

Registration Form

2017-2018 School Year



Juneau Co-op (Community) Preschool
400 W. 11th Street, Juneau, AK 99801
586-2656

Please fill out all 4 pages of this form completely!

Welcome! We are glad you are interested in joining our preschool and we invite you to call or come visit. Please feel free to ask as many questions as you need.

Current Students: Pre-registration for current students and substitutes will be filled by pre-lottery on **Friday, April 7, 2017**. Applications must be received by noon on that day.

New Students: Our 2016-2017 classes will be filled by lottery. To participate in the lottery, your application must be received at the preschool by **6:00 pm on Wednesday April 26, 2017**. The lottery for all new members, including alumni families, will take place on **Friday, April 28, 2017**.

The application must be accompanied by a \$45 non-refundable fee (\$20 if applying for a substitute position). Make checks payable to Juneau Co-op Preschool (JCP). Applications received after the deadline will be considered as space is available. Registration fee is refundable only if no spaces are available.

Child's name: _____ Prefers to be called: _____

Date of birth: _____ Gender: M F (circle one)

****Children must be 3 years old by September 1, 2017 in order to register**** Enrollment of children who turn 3 after Sept. 1 will be left to teacher discretion, based upon the ages and number of children already enrolled in each class. Children who turn 3 after January 1, 2017, and new students of any age applying after March 1, 2017, may not enroll in the program until the following year.

- (Circle one)**
- Is your child a returning student? Y N
- Have you had a child enrolled in JCP within the last 10 years? Name: _____ Y N
JCP is not affiliated with the Nursery School.
- Is your child registering as a special needs student? Y N
- Will your child have a sibling enrolled in preschool at the same time? Y N
If yes, list sibling's name: _____
- Do you receive childcare assistance from the state? Y N
(We ask this last question in connection with state preschool certification and grants.)

Please pick your first and second choice for class days:

_____ **MWF 9:00-12:00** _____ **T/Th 9:00-12:00**

Do you have extenuating circumstances limiting your participation to only your chosen class? Y N
If yes, please attach explanation to registration form.

If both classes are full, are you willing for your child to be a substitute? Y N

If your chosen class is full and space is available, you will be placed in the other class and on the wait list for your first choice.

Child's Name: _____

This information will be on a roster made available to all preschool families. All email addresses listed will be used often for preschool information and newsletters. There will be another form for emergency contact numbers.

Mother's or guardian's name: _____

Mother's Mailing Address: _____

Street Address (if different): _____

Mother's Home Phone: _____ Mother's Work Phone: _____ Cell: _____

Mother's E-mail Address: _____

Father's or guardian's name: _____

Father's Mailing Address: _____

Street Address (if different): _____

Father's Home Phone: _____ Father's Work Phone: _____ Cell: _____

Father's E-mail Address: _____

Tuition:

Tuition is **\$210** per month for the **MWF class**

\$140 per month for the **T/Th class**

\$25 per day for **Substitute positions**

If more than one child from the same family is enrolled as a regular student, the second and subsequent students will receive a 10% tuition discount.

Financial Aid:

Juneau Co-op Preschool makes financial aid available to assist families who could not otherwise afford to send their child to preschool. A portion of preschool tuition and fundraising is used to provide this assistance. We encourage families who place a priority on preschool, but are truly unable to pay, to apply for tuition assistance. The financial aid application is available at the Preschool. Confidentiality is maintained.

****Those applying for their child to be a substitute at preschool do not need to complete pages 3 or 4.****

Child's Name: _____

Member Family Responsibilities

The Juneau Community Preschool, Inc. (doing business as the "Juneau Co-op Preschool") is a nonprofit organization that is based on participation and cooperation from all of its members. For over 30 years, teachers, parents, grandparents, alumni, and many other individuals and organizations, through their efforts and collaboration, have created a haven for young children. Membership support is essential in order to make the preschool a success. It is necessary that each member family be aware of the important participation conditions, the most vital of which are listed here. These conditions do not apply to substitute families.

Please read all of the following information thoroughly and initial each paragraph.

- The teachers rely on parent volunteers to help enrich the preschool experience, keep the classroom running smoothly, and provide daily snacks. There are about 10 workdays a year for the MWF class members and 7 a year for T/Th class members. **We agree to serve as a parent helper in the classroom with occasional snack days.** _____
- Tuition is a vital part of the preschool budget. Please do your part by paying your child's tuition promptly. Tuition is due on the first of each month, with a ten-day grace period. Payments after the 10th of each month result in a late charge. **We agree to pay tuition in a timely manner.** _____
- The Preschool relies on parents signing up for one of the many family jobs which keep the classes running smoothly. A few examples include serving on a committee, serving on the board, taking care of school animals, equipment maintenance, etc. Job descriptions are provided for each position. **We agree to take on a family job.** _____
- Another vital source of income for the preschool is obtained from fundraising activities which occur throughout the school year. Family participation in these ranges from overall organization to ticket selling, event set-up, take down, etc. **We agree to participate in fundraising activities.** _____
- Essential information is provided during the orientation open house visits the week before the first day of preschool. It is important that orientation be attended by both new and returning parents. **We agree to attend Orientation.** _____
- Parents are asked to keep up with what is happening at preschool by reading the monthly newsletter, notices placed in your child's cubby, and notices posted on the door, entryway, or bulletin board in the hall. **We agree to be responsible for keeping current on announcements.** _____

These are the most essential obligations for each member family. More detailed information is provided in the Parent Handbook, which is distributed to all members and reviewed at Preschool orientation. Remember, the Juneau Co-op Preschool relies on *every* member family. Thank you for your support.

The Juneau Cooperative Preschool is a cooperative effort administered by the membership. Membership is open to families with children between the ages of 3-5 years, of any race or religion, who are willing to pay fees when due (or qualify for tuition assistance), to comply with health rules, and to do their share of the participation requirements agreed upon by members.

Return completed application forms with a \$45 registration fee (\$20, if applying for a substitute position) to the Preschool.

Child's Name: _____

(Not applicable to substitute families)

Family Job Preference:

The preschool relies on parents signing up for a family job to keep the classes running smoothly. Please indicate below the five choices that work best for your family. The list of Family Jobs varies slightly from year to year in an ongoing effort to match parents' time and talents with jobs that support the smooth running of a cooperative preschool. You will be matched with a family job and notified before the start of the school year. Current family jobs are listed below and brief job descriptions are available at www.juneaupreschool.org.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Board Positions (*)

*BOARD CO-PRESIDENT (2 positions - one incoming, one outgoing)

Outgoing position filled

*SECRETARY/PERSONNEL

*TREASURER

*REGISTRATION COORDINATOR

*CLASS REPRESENTATIVES (2 positions - one for each class)

*EVENTS COORDINATOR (2 positions – one incoming, one outgoing)

*PUBLICITY

BEGINNING OF YEAR SET-UP COORDINATOR (2 positions - 1 new, 1 returning)

CLASS PHOTOGRAPHER/PHOTO ORGANIZER (2 positions - one from each class)

END-OF-YEAR STORAGE/CLEAN-UP COORDINATOR (2 positions - 1 new, 1 returning)

EVENTS COMMITTEE (7 positions)

includes pie sale, family concert, movie nights, raffle and farm day

IMMUNIZATIONS COORDINATOR

LAUNDRY/SUPPLIES PURCHASING

NEWSLETTER EDITOR

PARENT EDUCATION SUPPORT

ANIMAL CARE

PLAY DOUGH/ SPECIAL PROJECTS/PAINT AND ART SUPPORT

PRESCHOOL MAINTENANCE/WOOD WORKING SUPPLIES

RECYCLING/THRIFT STORE DONATIONS/HAZARDOUS WASTE

SUBSTITUTE COORDINATOR (2 positions - one in each class)

SUNDAY SET-UP / CLASSROOM SUPPORT (4 positions)

WEBSITE DEVELOPMENT