

REGISTRATION FORM: School Year 2010-2011

In order to reserve a place for your child, please return the completed registration form and enrollment agreement, and pay a \$55 non-refundable registration fee.

Enrollment Request:

Twos Class	M/W or T/TH	\$95 per month	Up to 10 Students (4:1 student/teacher)
Threes Class	T/TH	\$100 per month	18 Students (5:1 student/teacher)
Fours Class	M/W/F	\$115 per month	20 Students (5:1 student/teacher)

Interested in Limited Participation (see Enrollment Agreement) Yes/No

Current or Former Member Yes/No

Student Information

Student name _____ DOB _____ Gender _____

Address _____ Zip _____

Parent/Guardian Information

Parent/guardian name _____

Address _____

Home phone _____ Other Phone _____ E-mail address _____

Parent/guardian name _____

Address _____ Zip _____

Home phone _____ Other Phone _____ E-mail address _____

Emergency Contact (if a parent/guardian cannot be reached)

Person _____ Relationship to Child _____

Address _____ Phone _____

Does your child have special needs (including allergies) the teacher needs to be aware of?

Tuition Assistance is available based on need with a \$15 per month tuition reduction. Tuition Assistance applications are confidential. Please contact the Vice President of Membership, Mandi Bloomer, at 541-510-2129 for more information.

Return to: VP of Membership - Eugene's Parent-Child Preschool, 1376 Olive St., Eugene, OR 97401

Eugene's Parent-Child Preschool does not discriminate against students because of race, color, ethnic or national origin, gender, faith group, or physical or developmental disability. Students are admitted to all the programs and activities and availed all the rights and privileges generally accorded or made available to students at the school.

ENROLLMENT AGREEMENT: School Year 2010-2011

I agree to fulfill these obligations in order for the Preschool to function effectively and to benefit all those involved. I understand that failure to fulfill a responsibility may result in performing make-up work and / or a monetary fine. Continued inattention and / or lack of fulfilling preschool responsibilities may ultimately result in being dropped from enrollment.

1) Tuition:

- a) September and May tuition is due before the first day of school in September. From October to April, the monthly tuition fees are due on the first of each month.
 - i) There is a ten-day grace period. A late fee of \$1 per day after the 11th of the month is charged for late payments.
- b) In the event of membership termination, the following policy provides a month for EPCP to find a replacement:
 - i) The full amount of Last Month tuition (paid in advance) is returned with at least a 30-day notice given to the VP of Membership.
 - ii) 50% of the Last Month tuition is returned with at least 15 days notice given to the VP of Membership.
 - iii) No refund with less than 15 days notice.

2) Parent-Teacher:

- a) Parents are required to be a Parent-Teacher in their child's classes the prescribed amount of time. Work schedules are completed in advance and allow for flexibility when necessary for illness or emergencies.
- b) You will work in your child's classroom as a Parent-Teacher as follows, although the exact figure will vary depending on the actual enrollment:
 - i) Twos: 1.5 times per month, unless enrollment is eight (8) or less students, then reduces to 1 time
 - ii) Threes: 1.5 times per month
 - iii) Fours: 2 times per month
- c) Limited Participation spaces are available to reduce the amount of days required as Parent-Teacher.
 - i) Limited Participation spots cost more per month. Half limited or full limited options are available when full enrollment in a class is reached. There are a limited amount of Limited Participation spaces in each class.
 - ii) All other EPCP responsibilities are required.
 - iii) Members with two children enrolled in the Preschool have priority for Limited Participation. All other requests are accepted on date of request received (first received, first honored).
- d) Participate in one toy cleaning during the school year.

3) Membership Meetings:

- a) One parent from the family attends all Membership meetings and trainings. There are seven meetings throughout the school year: Orientation, Parent-Teacher Training, Dress Rehearsal and four Membership Meetings. The parent serving as Parent-Teacher must be present at the Parent-Teacher Training.
- b) Childcare may be available at a reduced cost.

4) Participate in the Children's Theater Production and/or other fund raising projects.

5) Complete an Oregon Department of Education Criminal History Background Check request form for everyone who will be a Parent-Teacher or drive to field trips. The results of the background check are confidential, and handled on a case-by-case basis. The Board of Directors will confidentially review any report of crime against a minor.

I have read the above 2010-2011 preschool responsibilities for Eugene's Parent-Child Preschool, and I understand the commitments I am making as a preschool parent.

Signature _____ Date _____

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