



Suffield Cooperative Preschool

You are your child's first and most influential teacher!

November 1, 2022

Dear Families,

Thank you for your continued interest in Suffield Cooperative Preschool! The following information is regarding registration for the 2022-2023 preschool programs for current members.

We will offer the following programs for the 2022-2023 school year:

- 2-day program for 3-year-old**, T/Th from 8:45 am to 11:30 am;
- 3-day program for 3-year-old**, T/W/Th from 8:45 am to 11:30 am;
- 3-day program for 4-year-old, M/W/F from 8:45 am to 11:30 am;
- 5-day program for 4-year-old (must be planning on going to kindergarten following fall), M-F from 8:45 am to 11:30 am;
- Lunch Bunch program, offered M/W/F from 11:30 am to 1:00 pm for the students in the older student class. This program allows children the opportunity to play in a small group and have lunch with their peers. Space is limited in this program and slots will be filled on a first come, first served basis.
- The 3-day program for 3-year-old students and the 5-day program for students entering Kindergarten the following fall are subject to a first come, first served basis after a core program enrollment period is completed. Families are encouraged to indicate interest on their initial application and will be notified after August 1, 2022. Waitlists for these programs are possible.

**** Children are able to enroll in the 3-year-old programs if they are 3 years old by December 31, 2022**

We will be hosting an Open House for new members for the 2023-2024 school year on March 8, 2023. Registration packets will be available at Open House for you to complete and submit. Registration is on a first come, first served basis. Both the packet and your deposit are required in order to be considered enrolled. **We will open online registration at 7pm on March 8, 2023.** New-member registration packets are available to download on our website (www.suffieldcooperativepreschool.com).

If you have any additional questions or would like to schedule a phone conversation with a current parent/board member or teacher, please contact us at our email address membership@suffieldcooperativepreschool.com to set up an appointment.

The Suffield Cooperative Preschool will begin accepting new member registrations for new families for the 2023-2024 school year on March 8, 2023 (either at Open House or online via email). Complete applications with registration fees (\$50) will need to be submitted in order for a family to be considered registered. Completed applications can be submitted in one of the following ways:

1. Email completed application to membership@suffieldcooperativepreschool.com and send \$50 registration fee to the preschool's Venmo (**@suffieldcooperativepreschool**) at https://venmo.com/code?user_id=3651214394786870366 (please put your child's full name as a note when you submit your payment).

OR

2. Send completed application and \$50 check made out to Suffield Cooperative Preschool or cash to our address:
Suffield Cooperative Preschool
81 High Street
Suffield, CT 06078

Admission of students is determined by priority status and availability of space on a **first come, first served basis** regardless of race, color, creed, sex or religion. Priority status is given to alumni families (applicants who have siblings who attended in previous years). Open enrollment for new members begins at Open House on March 8th. Any priority status families applying after open-enrollment starts will be processed as new applicants. We will continue accepting applications in person or through mail until all available slots are filled. Slots will be filled in the order they are received. After all slots are filled, subsequent applications will be placed on a wait list. **You will receive an email to confirm that your application has been received and to let you know if your application is wait listed.**

As a member of the Suffield Cooperative Preschool you are asked to either hold a position on the board or become involved with a committee. It's important to know that the preschool is run by a board solely made up of the director of the preschool plus parents! Parent involvement is crucial to the success of the preschool. We have some open board positions. If you have any interest and/or would like more information, please contact our Chairperson, Anna-Kristin Daub-Murphy via email at chairperson@suffieldcooperativepreschool.com

Historically, all families have been required to volunteer as helpers in the classroom once per month. Getting parents, grandparents, and other family members regularly involved in the classroom has been one of the things that has made the Suffield Cooperative Preschool special. Parent helping is currently optional, but encouraged. Any families that agree to complete a background check and volunteer at least once per month as a classroom helper will receive a tuition discount. You can indicate interest in classroom helping in the forms that follow.

Thank you and Welcome!

The Suffield Cooperative Preschool Board



Suffield Cooperative Preschool

4 year olds - Student Registration Contract

2022-2023

New Student Contract Re-Enrollment Contract Alumni Student Contract **Student Start Date:** _____

Student Information

Student Name: _____ Sex: Male Female
(Last) (First) (Middle)

Birth Date: _____

*Preschool reserves the right to request proof of age.

Parent /Guardian Information

Parent/Guardian 1: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home #: _____ Cell #: _____

Employer: _____ Work #: _____

Employer Address: _____

Email: _____

Marital Status: Married Single

Check here if same address as other parent/guardian

Parent/Guardian 2: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home #: _____ Cell #: _____

Employer: _____ Work #: _____

Employer Address: _____

Email: _____

Billing Address: Parent 1 Parent 2 Both Parents

Medical Information

Pediatrician: _____ Phone: _____

Does your child have any allergies (food, medication, bug bites)? _____ If Yes, what _____

Does your child take daily medications? _____ If Yes, what? _____

Parent Signature: _____ **Date:** _____

**Information on this form is required by State of Connecticut Regulations. Make sure you have filled out every blank on this page. If something does not apply to you, write N/A.

*** Admission of students is determined by priority status and availability of space on a first come, first served basis regardless of race, color, creed, sex or religion. Priority status is given to alumni families (applicants who have siblings who attended in previous years).

2022-2023 Program Options and Tuition

Applicant is:

- Alumni Applicant (sibling previously attended) Indicate Year(s): _____
- New Applicant

Please mark your class preference:

- Monday/Wednesday/Friday Morning Core Program Only
- Monday/Wednesday/Friday Morning with Lunch Bunch
- Monday/Tuesday/Wednesday/Thursday/Friday Core Program Only
- Monday/Tuesday/Wednesday/Thursday/Friday with Lunch Bunch on M/W/F

***Please note:** The 5-day option is dependent on availability after a core program enrollment period is completed. Names will be taken on a first come, first served basis and families will be notified after 8/1/22. Waitlists are possible for this program option.

Annual Tuition Rates (Number of days based on a typical school year, may vary slightly. Tuition remains as listed below.)					
Tuition	3-Day Mon/Wed/Fri (Age 4)		5-day Mon/Tue/Wed/Thu/Fri (Age 4)		TOTAL COST
Core Program 8:45am – 11:30am	\$2648 \$331 / month (8 Monthly Payments)	96 days \$27.58/day	\$4464 \$558 / month (8 Monthly Payments)	162 days \$27.56/day	
Core Program + Lunch Bunch 8:45am – 1:00pm M/W/F 8:45am – 11:30am T/Th	\$4088 \$511 / month (8 monthly payments)	96 days \$42.58/day	\$5904 \$738 / month (8 monthly payments)	162 days \$36.44/day	\$ _____ -
As explained on Page 2, at this time there is NO parent helping requirement for next year.					
Discounts *Applies to lowest Tuition Fee 10% Multiple Child Discount*					(_____) estimated discount
Registration Fee - Due with Application (Non-transferable & Non-refundable)					\$50
Enrollment Deposit - Due June 15, 2022					\$250
Total Annual Cost					\$ _____ -
All checks made payable to Suffield Cooperative Preschool, 81 High Street, Suffield, CT 06078 Tel. (860) 668-7988					

Admission Agreement

In this contract between Suffield Cooperative Preschool (hereinafter referred to as "SCP" or "school") and the parent and guardian of the student(s) listed herein, we hereby enroll these students under the following terms and conditions:

Tuition:

1. **Payment Schedule:** I agree to pay tuition according to the following schedule, yearly, tri-annually or monthly and conclude all required payments as described on the tuition schedule. I understand all payments are due by the first of the month.
2. **Cancellation and Refund:** I may cancel my child's enrollment in the preschool and receive a refund of the enrollment deposit at any time up through July 1. I understand that after July 1, there will be no refund of the enrollment deposit. Tuition refunds will be made, but a fair and reasonable portion of my tuition, excluding the enrollment deposit, shall be retained by the preschool based upon the amount of time my child was enrolled. The registration fee of \$50.00 is non-transferable and non-refundable.
3. **Late Payment:** Payments are considered late after the 10th of the month and a \$10 late fee will be charged on all late payments and/or returned checks. If I fail to make tuition payments within 30 days of the month, my child may be dismissed from the school at the discretion of the board.
4. I agree that I am responsible for all monthly tuition payments regardless of any reason that may cause my child to be withdrawn, or dismissed, from SCP. Should my child be absent due to illness, vacation, school holiday, or school closing, I agree to pay the monthly tuition during these days off. Snow days are not made up. There will be no prorating of tuition if my child withdraws before the end of the month. Illness of a severe or chronic nature will be subject to exceptions at the discretion of the board.
5. I agree that all outstanding balances from previous year/years must be paid, in full, before I can register a currently enrolled child or new child into the program.
6. SCP does not wish to exclude any child from the program due to financial need. Financial assistance or specialized payment plans may be available. Inquiries should be directed to the Director or Chairperson. All financial information is held in strictest confidence.
7. There is a 10% multiple child discount available, higher price prevailing.

Behavior:

1. SCP reserves the right to dismiss a child whose behavior interferes with the learning process in the classroom.

Health Forms:

1. I agree to complete and present required health forms for my child, per State of Connecticut, Department of Public Health. Forms are due by June 15th. My child will not be able to start preschool without these forms being submitted.
2. All health forms and immunization records must be maintained for students as required by the State of Connecticut. I agree to provide all necessary information required by the State of Connecticut.
3. **The State of Connecticut requires all preschoolers to obtain a current influenza vaccination prior to December 31st of each calendar year. Proof of vaccination or medical exemption must be maintained in student file.**

Permission Slips:

1. **Field Trips:** My child has permission to attend all preschool sponsored trips and functions and walks. Our walking field trips may include, but are not limited to: Kent Memorial Library, grounds of Suffield Academy, Suffield Village Market, Fire Station and Markowski Dental Office.
2. **Hospital:** In the event of an emergency, if I cannot be reached and a doctor's or hospital's attention is required for my child, Suffield Cooperative Preschool has my permission to take necessary measures.

HOSPITAL OF CHOICE: _____ (Be sure your Doctor is affiliated with the hospital requested.)

_____ **Initials: By initialing here I acknowledge my acceptance to all the above mentioned field trips/hospital transport.**

Emergency Information:

The State of Connecticut requires that SCP keep an Emergency Release Permission Slip on file for each child. I authorize the preschool to release my child to the named person(s) in case of any emergency that may arise and if I/we are unable to be contacted due to sickness, school closing etc.

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Parent Signature: _____ **Date:** _____



Suffield Cooperative Preschool

Parent Involvement Contract

2022-2023

The cooperative nature of the preschool welcomes the involvement of parents in their children's learning experience. Parents are the most influential teacher in their children's lives and SCP encourages parents to get involved. In addition to experiencing your child's learning and socialization, your participation encourages a more personal relationship with teachers, parents and other children. We hope you and your child enjoy this experience. The following explains the details about parent involvement. If you have any additional questions please feel free to contact the school at chairperson@suffieldcooperativepreschool.com

Student Information:

Parents' Names: _____

Student Name: _____

(Last)

(First)

(Middle)

Board Positions

Seven board positions must be filled each year. These positions require extra time commitments, which include year-round monthly board meetings. In addition to the descriptions below, board members oversee the committees. Enrollment deposit fees will be waived for board members. Please check ANY positions you might be interested in for the 2022-2023 school year.

____ (1) **CHAIRPERSON*** The Chairperson is responsible for facilitating all board meetings. They answer all members' requests and complaints and act as a liaison between the staff and the board and the preschool and the church. Additionally, they review and monitor the school staff, sign all papers on behalf of the preschool, and oversee relicensing. The Chairperson completes numerous administrative tasks on a regular basis.

____ (1) **VICE CHAIRPERSON*** The Vice Chairperson serves as the parliamentarian of the board, keeping abreast of the Preschool Manual of Procedures, which includes the Bylaws. They are also responsible for the monthly calendar and updating and maintaining the Committee Binders and managing health forms.

____ (1) **TREASURER*** The Treasurer is responsible for the school budget. They maintain all financial books, handle payroll, collect tuition, evaluate school insurance needs, and file all tax documents. Accounting and/or Quickbooks experience is helpful, but not required.

____ (1) **SECRETARY*** The Secretary is responsible for recording and posting all minutes of board meetings. Additionally, they revise and maintain all documents essential to the preschool, handle publicity for the school, and update the website.

____ (1) **MEMBERSHIP CHAIRPERSON*** The Membership Chairperson is responsible for all inquiries and applications for membership. Additionally, they schedule tours and organize registrations.

____ (2) **CLASS REPRESENTATIVE** - The Class Representative is responsible for representing the General Membership at all board meetings. They also assist the Membership Chairperson with record keeping and tours.

Committees

Please rank the FOUR committees that interest you, with 1 being the most interesting.

____ **FUNDRAISING*** Organize and implement fundraising projects; i.e. Suffield on the Green, Boon Supply, Butter Braid Pastry, etc .

____ **EVENT PLANNING** Coordinate activities for preschool socials including the Halloween party, the holiday social and family night.

____ **CLEAN-UP COMMITTEE*** Create clean-up schedule/reminders, coordinate with teachers on needs, clean up 1 extra month.

____ **SCHOLASTIC BOOK CLUB** Prepare and distribute monthly book order forms and purchases.

____ **YEARBOOK** Take pictures and compile a yearbook encompassing the two years of children who are enrolled in the program.

____ **SUPPLIES COMMITTEE*** Take supply inventory, organize sign-ups for classroom supplies, create some supplies (e.g., play dough)

____ **CHEER COMMITTEE** Plan optional family meet-ups outside of school, plan/host parent coffees, organize supplies for families in need (e.g., meal train, care package...etc.), and plan other wellness-related events

** These positions/committees require some preparatory work during the summer months.*

Notifications for Board positions/Committee Assignments:

1. Board positions are assigned on a first come, first served basis. In the event that multiple members are interested in the same position, a vote will be held at the April board meeting. Committee assignments are shared with families at the Parent Orientation Night before the start of school.

Parent responsibility for providing Snack:

1. Parents are responsible for packing snacks for their children. We ask that snacks be labeled with your child's name or put in a bag with their name. Please pack a refillable water bottle (the teachers refill water bottles as needed). In the event your child forgets their snack the preschool does have back-up snacks. **Due to peanut/nut allergies, please pack peanut/nut free snacks.**
2. Parents are invited to bring a birthday snack on their child's birthday to share with the class.

Commitments

1. I agree to serve on a committee or the board and to attend one assigned evening clean-up period if needed. I understand that if I do not come in to help clean and do not arrange for a replacement, I will be fined \$30.00.
2. I agree to participate in Suffield on the Green (i.e. volunteering for a shift) on September 10-11, 2022.

Parent Signature: _____ **Date:** _____



Suffield Cooperative Preschool

Health Forms 2022-2023

The State of Connecticut requires that all children entering preschool must have the following immunizations before being admitted: HIB, DTP, MMR, Hep B, Hepatitis A, Polio, Pneumococcal Conjugate Vaccine, Varicella and Influenza, if your child is between ages 3 and 5. **In order to fulfill all State requirements be sure your child has been immunized by June 15, 2022.** If your child has a scheduled appointment after this date please let us know.

Attached are parent and child health forms required by the State of Connecticut. These must be completed and returned to the preschool by June 15, 2022. (Note: If your child has an appointment over the summer, just submit the form ASAP.) **Your child CANNOT start preschool without his/her form.**

Please send all completed forms to:
Suffield Cooperative Preschool
81 High Street
Suffield, CT 06078

NEW MEMBERS

1. Child's Health Form - Must be completed for record of immunization and health. Immunizations must be up to date and a statement of health must be current within one year. Please note that a health form expires on the date of the child's physical (as opposed to the date on which the form is signed). IF YOUR CHILD'S LAST CHECKUP FALLS WITHIN THE PREVIOUS YEAR, HE/SHE MAY BEGIN SCHOOL ON THE BASIS OF THAT CHECKUP. However, once that form expires (must be current within one year of physical examination) a new form must be submitted within one month of expiration or child will not be able to attend after that date. Members must use the State's Health Form provided by the preschool.

PRESENT MEMBERS

1. Child's Health Form - A new, completed health form must be received on, or before the expiration date of the existing form or by the first preschool day following the appointment date indicated on an appointment card. If a new form is not received, your child will not be allowed to attend class until a new form is submitted.

****Note:** Per State of CT regulations all preschool children must receive the influenza vaccine between September and December 31st each year and provide a written note from your doctor or updated vaccination record for the school's file. **If this is not received by December 31st, the student cannot return to school until proof of vaccination or medical exemption is provided.**