



Inglemoor Cooperative Preschool

PARENT CONTRACT

School Year 20____ to 20____

Inglemoor Cooperative Preschool (ICP) will provide a caring, quality preschool experience for _____ (enrolled child's name) in the _____ class. I understand this is a cooperative preschool with strong parental involvement, and I agree to the following parental obligations and requirements. Please initial each line.

- ___1. I understand once my child is enrolled, my registration fee is non-refundable.
- ___2. My tuition is \$_____ per month. I accept full responsibility for submitting tuition payments by the first of each month and will pay in a timely manner. I agree to pay a late fee if my tuition is not paid by the 5th of each month as per details outlined in the parent handbook. If an unanticipated financial hardship arises, I understand I may be eligible for a partial scholarship. Scholarships are kept confidential.
- ___3. I will attend my class orientation meeting for each enrolled child during the month of September, or a make-up orientation arranged by my class coordinator if I am enrolling after September.
- ___4. I will work in the classroom one day per week, per child enrolled. If I am unable to work, I will arrange for a substitute.
- ___5. I will provide a nutritious snack for children on a rotating basis. Additionally, I will prepare small group activities on a rotating basis (3-4, Pre-K and 5's classes only) as noted on my class schedule.
- ___6. I will be responsible for helping the children in my contact group during transition times and other times as needed.
- ___7. I will attend Parent Education meetings as required by Shoreline Community College. These meetings provide parent education and an opportunity to discuss preschool business.
- ___8. I will help support the school's daily operations by performing a committee job or serving on the Board.
- ___9. I will provide one individual session of classroom cleaning and participate in one of three scheduled group classroom cleanings during the school year.
- ___10. I will meet or exceed my fundraising obligation of \$150 for one child enrolled (\$200 for multiple children enrolled), as outlined in the Parent Handbook and defined by the Fundraising Committee.

- ___ 11. If I decide to withdraw from the preschool, I will submit a Notice of Withdrawal Form to ICP at least two weeks prior to my last day of attendance. I will fulfill my financial obligations—the full tuition of the month in which I will be leaving and a prorated fundraising commitment—prior to my departure.
- ___ 12. My son/daughter, _____, is hereby granted permission to attend ICP-sponsored excursions. I understand I will receive advance notification of the excursion details.
- ___ 13. I have a valid driver's license and carry liability insurance on any vehicles used for transporting preschool children. Washington State law requires a minimum insurance coverage of \$25,000/\$50,000/\$10,000 Split Limit Liability (25K for single person injury/\$50K entire accident injury/\$10K property) **OR** \$60,000 Single Liability. However, Washington State Community Colleges recommend minimum liability limits of \$100,000 per person and \$300,000 per occurrence is in effect while transporting preschool children to/from preschool functions.
If I do not have automobile insurance, I will not transport preschool children other than my own without written parental permission.
- ___ 14. During the course of our school year, we may take photos and/or video of parents and children for various preschool and promotional uses. Photos and videos WILL NOT be used in the current year your child is enrolled at ICP, but they may be used in future years once your child is no longer enrolled. My initials give ICP permission to use these photos and videos as they deem necessary, including use of the materials on the ICP website.
- ___ 15. I agree to read the Parent Handbook and By-Laws (to be delivered at your class orientation meeting before the school year). I understand failure to comply with the above stated responsibilities may result in action being taken according to the Conflict Resolution Procedure outlined in the By-Laws.
- ___ 16. I recognize that as long as I am enrolled in this program, I am entitled to student services at Shoreline Community College and other facilities. Services may include free or reduced costs of admission to speakers, plays, concerts, counseling services and other performances.

 Parent Signature

 Date

Comments or questions:

