

EAST COLUMBIA PRESCHOOL, INC.
2023-2024 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. Registration fee is due at registration and is non-refundable.
\$100 for new families.
\$75 for returning families.
 - b. Arts, Activities and Supplies fees
\$100.00 first installment due May 31, 2023
\$50.00 second installment due November 1, 2023
 - c. \$60.00 Insurance fee is due July 1, 2023
 - d. Field Trip fee due at orientation/first day of school
To be determined based on cost of planned field trips. For planning purposes, the fee for the 2022 school year was \$75 for 3-day classes.

2. Tuition:
Tuition may be paid in one yearly payment (at a 2% discount) or in a predetermined series of monthly payments:

Yearly Payment: due July 1, 2023
Morning 3s and Morning 4: \$2,469.60**
Afternoon 4s: \$3,263.40**

Monthly Payments: due July 1, 2023
Last month's tuition (May) prepayment
Morning 3s and Morning 4s: \$280**
Afternoon 4s: \$370**

Due first of the month September through April
Morning 3s and Morning 4s: \$280**
Afternoon 4s: \$370**

**** 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 prepaid last month's tuition is not received by July 8, 2023, 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 PARENTS – MORNING 3s AND MORNING 4s

1. Assist in the classroom as the "Co-op" from 8:30 - 10:30 am on a scheduled basis (approximately once a month during the school year).
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. Parents are responsible for ongoing maintenance of vehicle insurance and registration throughout the year and ECP retains the right to request proof of vehicle registration and insurance from all families.

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.

OBLIGATIONS OF PARENTS – AFTERNOON 4s

1. Serve as the Clean Up Person in the classroom from 4-4:30 pm on a scheduled basis (approximately once a month during the school year).
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. Parents are responsible for ongoing maintenance of vehicle insurance and registration throughout the year and ECP retains the right to request proof of vehicle registration and insurance from all families.
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.

FINGERPRINTING AND BACKGROUND CHECKS

Every student in the Morning 3s and Morning 4s classes must have at least one adult that has been cleared by the Office of Child Care to assist in the classroom. If members of the Afternoon 4s class wish to volunteer during classroom time, they would also need to have adults cleared. Only cleared adults may work in the classroom during school hours. To be cleared, adults must be fingerprinted and have a Release of Information form signed and notarized; this form authorizes a simple background check for the safety of our students. Each family is responsible for all associated fees. As of January 2023, the fee for fingerprinting is approximately \$50 per person. Notary fees vary. When possible, ECP will schedule events prior to the first day of school to help families accomplish all the needed tasks in one sitting. Please note, if the adult has lived outside of Maryland within the last five years, additional clearances will be required. The process and fees for these clearances vary by state and will be the responsibility of the adult being cleared.

TOILET TRAINING

The child must be toilet trained by the first day of class, September 2023. 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, 2023:
 - a. Last month's tuition will be refunded in full.
 - b. Insurance fee will be refunded in full.
 - c. Arts, Activities, and Supplies fees will be refunded in full.
5. Written notice received August 1, 2023, 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 fees 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.
 - g. Field trip 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