

EAST COLUMBIA PRESCHOOL, INC.
2017-2018 MEMBERSHIP INFORMATION AGREEMENT

The following information provides you with the basic financial terms and obligations of membership in this cooperative preschool.

PAYMENT OF FEES AND TUITION** *Fees and tuition shown are subject to change and are for budgeting purposes only.*

1. Fees:

- a. \$50.00 Registration fee is due at registration and is non-refundable.
- b. Arts, Activities and Supplies fee is due May 31, 2017
 \$65.00 for 2-day class.**
 \$70.00 for 3-day class.**
- c. \$50.00 Insurance fee is due July 1, 2017
- d. Field Trip fee is due at orientation
 TBD (~\$65.00) for 2-day class.**
 TBD (~\$80.00) for 3-day class.**

2. Tuition:

Tuition may be paid in one yearly payment or in a predetermined series of monthly payments:

Yearly Payment: due July 1, 2017

2-day class: \$1,234.80**

3-day class: \$1,596.42**

Monthly Payments: due July 1, 2017

September (first) and May (last) month's tuition

2-day class: \$280.00**

3-day class: \$362.00**

Due first of the month October through April

2-day class: \$140.00**

3-day class: \$181.00**

**TUITION AND FEE AMOUNTS ARE INCLUDED HERE AS WRITTEN IN THE 2017-2018 BUDGET THAT WAS PASSED AT THE GENERAL MEMBERSHIP MEETING IN APRIL 2017. ALL FEES ARE SUBJECT TO CHANGE.

Make all checks payable to East Columbia Preschool, Inc. **Any tuition payment (or fee) paid after the due date must include a late charge: One Week Late \$10.00, Two Weeks Late \$15.00, Three Weeks Late \$20.00.** If your September/May tuition is not received by July 8, 2017, this will be considered an indication that you are no longer interested in your class slot, and the vacancy will be filled from the waiting list. The preschool will charge a \$30.00 bank-processing fee for any check returned to your bank.

OBLIGATIONS OF CO-OPING PARENTS

1. Co-op and serve as the Set Up / Clean Up Person in the classroom on a scheduled basis (approximately 5-7 times per job during the school year) and provide a healthy snack/beverage (per teacher schedule) on co-op days. Morning Co-op and Set Up Person arrive at 8:30AM; Afternoon Co-op arrives at 12:15PM; Afternoon Clean Up Person arrives at 2:45PM.
2. Chaperone and drive on school field trips (approximately 2-3 times per school year). Cars must be equipped with seat belts and approved car seats or booster seats must be used for all children as required by current Maryland law. Car seats or booster seats must be provided by the parents of the children required to use them and must be properly installed in the field trip driver's car. All families must submit vehicle registration and auto insurance information at registration to school. Parents are responsible for ongoing maintenance of vehicle insurance and registration throughout the school year.
3. Serve on a committee or the Executive Board.
4. Attend mandatory Parent Orientation session and one mandatory Parent Workshop meeting per year. In addition there may be several optional Parent Education meetings offered during the year.
5. Participate in one housekeeping session per child in the preschool if not serving on the Executive Board.
6. Volunteer for a minimum of three hours per child enrolled at one of the three main fundraisers if not serving on the Executive Board.

TOILET TRAINING

The child must be toilet trained by the first day of class, September 2017. Disposable training underwear (e.g., "pull-ups"), plastic pants, and other leakage barriers are NOT permitted.

ALLERGIC REACTIONS INFORMATION

If a child is allergic to snacks or beverages which might be consumed at snack time or at special functions (feasts, teas, parties), the parent shall notify the teacher and all class parents of the child's condition. Parents are informed of snacks and beverages (if not prepared by the parents) that will be consumed each class session.

1. In the case of allergic reaction(s) or allergies to only one or two substances, a decision will be made by the staff whether the substance can be totally eliminated from the class' consumption list.
2. In the case of allergic reaction(s) or allergies to many substances, the parents of the affected child must provide a beverage/snack for their child EVERY CLASS SESSION (including special functions). The parent of the affected child may attend special functions to supervise consumption of the beverage/snack by his/her child.

CUMULATIVE RECORDS

All cumulative records, including personal family, health, enrollment, and performance information, shall be retained by the school for two years after the student has left ECP.

WITHDRAWAL / REFUND POLICY

1. Registration fee is non-refundable.
2. **Members are responsible for the entire year's tuition and all fees upon joining ECP.** Monthly and yearly payment plans are available (see Payment of Fees and Tuition).
3. Written notice of membership termination must be presented to the First Vice President a minimum of 30 days prior to the official withdrawal date.
4. Written notice received on or before July 31, 2017:
 - a. First and last months' tuition will be refunded in full.
 - b. Insurance fee will be refunded in full.
 - c. Arts, Activities, and Supplies fee (first installment) will be refunded in full.
5. Written notice received August 1, 2017, or after:
 - a. September tuition will be refunded on a prorated basis provided that the school vacancy* is filled within 30 days from the notice of withdrawal.
 - b. Upon withdrawal, families remain responsible for monthly tuition payments until vacancy* is filled following the written withdrawal notice; whichever happens first.
 - c. October through May tuition will be refunded on a prorated basis provided that the school vacancy* is filled within 30 days from the official withdrawal date.
 - d. May tuition is refundable only if notice of termination is received on or before March 1 of the school year and the vacancy is filled as stated above.
 - e. Arts, Activities, and Supplies fee (paid at that point) will be refunded on a prorated basis after the school vacancy* is filled.
 - f. Insurance fee will be refunded on a prorated basis after the school vacancy* is filled.

*IN ALL CASES A SWITCH FROM AN AFTERNOON CLASS TO A MORNING CLASS (AND VICE VERSA) BY A CURRENT STUDENT DOES NOT CONSTITUTE FILLING A VACANCY.

*I have received, read, and understood the terms of the **East Columbia Preschool, Inc. Membership Information Agreement** and agree to comply with the guidelines, as stated, or my membership is subject to termination.*

Child's Name

Parent/Guardian Signature

Date

ECP Representative