

**EAST COLUMBIA PRESCHOOL, INC.**  
**2024-2025 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, 2024\*\*  
\$50.00 second installment due November 1, 2024\*\*
  - c. \$60.00 Insurance fee is due July 1, 2024\*\*
  - d. Field Trip fee due at orientation  
To be determined based on cost of planned field trips. For planning purposes, the fee for the 2023-2024 school year was \$90.\*\*

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, 2024

Morning 3s and Morning 4: \$2,469.60\*\*

Afternoon 4s: \$3,263.40\*\*

Monthly Payments: due July 1, 2024

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\*\*

**\*\*TUITION AND FEE AMOUNTS ARE ESTIMATES FOR PLANNING PURPOSES ONLY AND SUBJECT TO CHANGE BASED ON THE RESULTS OF A VOTE BY THE GENERAL MEMBERSHIP IN SPRING 2024. 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.** The preschool will charge a \$30.00 bank-processing fee for any check returned to your bank.

If your prepaid last month's tuition is not received by July 8, 2024, 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.

**OBLIGATIONS OF FAMILIES – MORNING 3s AND MORNING 4s**

1. Assist in the classroom as the Co-Op from 8:30-11:45 am on a scheduled basis (approximately once a month during the school year).
2. Serve as the Set-Up Person in the classroom from 8:30-9:00 am on a scheduled basis (approximately once a month during the school year).
3. Serve as chaperone on school field trips (approximately 2-3 times per school year).

4. Serve on a committee or the Executive Board.
5. Attend mandatory Orientation session and one mandatory Workshop meeting per year.
6. Participate in one housekeeping session per child in the preschool if not serving on the Executive Board.
7. 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 FAMILIES – AFTERNOON 4s

1. Serve as the Clean-Up Person in the classroom from 3:15-3:45 pm on a scheduled basis (approximately once a month during the school year).
2. Serve as chaperone on school field trips (approximately 2-3 times per school year).
3. Serve on a committee or the Executive Board.
4. Attend mandatory Orientation session and one mandatory Workshop meeting per 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 December 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 in September 2024. Disposable training underwear (e.g., "pull-ups"), plastic pants, and other leakage barriers are NOT permitted.

#### 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, 2024:
  - 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, 2024, 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