



**Inglemoor Cooperative Preschool
Parent Contract
2017-2018**

Parent's Name _____

Child's Name _____

Inglemoor Cooperative Preschool (ICP) will provide a caring, quality preschool experience for you child while enrolled in the _____ class. I understand that 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. With regard to monthly tuition:
 - a. My tuition is \$_____ per month.
 - b. I understand that tuition must be paid September through May regardless of holidays, illness, vacations, bad weather, short month, etc.
 - c. I understand that I will be responsible for any fees that ICP might incur associated with returned and/or cancelled payments.
 - d. 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 **10th** 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 understand to keep my place in the enrolled class, I must meet the following deadlines. If they are not met, you will be withdrawn from the class.
 - a. I will pay a refundable deposit in the amount of one month's tuition by **June 10th** or date given if enrolled after this. The deposit may be used for any outstanding financial obligations to the school when you leave, including, but not limited to: tuition, fundraising, cleaning fees, and late fees. The deposit is refundable at the end of the school year, once financial obligations are met.
 - b. All registration paperwork is due by **June 10th** or date given if enrolled after that. Your registration paperwork includes: Parent Contract, Immunization Form or Exemption Form, Health and Safety Form, and Shoreline Community College Registration Form.
 - c. September's tuition is due by **August 10th** or date given if enrolled after this. **Your September tuition is non-refundable.**
- _____4. I will attend my class meeting in August and the class orientation, which will be held at the first Parent Education Night in September, for each enrolled child, or a make-up class meeting/orientation arranged by my class coordinator if enrolling after September.
- _____5. I will work in the classroom one day per week for single children, siblings, or twins. Two days per a week if more than two children are in the same class. If I am unable to work in the classroom, I will arrange for a substitute.
- _____6. 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 and Pre-K classes only) as noted on my class schedule.
- _____7. I will be responsible for helping the children in my contact group during transition times and other times as needed.
- _____8. I will attend Family Education meetings as required by Shoreline Community College. These meetings provide parent education and an opportunity to discuss preschool business. If I miss more than one Family Education meetings, I will attend another Shoreline Community College preschool's Family Education meeting or another teacher approved activity. **If I miss 3 or more Family Education meetings, I will pay a fine of \$50 per a missed meeting regardless of completing make up for my Shoreline Community College credit/grade.**

- _____9. I will help support the school's daily operations by performing a committee job or serving on the board.
- _____10. I agree to read the Parent Handbook and By-Laws (to be delivered at your class orientation meeting).
- _____11. I will meet or exceed my fundraising requirement of \$150 for one child enrolled (\$200 for multiple children enrolled), as outlined in the Parent Handbook and defined by the Fundraising Committee.
- _____12. I will participate in one of three scheduled group classroom cleanings and one of two-scheduled group outdoor cleanings during the school year. **Failure to complete the group classroom or outdoor cleaning will result in one step on the Parent Protocol and a \$50 fine for each missed cleaning.**
- _____13. If I decide to withdraw from the preschool, I will submit a Notice of Withdrawal Form to the ICP registrar at least **two weeks** prior to my last day of attendance. I will fulfill my committee, classroom, and financial obligations, the full tuition of the month in which I will be leaving and a prorated fundraising commitment, prior to my departure.
- _____14. My son/daughter is granted permission to attend ICP sponsored excursions. I understand I will receive advance notification of the excursions details.
- _____15. During the course of our school year, we may take photos and/or video of parents and children for various preschool and promotional uses. My initials give ICP permission to use these photos and videos as they deem necessary, including use of the materials on the ICP website.
- _____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 admissions to speakers, plays, concerts, counseling services, and other performances.
- _____17. If a person has ever been convicted to a sexual or violent criminal offense, that person may **NOT** under any circumstances:
- a. Work or volunteer in the ICP classroom.
 - b. Attend ICP sponsored excursions (field trips).
- Events which are open to the public such as parent education nights, school parties, and classroom guest nights may be attended.
- _____18. I understand failure to comply with the above stated parent responsibilities may result in action being taken according to the Parent Protocol outlined in the Parent Handbook. All conflicts will be resolved using the Conflict Resolution Procedure.

Parent Signature

Date