



Westside Cooperative Preschool

P.O. Box 12659, Olympia, WA 98508-2659
202 Delphi Road SW
(360) 866-7383

Welcome!

Westside Cooperative Preschool admits students of any race, color, national or ethnic origin and grants them all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational or admissions policies, scholarships or other school-administered programs.

Students are enrolled on a first come first served basis.

Registration fees are due upon enrollment and are assessed per family. They are non-refundable once a child has been accepted into a class unless the class is canceled. The final month's tuition as described in the enclosed tuition and fee schedule is due upon enrollment.

All registration forms are due upon enrollment. Please complete an application form for each child being enrolled (sibling applications are available). All parents who will have contact with the children through parent helping, spending time in the classroom or by attending field trips, must submit a Washington State Patrol Request for Criminal History Information form. The Certificate of Immunization Status needs to be completed and turned in before your child's first day of school even if your child is exempt (see the back of that form for more information).

Westside Cooperative Preschool is affiliated with South Puget Sound Community College. One parent enrolls in a credit-bearing SPSCC course at no extra charge. Families earn college credit by attending 9 parent education meetings per academic year and parent helping in their child's class, on average 2-3 times per month. Westside Co-op Preschool provides a lab-school experience, with parents and children learning together.

College instructors (called Family Educators) offer a variety of classes, discussions and forums on early childhood behavior, development, and age-appropriate activities. The sessions are offered on average once a month and make up opportunities are available for those unable to attend meetings. See attached membership requirements for further details.

Please keep the enclosed Tuition Schedule and description of Cooperative commitments for reference purposes until you receive your parent handbook in the fall. Should you have any questions, please feel free to leave a message at the school and a Parent Volunteer will call you as soon as possible.

Thank you.

Westside Cooperative Preschool

Tuition and Fee Schedule: 2017-2018 School Year

<u>Class: Age Day & Time</u>	<u>Monthly Tuition</u>	<u>Registration Fee/Family</u>
Yellow: 2-3 years old Tuesday & Thursday 9:15 - 11:45 am	\$125.00	\$95
Orange: 3-4 years old Monday, Wednesday & Friday 9:15 - 11:45 am	\$170.00	\$95
Red: 4-5 years old Monday, Wednesday & Thursday 12:30 - 3:00 pm	\$170.00	\$95

Students must meet the minimum age requirement by August the 31st in order to qualify for all classes.

A registration fee of \$95 per family and last month's tuition are due upon admittance. The registration fee is non-refundable once a child has been accepted into class unless the class is canceled. Tuition is due on the 1st of each month beginning in September. Mid-year enrollment requires the deposit, first and last (May) month's tuition before attending class.

Withdrawal from Westside Cooperative Preschool requires written notice to be given to the Membership Chairperson 30 days prior to the actual termination date or the start of fall classes. Forms for withdrawal are available in the school office. If the member is withdrawing after the beginning of the SPSCC quarter, the member will receive a refund of their last month's tuition minus SPSCC registration fees, as the SPSCC registration fees are non-refundable. In addition, if tuition is in arrears and/or weekend clean-up commitment has not been fulfilled, final month tuition may be used to cover these expenses.

Checks (no cash) should note the child's name and class and be placed in the slot marked "Tuition" located in the center of the mailboxes in the office. Payments received after the 10th of the month will be subject to a late charge of \$25. Tuition can be paid in advance. Please note which months are being paid on the check.

A limited number of partial scholarships are available on a first come first served basis and are subject to verification that the family income requirements are met. Please contact the Treasurer or Membership Chairperson for more information.

Westside Cooperative Preschool

Membership Requirements for Yellow, Orange and Red Class families:

Parent Helping: Parents help in the classroom on a rotating basis and on average 2-3 times per month. There are two helpers per class. Parent helpers must arrive 15 minutes before class begins and allow 25-30 minutes after class for cleanup. For insurance reasons, **children who are not enrolled in the class may not accompany parents who are parent helping.** A mandatory Parent Help Training Session will be held before school begins in the fall. Parents who miss this meeting are required to read the Parent Handbook and observe the Parent Helpers for a class prior to starting your parent help requirement.

Preschool Job: Your active involvement makes our preschool operate effectively, efficiently and economically. All families are assigned a job and serve on a specific team, which normally requires an average 4-6 hour time commitment per month (12 months starting in June).

Meetings: Attendance at Class Meetings is required. These will be held quarterly (Oct., Jan. and March), Members are required to attend the All School Meetings held twice a year (October and March). All members are welcome but not required to attend the Board Meetings held monthly at the school. Any issues to be discussed need to be on the agenda ahead of time (see the Board President for this).

Parent Education Credits: As a requirement of our partnership with SPSCC, a total of 9 parent education credits need to be earned per family each year. There will be numerous parent education opportunities offered throughout the year, some examples of which are: attending class meetings; attending board meetings; participating in education forums or completing credit work at home. Families with multiple children enrolled still only need to earn 9 credits per year (Board members earn 12).

Weekend Cleanup: Each family is required to clean the school and outdoor toy shed at least 2 weekends per year regardless of when they join the school. It is usually a 4-5 hour time commitment. A list of the cleaning tasks is provided at the preschool. Families with more than one child attending Westside Cooperative Preschool are responsible for 2 weekend cleanups, provided there are enough families to cover every weekend. Board members are excluded from these duties.

Summer and Fall Work Parties or Task: All families must participate in one summer work party and one fall leaf raking party each year. In the event a family is unable to make it to one of the three scheduled work parties or joins mid-year, they will be assigned a 4-5 hour comparable task sometime during the school year to make up for it.

Fundraising: Fundraising is a vital part of our school program. Without it tuition would need to be increased and our program would suffer. All families need to participate in the school's fundraising efforts in order for them to be successful. If you would rather, in lieu of your active participation, you may pay a predetermined monetary amount set by the Board (due in October or one month after enrollment if joining mid-year). **The current fundraising buyout is \$300.** More information regarding fundraising events and participation is covered at the initial All School Meeting in September.

Westside Cooperative Preschool

Brief Job Descriptions

Job descriptions are intended to convey an idea of the types of jobs that are available at WCP. Jobs may change from those listed below. Detailed job descriptions are filed in the Jobs Binder located in the office at school. Members may indicate job preferences on their preschool applications. We will make every effort to honor your preferences, but there may be cases where that isn't possible

The time commitment for each job can vary from month to month. On average, members should expect to devote four to six hours per month (12 months) to their job. All jobs except Executive Board positions start in June and end in June.

Board positions are leadership positions responsible for the operation of the preschool. Executive Board positions are elected. All board members are required to attend monthly board meetings. Board positions begin in April.

Support Team

President (Executive Board): Acts as spokesperson for the school, facilitates all of the school meetings and prepares and posts the agendas. Liaison between WCP Teachers and Board. Stays in touch with community resources and events. Attends and helps with 2-3 community events (publicity) during the school year and summer Oversees the Support Team.

Hospitality: Hosts "All School" events (parties and All School Meetings). Publicizes events within the school, sets up for the event and arranges for refreshments and cleanup. Attends and helps with 2-3 community events during the school year and summer (Publicity). A computer and e-mail access are highly recommended for this job.

Librarian/Scholastic: Organizes and maintains inventory of books, tapes, CDs and records in the preschool's library. Coordinates with teachers on a monthly basis to determine any thematic needs and supplements with books, etc. from the public library as needed. Collects, processes and distributes quarterly book orders from Scholastic Book Services. Keeps track of awards and required points. Retrieves and distributes mail from the Post Office. Attends and helps with 2-3 community events during the school year and summer (Publicity).

Compliance Team

Vice President (Executive Board): Makes job assignments, revises and updates job descriptions as necessary. Updates and files teacher contracts. Organizes and facilitates the Orientation. Participates in annual Open House(s). Administers non-compliance policy on behalf of the Board. Maintains insurance for the school and submits any claims.

Class Representative (Board): (One per class) Organizes and presides over class meetings and documents meeting outcomes and decisions. Orients new families throughout the year. Schedules and tracks parent help days. Establishes a class phone tree. Coordinates field trip arrangements. Maintains the class bulletin board. Collects money for and purchases snack items.

Health and Safety Team

Health and Safety Inspector (Board): Responsible for disseminating policies and procedures regarding First Aid, emergency preparedness and emergency evacuation. Maintains First Aid kits and earthquake/disaster supplies. Maintains Records of Immunization and submits reports as directed by the State Health Department. Processes Washington State Patrol background checks. Maintains and updates Health and Safety bulletin board in classroom. Conducts a monthly safety check of the premises.

Health and Safety Assistant: Assists with student medical release paperwork prior to the start of classes in fall. Responsible for checking and maintaining the First Aid Kit on a *monthly* basis. Maintains all school fire extinguishers. Maintains Safety bulletin board. Assumes duties of Health and Safety officer when not available (out of town, prolonged illness, etc.).

Communications Team

Secretary (Executive Board): Records and distributes minutes of Board Meetings. Prepares correspondence on behalf of the school. Coordinates the school's operations calendar. Leads the Communications Team. This job requires a computer.

Computer/Correspondence/Website: Maintains and updates the school's website. Distributes WCP correspondence (announcements, etc.) via e-mail or hard copies in the school mailboxes. This job requires a computer, e-mail and a Word-friendly program.

Finance Team

Treasurer (Executive Board): Prepares budget and financial reports for Board and All School meetings, records income and expenses, manages accounts payable, coordinates payroll and regulatory tax reporting, administers scholarship program, distributes receipts, maintains inventory records. Leads the Finance Team. This job requires a computer.

Tuition Manager: Collects and posts tuition payments. Prepares and makes bank deposits. Helps with fundraising projects.

Fundraising Team

Fundraising (Board): Works with a team to identify and research new fundraising ideas. Plans and implements fundraising activities for the school year. Team organizes members to help, advertises events and reports progress in the newsletter and/or at meetings.

Tot Trot/Friendship Run Coordinator: Works with fundraising team works to organize and publicize the Tot Trot / Friendship Run. Solicits sponsors. Processes registration materials. Manages WCP volunteers at the event. Acts as race director.

Membership Team

Membership Chairperson (Board): Collects, processes and files registration forms. Responds to inquiries about the school. Plans and works at the Open House(s). Maintains membership files, rosters and waiting lists. Attends and helps plan the community events during the school year and summer. Oversees the Membership Team.

Membership Assistant/Publicity: Assists Membership Chairperson with registration process and helps out at Open House(s) and 2-3 community events throughout the year. Makes copies of and distributes rosters and registration applications. Responsible for all WCP publicity including advertising for Open House(s). Designs and distributes flyers regarding WCP within the Olympia area. Maintains and updates WCP brochures. Identifies new publicity opportunities and coordinates WCP's participation in community events. This job requires a computer.

Summer School Coordinator: Responsible for the day to day operations of the Summer School program including planning dates, hiring aides with the help of a Board Member and coordinates substitute aides. Produces and processes registration documents. Processes tuition and collects timesheets for payroll. Attends and helps with 2-3 community events during the school year and summer (publicity). Summer school planning begins in February and has a high workload from April through the end of Summer School in August.

House Team

House Leader (Board): Oversees and delegates all aspects of preschool grounds and building maintenance, daily and weekend cleanups, and purchase of cleaning and maintenance supplies. Makes assessment of short and long term house plans and/or repairs. Coordinates work parties. Participates in 2-3 House Team work parties per year.

Assistant House Leader: Oversees and coordinates the weekend cleanup schedule. Assists House Leader in planning and overseeing work parties as well as assisting in other areas of the House Team. Participates in 2-3 House Team work parties per year.

Supply Buyer: Keeps the school stocked with basic supplies including cleaning and maintenance supplies. Organizes and cleans supply storage areas. Cleans and inventories kitchen annually. Requires periodic trips to Costco and a large vehicle. Participates in 2-3 House Team work parties per year.

Indoor Maintenance: Responsible for general building maintenance including lighting, furnace filters, toy repair, recycling, pest control, cleaning the refrigerator and monitoring the maintenance clipboard in the classroom. Participates in 2-3 House Team work parties per year.

Outdoor Maintenance Team: Responsible for maintaining the exterior grounds and building including: mowing the lawn, pruning, weeding, watering, maintenance of the porch, roof, driveway and walkway, raking of leaves and identifying future improvements. Participates in 2-3 House Team work parties per year.

Summer Maintenance: Responsible for all of the grounds and general maintenance specified above for the summer. Participates in 2-3 House Team work parties per year.

Toy Organizer: Sorts and organizes toys and dramatic play items monthly. Cleans toys, puppets, stuffed animals and dress up items monthly, more during cold/flu season. Notifies designated General Maintenance person of missing parts or repairs. Makes play dough bi-weekly. Consults with teachers regarding new purchases and assists with set up of science table and other themes. Participates in 2-3 House Team work parties per year.

Westside Cooperative Preschool

Yellow, Orange and Red Class Registration Application

Child's Name: _____ **Class:** _____

Home Address: _____

City: _____ Zip Code: _____

Home Phone: _____ E-mail Address: _____

Child's Age: _____ Date of Birth: _____ Male Female

Parent: _____ **Parent:** _____

Work Phone: _____ Work Phone: _____

Cell Phone: _____ Cell Phone: _____

What is your preferred method of non-urgent communication from the school?

Email _____ Phone _____ Box at school _____

Local Emergency contact: _____

Relation to Child: _____ Home phone: _____

Work Phone: _____ Cell Phone: _____

Out of State Emergency contact: _____

Relation to Child: _____ Home phone: _____

Work Phone: _____ Cell Phone: _____

Allergies, Health Issues & Restrictions (i.e. asthma, food/pet allergies, etc):

People authorized to pick up your child at school:

Name

Phone

1 _____

2 _____

3 _____

Westside Cooperative Preschool

Medical Authorization & Release

Child's Doctor /Medical Provider _____

Phone _____ Address _____

Medical Insurance Provider & Provider # _____

In the event of an emergency, if a parent is unavailable, I give my permission for my child to be treated by the best available means as determined by the supervisory personnel of the Westside Cooperative Preschool.

Signature _____ Date _____

Relation to child _____ Allergies? _____

Field Trip Permission: My child has my permission to go on class field trips.

Signature _____ Date _____

Permission to Photograph

I give permission for my child to be photographed and/or videotaped in scheduled preschool activities. Such photographs and videos may be used by the co-op for publicity or educational purposes as indicated below:

	Permission Granted	Permission Declined
Use and share in the classroom and co-op newsletter		
Use for co-op and college promotion including web sites (children will not be named)		
Use for educational purposes (children's last names will not be used)		

Parent signature _____

Child's name _____

Westside Cooperative Preschool

Child's Name _____ Class _____

Parent Commitments Agreement

Please read and initial commitments listed below indicating your acceptance. Please refer to Membership Requirements and Tuition and Fee Schedule enclosures for more detailed information. The Membership Chairperson can also help clarify if needed.

Our family agrees to:

- _____ Pay tuition in a timely manner
- _____ Provide the Membership Chairperson with written notice of withdrawal 30 day prior to our expected termination date
- _____ Be on time when dropping child off for class and when picking them up
- _____ Participate in all of school's fundraising efforts and complete all tasks you are assigned to, or agree to predetermined monetary buyout. **2017-2018 Fundraising Buyout is \$300.**
- _____ Work *at least 2* weekend cleanups of the classrooms and toy shed during the school year
- _____ Parent help in child's classroom *at least* 1-2 times/month for Yellow class and 2-3 times/month for Orange and Red class
- _____ Arrive 15 minutes before class begins when parent helping and stay after class to finish clean-up
- _____ Register online quarterly (Fall, Winter, Spring) with SPSCC
- _____ Earn a total of 9 SPSCC parent education credits by attending class meetings, participating in education forums or completing credit work at home. Families with multiple children enrolled still only need to earn 9 credits per year. (Board members earn 12 credits)
- _____ Actively participate on a Team working 4-6 hours per month at assigned WCP job starting in **June**
- _____ Attend scheduled Class Meetings and the 2 All-School Meetings
- _____ If you are new to the school attend Parent Help Training in the summer or observe a class and read the Parent Handbook prior to parent helping
- _____ Participate in one summer work party in the coming summer. Please circle the date you would prefer below. Families joining mid-year will be assigned a comparable task.

Sat. June 24th 9am-1pm or **Sat. July 15th, 9am-1pm** or **Sat. Aug. 19th, 9am-1pm**

- _____ Participate in one leaf raking party in the fall. Please circle the date you would prefer below.

Sat. Oct 14th 10am-12pm or **Sat. Nov 4th, 10am-12pm**

Work party dates are for summer/fall 2017

I have read and understand the above financial and cooperative commitments required for membership in the Westside Cooperative Preschool and I agree to fulfill them.

Signature _____ Date _____

Westside Cooperative Preschool

Child's Name _____ Class _____

Who will be responsible for doing your school job? Keep in mind that it can be both parents.

_____ Phone _____ Email _____

Job Skills Survey

Please check **all** that apply to the person (or persons) who will be carrying out the job at our school. Don't be modest; this will only be used to help us match you with the most suitable job as well as let us know what resources are available to the school.

- | | |
|--|---|
| <input type="checkbox"/> Have experience with MS Excel | <input type="checkbox"/> Have e-mail |
| <input type="checkbox"/> Have the computer program "Word" | <input type="checkbox"/> Good computer skills |
| <input type="checkbox"/> Have a computer publishing program | <input type="checkbox"/> Good typing skills |
| <input type="checkbox"/> Have Web site maintenance knowledge | <input type="checkbox"/> Good math skills |
| <input type="checkbox"/> Good graphics and printing skills | <input type="checkbox"/> Good writing skills |
| <input type="checkbox"/> Good record keeping skills | <input type="checkbox"/> Good organizational skills |
| <input type="checkbox"/> Good photography skills | <input type="checkbox"/> Good "people" skills |
| <input type="checkbox"/> Have knowledge & experience grant writing | <input type="checkbox"/> Good sewing skills |
| <input type="checkbox"/> Have landscaping knowledge & skills | <input type="checkbox"/> Good at general repairs |
| <input type="checkbox"/> Have woodworking knowledge & skills | <input type="checkbox"/> Can use a lawn mower |
| <input type="checkbox"/> Have roofing knowledge & skills | <input type="checkbox"/> Can use a yard blower |
| <input type="checkbox"/> Have plumbing knowledge & skills | <input type="checkbox"/> Have knowledge of safety issues |
| <input type="checkbox"/> Have electrical knowledge & skills | <input type="checkbox"/> Have knowledge of health issues |
| <input type="checkbox"/> Have construction knowledge & skills | <input type="checkbox"/> Have organized a large, public event |
| <input type="checkbox"/> With direction could help with the above | <input type="checkbox"/> Have run in an organized race (1 mile, 5K, etc.) |
| <input type="checkbox"/> Have training in Child Development and/or Early Childhood Education | |
| <input type="checkbox"/> Have meeting management skills | |

Other skills or knowledge in your family that might be helpful to the school, including information about your previous or current jobs, if you would like to share this information:

Do you have a job preference? **Yes** **No**

1) _____ 2) _____ 3) _____

What was your preschool job last year? _____

We will do our best to match you with the job of your choice. Please understand that this is not always possible. There are many positions that need to be filled and they are usually filled on a first come first served basis.

Westside Cooperative Preschool

Teacher's Questionnaire

Child's Name: _____

Class: _____

Nickname(s): _____

Birth Date: _____

E-mail address (optional) _____

What are your primary reasons for enrolling your child at WCP?

1. What do you see as your child's greatest strengths?
2. What are areas of challenge for your child?
3. What group activities has your child participated in?
4. Is your child potty trained? If not, describe your child's progress and/or needs in this area.
5. Are there other children at home? If so, what ages?
6. What talent, skill, or special something would you be willing to share with the children at school?
(Cooking, planets, music, rock/shell collections, dance/movement, storytelling, etc.)
7. Is there anything else you would like the teacher to know?

PLEASE RETURN THIS QUESTIONNAIRE AS SOON AS POSSIBLE. WE WILL FORWARD IT TO THE TEACHER. THANK YOU!

Cooperative Preschool Parent Helper Disclosure Statement
PURSUANT TO CHAPTER 43.43 RCW

Please answer “YES” or “NO” to each listed item. If the answer is YES to any item, explain in the area provided, indicating the charge or finding, the date, and the court(s) involved. The term “**convicted**” means all adverse dispositions, including a finding of guilty, a plea of guilty or nolo contendere, an Alford plea, stipulation to the facts, a deferred or suspended sentence, or a deferred prosecution.

1. Have you **ever** been convicted of any crimes against persons as defined in RCW 43.43.830(5) and listed as follows: aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree assault of a child; first, second, or third degree rape; first, second, or third degree rape of a child; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; endangerment with a controlled substance; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; first or second degree custodial sexual misconduct; malicious harassment; first, second, or third degree child molestation; first or second degree sexual misconduct with a minor; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; criminal abandonment; or any of these crimes as they may be renamed?

Answer: _____ **If “YES”, PLEASE EXPLAIN BELOW.**

2. Have you **ever** been convicted of any crimes relating to financial exploitation as defined in RCW 43.43.830(6) as amended, if the victim was a vulnerable adult and listed as follows: first, second, or third degree extortion; first, second, or third degree theft first or second degree robbery; forgery; or any of these crimes as they may be renamed?

Answer: _____ **If “YES”, PLEASE EXPLAIN BELOW.**

3. Have you **ever** been convicted of any crime related to drugs as defined in RCW 43.43.830 and listed as follows: manufacture, delivery, or possession with intent to deliver a controlled substance?

Answer: _____ **If “YES”, PLEASE EXPLAIN BELOW.**

4. Have you **ever** been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor?

Answer: _____

If **“YES”**, **PLEASE EXPLAIN BELOW.**

_____ 5. Have you **ever** been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually assaulted or exploited any minor or to have physically abused any minor?

Answer: _____

If **“YES”**, **PLEASE EXPLAIN BELOW.**

_____ 6. Have you **ever** been found in any final disciplinary board decision, or by the director of the department of licensing in the following business or professions (chiropractic, dentistry, dental hygiene, naturopathy, massage, midwifery, osteopathy, physical therapy, physicians, practical nursing, registered nursing, psychology, real estate broker, and salesperson) to have sexually or physically abused any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult?

Answer: _____

If **“YES”**, **PLEASE EXPLAIN BELOW.**

_____ 7. Have you **ever** been found by a court in a protection proceeding under Chapter 74.34 RCW to have abused or financially exploited a vulnerable adult?

Answer: _____

If **“YES”**, **PLEASE EXPLAIN BELOW.**

_____ Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Printed Name: _____

Alias/Maiden Name: _____

Signature: _____

Date: _____

Place: _____

Date of Birth: _____

Westside Cooperative Preschool

Dear Parent Helper,

Parent helping is essential to our program, and we are glad you have chosen to be a parent helper at our school. We believe a quality program for parent helpers includes three significant components:

- 1) All parent helpers clearly understand the role of the parent helper to include any school policies related to parent helping.
- 2) All parent helpers are welcomed at the school as contributors to a successful educational experience for the staff and children with whom they work.
- 3) All parent helpers receive appropriate orientation prior to parent help experience.

The safety of all children is the most fundamental concern of our school community. The most important safety precaution to protect children and adults in the classroom is to ensure that no adult is left alone with a child other than their own. Two (2) adults are within visual and auditory supervision of any child(ren) at all times. Many other systems are in place to insure our children are learning in an environment that is as free from risk as possible. An important part of that environment is the parent helpers who work with children in the classroom and at other school sponsored events and learning activities. We are proactive and preventive when it comes to the safety of children and the people who volunteer in our schools.

For that reason, we require all parent helpers to complete and sign a confidentiality statement and disclosure statement. A background check through the Washington State Patrol Criminal History Identification will be conducted. For that reason, your birth date is required at the bottom of the disclosure statement. A copy of the state patrol's response will be available to you upon request.

Please know that any information you provide the school is confidential and will be treated as such. We thank you in advance for understanding the importance of our children's safety and the important role you will play in helping us with that. If you have any questions about the enclosed materials or about the process, please don't hesitate to ask.

Sincerely,

Westside Co-op Preschool

Westside Cooperative Preschool

Confidentiality Statement

Dear Parent Helper:

We are pleased you are interested in parent helping in a Parent Cooperative Preschool. As you take on this very important role, we want to provide information to you related to confidentiality so that each person who works in our school will understand the importance of this issue and the privacy rights of our students and staff.

Parent helpers observe students working at different levels and with different needs and challenges. Some students need extra support in different developmental areas, some will need help in solving problems and others will need help making appropriate behavior choices. Please make sure any conversations that take place with a staff member related to a specific student's or group of students' needs are done privately (out of earshot of all students and other adults). Please understand that teachers are not free to discuss other students with you. We appreciate it when parent helpers report any such incidents or concerns to the teacher and we also request that parent helpers not speak of such incidents or concerns with anyone after having left the school. In this way, we can protect the privacy of all children at our schools. This is expected of all staff members within our schools and we must require it of all parent helpers as well. There can be no tolerance for violations of confidentiality. Continued parent helping is contingent upon respect of this request.

If you do have questions related to confidentiality please do not hesitate to ask a teacher or family educator.

Please complete this form and return it to the health and safety coordinator along with all other requested parent helping materials. Thank you.

I have read and understand the confidentiality requirements required for all parent helpers in this Parent Cooperative Preschool.

Name (Printed) _____

Signature: _____

Date: _____

Westside Cooperative Preschool

Voluntary Driver Automobile Notice Form

This form must be completed by all drivers/owners of vehicles used to transport students to or from activities sponsored by the co-ops.

Acknowledgment:

As a volunteer driver I understand that the liability insurance on my vehicle is primary insurance and in the event of an accident, my insurance will respond to any injuries or damage. To the extent that I am legally obligated to pay, I also agree to hold harmless the parent education cooperative, its board members, employees and staff from any and all claims, liabilities, damages or expenses (including defense costs) arising directly or indirectly from the maintenance, ownership or use of my vehicle.

Parent's/Driver's Signature

Date

Relationship to Child

Name of Co-op

INSURANCE INFORMATION:

Name of Automobile Insurance Carrier

Policy Number

Term of Coverage

Limit of Insurance (Bodily Injury):

\$_____per person
(\$100,000 minimum)

\$_____per accident
(\$300,000 minimum)

(Property Damage):

\$_____per accident
(\$50,000 minimum)

Or:

\$_____combined
(\$300,000 minimum)

Single limit

This form will remain in effect for the entire length of the school term. Please advise of any change in insurance coverage during the school term. Attach a copy of driver's license.

Westside Cooperative Preschool

Tuition Scholarships

Westside Cooperative Preschool offers a limited number of 75%, 50% and 25% tuition scholarships. Scholarships are distributed on a first-come, first-served basis to eligible families. The equivalent of one child's tuition at 100% is allocated for each class. Applications and additional information can be obtained from the Membership Chairperson or Treasurer.

The Preschool uses the national poverty standards (see below) as a general guideline. Consideration is also given to extraordinary additional out-of-pocket expenses for costs such as medical, more than one child enrolled at WCP, the need for an aide to be present at the preschool in order for a child to participate, etc.

Size of Family Unit	<u>75% Scholarship</u> (125% Maximum Gross Income [M.G.I.] for Year)	<u>50% Scholarship</u> (150% of M.G.I.)	<u>25% Scholarship</u> (175% of M.G.I.)
2	\$20,300	\$24,360	\$28,420
3	\$25,525	\$30,630	\$35,735
4	\$30,750	\$36,900	\$43,050
5	\$35,975	\$43,170	\$50,365
6	\$41,200	\$49,440	\$57,680
7	\$46,425	\$55,710	\$64,995
8	\$51,650	\$61,980	\$72,310
For each add'l, add	\$5,225	\$6,270	\$7,315

For 2017 (updated figures can be found at <http://aspe.hhs.gov/poverty/>)

Applications for tuition scholarships are confidential. A former Preschool member has been selected to review applications and determine eligibility. If a member disagrees with the decision made by the scholarship reviewer, they may appeal in writing to the Preschool Executive Board.

If you are awarded a tuition scholarship, you are responsible for paying the balance of tuition by the due date each month and for fulfilling all other membership responsibilities.

Families requesting scholarships must complete both the scholarship application and all other registration forms in order to be considered. Additionally, all families must pay the registration fee and the first month's tuition, unless other arrangements are made with the WCP Treasurer. Your portion of the last month's tuition will be due upon completion of the scholarship application review unless a credit is due.

Families must reapply for scholarships each year and, in some cases, applications are reviewed mid-year. If you would like additional information, please contact WCP's Treasurer by calling the preschool at 866-7383.

Westside Cooperative Preschool

Confidential Scholarship Application

Child's Name _____ Age _____ Class _____

Second Child _____ Age _____ Class _____

Parent Name(s) _____

Address(es) _____

Telephone _____(Home) _____(Work)

_____ (Home) _____ (Work)

Number of dependent children in family _____ Ages _____

Total Number in Family _____ Parent(s) Occupations _____

Total gross monthly income \$ _____ Total gross annual income \$ _____

List all sources of additional income including but not limited to Social Security, Unemployment Compensation, Workers' Compensation, Child Support, Alimony, Public Assistance, Food Stamps, Pension, Rental Property, Investments, etc.

Attach a copy of your W-2 or most recent year's tax return and a current pay stub. If these are not available, please explain.

If applicable, please explain any other expenses or circumstances you would like us to consider, such as medical, the need for an aide to be present at the preschool in order for a child to participate, change in employment status, etc.

Please submit application to:
Sarah Jolley
1904 Thurston Ave NE
Olympia, WA 98506