



Dear SCPC Parents,

Happy New Year! I am excited to begin the registration process for the next school year. Please be sure to read through all of the information below. Registration for the 2018-2019 school-year at SCPC will be open as follows:

Jan 8-12	Priority registration for current/continuing students
Jan 15-19	Priority registration for Alumni students
Jan 22-ongoing	Registration Open for new/all students

We are pleased to offer the following programs for the 2018-2019 school year:

- **3's T/TH** 9:00am-12:00pm – 3 hrs, 2 X week for \$150/month – Students must be 3 by Sept 1st, 2018*
 - **4's M/W/F** 9:00am-12:00pm – 3 hrs, 3 X week for \$195/month – Students must be 4 by Oct 31, 2018*
 - **4's Extended Day Options:** [minimum of 10 students must be registered for each extended day]
 - A. MON or WED only: 12:00pm-3:00pm – 3 hrs, 1 X week for addtl. \$55/month – Students must be 4 by Oct 31, 2018*
 - B. MON and WED: 12:00pm-3:00pm – 3 hrs, 2 X week for addtl. \$110/month (IF available) – Students must be 4 by Oct 31, 2018*
- *Exceptions are granted, space allowing with teacher approval. Exceptions will be made at school's discretion**

As a current family you receive priority registration for the 2018-19 school year (for both continuing students and siblings of current students). Priority registration is the week of January 8-12th. **Completed enrollment packets must be submitted by January 12, 2018 in order to hold your child's spot.** Forms received after that date will be treated as new registration and placed in classes according day/time it is received as space is available. As a reminder, only completed packets will be processed. Incomplete enrollment packets will be returned to you.

A complete registration packet for a current student continuing in the 4's class 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).
- Updated Registration Forms that include:
 - Any updates/changes to the Registration Form info
 - Committee preferences
 - Signed Obligations of Membership
 - Photo Release, if changed from current year

A completed packet for a current family enrolling a NEW student will have the following:

- \$100 non-refundable registration check payable to SCPC (child's name in memo line)
- Registration Forms that include:
 - Committee preferences
 - Signed Obligations of Membership
 - Photo Release

Remember, for new students, their Health Inventory, Emergency form, and your Parent Health/Employment medical report form(s) MUST be submitted to the Health-Enrollment Chairperson on or before August 1st, 2018. 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 put into the Enrollment mailbox at school, or mailed to the school's PO Box.

The first and last month's tuition must be paid by May 1, 2018 to secure your class placement. By submitting this non-refundable payment, you are accepting the class placement. Failure to submit this payment will forfeit your spot to the next person on the waitlist.

If you have any questions, please feel free to ask myself 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



RETURNING STUDENT REGISTRATION FORM 2018-19

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:

____ 3's T/TH 9:00am-12:00pm \$150/month (3yrs by Sept 1, 2018)

____ 4's M/W/F 9:00am-12:00pm \$195/month (4yrs by Oct 31, 2018)

____ 4's Extended Day Add-on: MON or WED 12pm-3:00pm +\$55/month

____ 4's Extended Day Add-on: MON and WED 12pm-3:00pm +\$110/month

For the 2018-2019 school year we will be offering an extended day option for the 4's class either once or twice a week, Mondays and Wednesdays. This option would cost either an *additional* \$55 a month (if only doing once a week, Monday or Wednesday) OR an additional \$110 a month (if doing both days a week, Monday and Wednesday, upon availability). There will be a minimum number of 10 students that must be enrolled in the Extended Day option for it to be held. The Extended Day would include a rest period, an opportunity to eat a lunch provided by the family, and will include a variety of enrichment activities such as art, music, creative movement, dramatic play, science & more! Monthly special presentations will be offered and this additional school environment once a week will be a great segway for students going on to full-day Kindergarten the following year.

[Update the following info only if different from current year, or for a new child attending the school:]

Address: _____

Home Phone: _____ Mobile Phone: _____

E-Mail Address: _____

Allergies: _____

Other Children in the family (names and ages):

Pediatrician: _____

Pediatrician Phone Number: _____

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

How does your child accept new situations? _____

What does your child particularly enjoy doing? _____

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

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. Parents/guardians are also required to drop-off a snack or juice for their class on a rotating basis, scheduled by the Class Rep. Classroom participation is voluntary, with the exception of field trips where adult chaperones may be required for each child. If interested and available to volunteer in your child’s class on occasion throughout the year, please check the box marked “interested in volunteering in my child’s class...” below. For serving on a committee, 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.

[Update the following info only if different from current year]

PARENT/GUARDIAN #1

Name: _____

Address, if different from child’s: _____

Phone & Email, if different from child’s: _____

Employer: _____ Occupation: _____

Work phone: _____

Degrees, special training or skills that may be useful to the Co-op:

Yes, I am interested in volunteering in my child’s class on occasion throughout the year

PARENT/ GUARDIAN #2

Name: _____

Address, if different from child’s: _____

Phone & Email, if different from child's: _____

Employer: _____ Occupation: _____

Work phone: _____

Degrees, special training or skills that may be useful to the Co-op:

Yes, I am interested in volunteering in my child's class on occasion throughout the year

FAMILY

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

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

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.

COMMITTEE PREFERENCES

Parent/Guardian Name: _____

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 Maintenance committee 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.***

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:

Committee and Board Position Descriptions & Requirements

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 committee 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 School Handbook 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 7:00 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, 1st Vice President, 2nd Vice President, 3rd 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. [Currently Unavailable]

(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 snack/drink schedules, keeps a current list of interested parent volunteers, is available to volunteer in class if needed on occasion, deals with any questions or problems concerning parents, helps arrange field trips and special class activities, acts as a liaison between the class, the teacher and the Board.

(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. [Currently Unavailable]

(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. [Currently combined with Historian position]

(B) 1st Vice President (1): Manages all the administrative paperwork of the school including licensing. Oversees Enrollment & Health, Book and Website committees. Attends and reports at monthly board meetings and initial committee meetings to discuss duties and goals for the school year. Reports on your supervised committees at the General Membership meeting.

Website (1): Updates the SCPC 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.

Book (1): Administers programs to purchase Scholastic books and helps organize books and shelves.

(B) 2nd 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. *Sometimes combined with Events & Fundraising Committee.*

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. *Sometimes combined with Editor.*

(B) 3rd 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. [Currently Unavailable]

South County Pre-Kindergarten Cooperative (Davidsonville Preschool)

OBLIGATIONS OF MEMBERSHIP 2018-19

1. Each member is required to provide a snack or drink for each person in your child's class, on a rotating basis.
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 10th 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 is required to attend two scheduled general clean-ups at the Co-op, one in Fall and one in Spring, which will take place on a weekend. If you cannot work on your assigned clean-up 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 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, a pre-employment medical report, and a background check for **each parent/guardian** who will be helping on field trips or volunteering occasionally in the classroom **before** the start of classes in September. The school will pay for the background check for one parent/guardian. Families that wish to have more than one parent/guardian volunteering at the school, will be responsible for an approximate \$15 charge for the additional background check. Background checks will remain valid for two years.
7. Each member will be expected to participate in mandatory fund-raising events. For example, in past years each family was required to purchase four tickets to the major charity dinner 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 (see below).
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 st child) \$50 (2 nd child) \$0 (3 rd child)	Due in January for following school year (Due JAN 2018 for all 3's returning for 4's class in 2018/19)
Tuition	\$150-\$305/month depending on class	Sept '18 and May '19 due on May 1, 2018. After that, tuition is due 1 st of the Month, Sept thru March
Late Fee-Tuition	\$25	If submitted past 10 th of month
Late Fee-Tuition	\$50	If submitted past 20 th of month
Returned Check Fee	Bank Determined	
Additional background check	\$15, approx	Fee only required if more than one person will be acting as parent volunteer
Non-Participation in Clean-up	\$75 per occurrence	ALL members are required in August and May for school clean up.
1 st Missed Required Meeting	\$25	Includes GMM, New parent workshop, committee meeting/assignment
2 nd Missed Required Meeting	\$50	Includes GMM, New parent workshop, committee meeting/assignment
Auction Tickets	4 per family (1 st child), 2 additional (2 nd child), 0 (3 rd 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 nd child), 0 (3 rd 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

[Update the following info only if different from current year, or for a new child attending the school:]

I, _____,

(printed parent's name)

give permission for South County Cooperative Preschool Inc (SCPC) 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.