list below any additional information that would assist the nominating committee in appointing or electing you to a position. Background information such as previous work experience, certifications, education or areas of interest would be helpful.

For returning members, please list the position(s) you currently hold or have held in past years:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## South County Pre-Kindergarten Cooperative (Davidsonville Preschool)

### OBLIGATIONS OF MEMBERSHIP 2017-18

1. Each member is required to help the teacher on a rotating basis. If you cannot work on your assigned day, you are responsible for finding a replacement. Only parents or legal guardians may fulfill parent helping duties. With permission you may have a primary caretaker (nanny/grandparent) consistently fulfill your parent help days.
2. Each member is required to serve on a committee or the Board of Directors. Assignment is based on members' preferences and needs of the school.
3. Each member is required to pay the tuition fee before the 10<sup>th</sup> of each month. Checks should be made payable to South County Pre-Kindergarten Co-op, Inc or "SCPC"- See attached tuition schedule for additional details.
4. Each member will be assigned to two scheduled general clean-ups at the Co-op. If you cannot work on your assigned day, you are responsible to schedule an alternate job with the maintenance chairperson prior to the clean-up date. A fine will be imposed for missing a clean-up.
5. Each member is required to attend the general membership meetings in the fall, mid-winter, and spring. New members are also required to attend the Parents' Workshop. A fine will be imposed for missing a general membership meeting or the Parents' Workshop.
6. Each member is responsible for completing and returning three required State & County health forms for their child, and a pre-employment medical report for **each parent** who will be helping in the classroom as well as complete a background check **before** the start of classes in September. The school will pay for the background check for one parent helper. Families that wish to have more than one parent help, will be responsible \$15 charge for the additional checks. Background checks will remain valid during all consecutive years of membership.
7. Each member will be expected to participate in mandatory fund-raising events. As an example, in past years each family was required to purchase four tickets to the major fundraiser and either personally donate or solicit donations for an auction item(s) valued from \$25-\$50. All financial responsibilities for families with multiple children will be assessed on a tiered basis.
8. In case of withdrawal, a member is required to give at least one month written notice to the President and to pay tuition for the entire month in which the child is withdrawn. However, if the enrollment of a new student to the school results in collection of "double" tuition for the withdrawing month, the excess amount of tuition shall be refunded to the departing member. Your first month and May tuition payments made to secure your space is non-refundable.
9. If any of the above Obligations of Membership are not met and/or fees or fines are not paid within the 30-day timeframe a member will receive a letter indicating they are not a member in good standing.

Overview of Fee's and Expenses	Amount	Details
Registration Fee	\$100 (1 <sup>st</sup> child) \$50 (2 <sup>nd</sup> child) \$0 (3 <sup>rd</sup> child)	Due in January for following school year (Due JAN 2017 for all 3's returning for 4's class in 2017/18)
Tuition	\$105-\$205/month depending on class	Sept '17 and May'18 due on May 1, 2017. After that tuition is due 1 <sup>st</sup> of the Month, Sept thru March
Late Fee-Tuition	\$25	If submitted past 10 <sup>th</sup> of month
Late Fee-Tuition	\$50	If submitted past 20 <sup>th</sup> of month
Returned Check Fee	Bank Determined	
Additional background check	\$15	Fee only required if more than one person will be acting as parent helper
Non-Participation in Clean-up	\$75 per occurrence	ALL members are required in August and May for school clean up.
1 <sup>st</sup> Missed Required Meeting	\$25	Includes GMM, New parent workshop, committee meeting/assignment
2 <sup>nd</sup> Missed Required Meeting	\$50	Includes GMM, New parent workshop, committee meeting/assignment
Auction Tickets	4 per family (1 <sup>st</sup> child), 2 additional (2 <sup>nd</sup> child), 0 (3 <sup>rd</sup> child)	Prices will be determined based on location. Expect \$40-50 per ticket due one month prior to auction (Feb)
Auction Donation	2-\$25 or 1-\$50 item (first child), 1-\$25 item (2 <sup>nd</sup> child), 0 (3 <sup>rd</sup> child)	In lieu of items you may make equivalent cash donation. All items Due one month prior to auction (around Feb)

I understand that by joining South County Co-operative, I am responsible for fulfilling all of the above mentioned obligations of membership

Name/Class: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Photo Release  
South County Pre-Kindergarten Co-op, Inc.  
P.O. Box 160, Davidsonville, Maryland 21035  
(410) 798-5650

I, \_\_\_\_\_,

(printed parent's name)

give permission for South County Cooperative Preschool Inc (the Davidsonville Preschool) to use images of my child(ren),

\_\_\_\_\_

(printed child's name)

(printed child's name)

for promotional purposes only on the South County Cooperative's website, Facebook, and other printed materials.

Signed \_\_\_\_\_ Date \_\_\_\_\_

(parent or guardian's signature)

Please sign and return with your application. If you decline permission please note that on this form and return with your application.