

Juneau Community Preschool Registration 2018-2019

400 W. 11th Street, Juneau, AK 99801 586-2656

Please fill out the following three pages of this form completely!

Welcome! We are glad you are interested in joining our school. The Juneau Community Preschool, Inc. (doing business as the “Juneau Co-op Preschool”) is a nonprofit organization that relies on participation and cooperation from all of its members. For over 30 years, teachers, parents, grandparents, alumni, and community members, have worked cooperatively to provide a high quality, developmentally appropriate, play-based, preschool program for children ages 3-5. We invite you to call or visit our preschool. Feel free to ask as many questions as you need.

Starting with the 2018-2019 School Year, Juneau Community Preschool will offer three enrollment options to better meet the varied needs of our families and community:

Three Day Morning Class Mon/Wed/Fri 9am-12pm Tuition \$210/mo.	Two Day Morning Class Tues/Thurs 9am-12pm Tuition \$140/mo	Preschool Plus Five Day Class Monday-Friday 9am-3pm Tuition \$785/mo
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Preschool Plus Students will participate with the larger group each morning, followed by small group time that includes eating lunch (brought from home), resting, and engaging activities.

All families are required to help in the classroom, take responsibility for a family job, and participate in fundraising. See page 4 for more details. In-class workday requirements vary by enrollment option and class sizes, but families should plan on approximately: 10 for MWF, 7 for T/Th, and 10 for Preschool Plus (mornings only).

Families for whom regular enrollment isn't a good fit may apply for a space-available, \$25/day substitute space in the MWF OR T/Th classes. To do so, complete the substitute application.

All classes are filled by lottery, see deadlines below:

Current Students: Registration forms for continuing students are **due by noon on Friday April 20th**, to ensure your position in the first round of the lottery.

New Students: To participate in the second round of the lottery, your application must be **received at the preschool by noon on Friday, April 27th**.

The application must be complete and accompanied by a \$45 nonrefundable check to Juneau Co-op Preschool (JCP) for inclusion in the lottery. Applications received after the deadline will be considered as space is available.

Juneau Cooperative Preschool Membership is open to families of any race, ethnicity, religion, national origin, gender orientation, or marital status, with children between the ages of 3-5 years, 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.

General Information

Child's name: _____ Prefers to be called _____

Date of birth: _____ Gender (optional): _____

****Children must be 3 by September 1, 2018 in order to register****

Children who turn 3 between August 31-Dec 31, may inquire about availability after they turn 3.
Children who turn 3 after Dec 31, 2018 must wait and register for the following school year.

(Circle one) Is your child a returning student? Yes No

Have you had a child enrolled in JCP within the last 10 years? Name: Yes No

Is your child registering as a special needs student? Yes No

Will your child have a sibling enrolled in preschool at the same time? Yes No

If yes, list sibling's name: _____

Do you receive childcare assistance from the state? Yes No

(Relevant to state preschool certification and grants. Your answer will not impact enrollment opportunities)

Please indicate your first, second and third choices for enrollment options:

MWF Class (\$210/mo) 9:00-12:00 _____, T/Th Class (\$140/mo) 9:00-12:00 _____,

Preschool Plus Class MTWThF (\$785/mo) 9:00am-3:00pm _____.

Are there extenuating circumstances limiting participation to only your chosen class? Yes No

If yes, please attach explanation to registration form.

If you are waitlisted for your first choice class, would you like to also be placed in your second ____ or third ____ choice class, if space is available?

If all three classes are full, are you interested in having your child be a substitute? Yes No

(Substitutes attend on a space available basis, with tuition cost of \$25/day).

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 of your application is maintained.

Accessibility: If you require assistance to complete this registration packet, please contact us and a staff or board member can provide assistance.

Child's Name: _____

Basic contact information will be included on a roster made available to all preschool families. All email addresses listed will be used often for communication from teachers.

Parent or Guardian #1:

Name			
Street Address			
Mailing Address			
Phone	Cell:	Home:	Work:
Email			

Parent or Guardian #2:

Name			
Street Address			
Mailing Address			
Phone	Cell:	Home:	Work:
Email			

Member Family Responsibilities: 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. More detailed information is provided in the Parent Handbook, which is distributed to all members and reviewed at Preschool orientation. Remember, the Juneau Cooperative Preschool relies on every member family.

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. **We agree to serve as a parent helper in the classroom and provide snack as assigned.** _____
- Tuition is a vital part of the preschool budget. 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.** _____
- Fundraising activities are a vital part of our income. Activities will occur throughout the

school year. Family participation in these ranges from overall organization to ticket sales, event set-up/take-down, etc. **We agree to participate in fundraising activities.** _____

- Essential information is provided during the orientation meeting and open house visits the week prior to the first days 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.** _____
- The Preschool relies on parents signing up for one of the many family jobs which keep going. See examples below. **We agree to take on a family job.** _____

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 the preschool. You will be matched with a family job and notified before the start of the school year. Some current family jobs are listed below and brief job descriptions are available at www.juneaupreschool.org.

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

Board Positions (*=elected)	Other Family Job Examples	cont.
*Board Co-Presidents	Fall Set-Up Coordinators (2)	Events Committee Members (5)
*Secretary/Personnel	Spring Take-Down	Classroom Animal Care
*Treasurer	Coordinators(2)	Immunizations Coordinator
Registration Coordinator	Class Photographers/ Photo	Maintenance/Woodworking
Class Representatives (2)	Organizers (2)	Supplies and Support
Fundraising Coordinators	Playdough/Special Projects/	Recycling/Thrift Store
Publicity	Paint/Art Support	Donations/Hazardous Waste
Website Development*	Laundry/Supplies	Substitute Coordinator(s)
(board membership	Purchasing	Newsletter Editor
optional)	Sunday Set-Up/Classroom	Parent Education Support
	Support (4)	