

**WILLIAMSBURG PARENT COOPERATIVE PRESCHOOL
REGISTRATION INFORMATION 2010-2011**

PROMPT RETURN OF THE APPLICATION IS IMPORTANT TO YOUR CLASS PLACEMENT. CLASS SPACES WILL BEGIN TO BE FILLED THE FIRST EVENING OF EACH REGISTRATION PERIOD. CLASS LISTS ARE POSTED AT THE CO-OP ON THE TUESDAY FOLLOWING EACH REGISTRATION DATE.

Beginning February 1, 2010: Registration opens to present Co-op members enrolling children currently attending and for present and former Co-op members who have children who were not eligible for the 2009-2010 Twos class because of the age cutoff (June through September birthdays) but are now eligible for the three-year-old classes.

Beginning February 8, 2010: Registration opens for present and former Co-op members enrolling new children.

Beginning February 16, 2010: Registration opens to the community. Class visits are welcome. Please call our Visitation Coordinators to arrange a visit, Kathy Wincheski – 220-9449 or Julie Lake – 229-4134.

Please carefully check your child's birth date against class age cut-off dates to avoid losing placement in your selected class. A waiting list is available for underage two year old children. Contact the Director, Molly Gareis, for more information at (757) 229-3407.

CLASS OFFERINGS AND TUITION

Class	Age Cut-off Dates	Class Days & Times	Monthly Tuition
One Day Twos	by May 31, 2010	F (9:30-11:30)	\$69
Two Day Twos	by May 31, 2010	Tu & Th (1:00-3:00)	\$99
Two Day AM Threes	by Sept. 30, 2010	Tu & Th (9:00-12:00)	\$119
Two Day PM Threes	by Sept. 30, 2010	Tu & Th (1:00-3:30)	\$104
Three Day AM Threes	by Sept. 30, 2010	M, W & F (9:00-12:00)	\$164
Three Day Fours	by Sept. 30, 2010	M, W & F (1:00-4:00)	\$154
Three Day Fours	by Sept. 30, 2010	M, W & F (1:00-4:00)	\$154
Four Day Fours	by Sept. 30, 2010	M – Th (9:00-12:00)	\$199

Registration: Please submit the enrollment form with a non-refundable* registration fee of \$50 for the first child, and \$40 for each additional child in the same family to WPCP, P.O. Box 422, Williamsburg, VA 23187, or place it in the bulletin board envelope at the school. Enrollment forms are available from the Director, the teachers, the Board Secretary, or the registration envelope. If you have any questions, please contact Molly Gareis, Director, at (757) 229-3407.

(*If you are not placed in a class due to over enrollment, your registration fee will be refunded in full.)

Tuition Payments: Tuition is payable monthly, or in advance if the member chooses. The first installment for 2010-2011 is non-refundable and due on **September 1, 2010** (see coupon book), with subsequent monthly installments due October 1, and the first of each month thereafter through May 1. Please remember to direct all tuition payments to Williamsburg Parent Cooperative Preschool (WPCP), Assistant Treasurer, P.O. BOX 422, Williamsburg, VA 23187.

Withdrawal: If a child is withdrawn during the school year, residual tuition will be refunded on a pro-rated basis upon receipt of one month's advance notice. No refund will be made if the child is withdrawn during the last two months of the school year. Once admitted, please let us know promptly if your plans change. We appreciate this courtesy, and so do the families of children on waiting lists.

Financial Aid: Any child may apply for financial aid. Please direct inquiries to Molly Gareis, Director, at (757) 229-3407.

Membership: Your membership begins as soon as forms and fees are processed and your class assignment has been confirmed. Assignments are posted as stated above. If you have not received a membership packet by mid-April, please call Molly Gareis, Director, at (757) 229-3407. All members receive a Handbook and the Capers (Newsletter). You are expected to attend Parent Education and are always welcome at Board meetings. Every family assumes one major "commitment" yearly and provides volunteer support of other Co-op activities. Regularly scheduled participation in the classroom is the focus of the Co-op's parent-teacher-child experience.

Health Forms: Parental forms of the first time members and forms for all children **MUST** be returned by **August 1, 2010**.

WILLIAMSBURG PARENT COOPERATIVE PRESCHOOL

Major Commitment List and Descriptions

As part of the Co-op membership, each FAMILY agrees to fulfill one "Major Commitment" for the year in addition to helping on a regular basis in the classrooms. The following is a list of major commitments approved by the Board with abbreviated job descriptions. Complete descriptions are in the Handbook.

BOARD MEMBER

- Represents your class (brings their ideas, comments, etc.) at monthly board meetings.
- Serves as liaison between the parents and the classroom teacher.
- Assists with picture day for your class.
- Attend and support school-sponsored events.
- At-Large Members serve on Nominating Committee in March.

ASSISTANT TREASURER

- Collects registration and tuition checks and keeps records of those paid.
- Informs Director of those in arrears.
- Deposits checks into checking account.
- May do dunning as agreed by Treasurer and Director.

PARENT EDUCATION COMMITTEE

- Composed of Co-Chairs and committee members.
- Arranges and attends a parent education meeting (held in 2nd half of the year).
- Organizes the parent education library.
- Contributes regularly to the school newsletter.

NEWSLETTER EDITOR

- Publicizes newsletter deadlines and organizes a way of collecting news.
- Edits materials. Prepares and lays out newsletter.
- Coordinates duplication and distribution.

HANDBOOK/REGISTRATION

- Makes annual page revisions to the Handbook.
- Prepares annual Handbook Supplement.
- Coordinates the duplication and distribution of Handbooks to new members and supplements to all members.
- Prepares other documents and materials for the school.
- Prepares registration forms (January) and enrollment packets (April).

HEALTH CHAIR

- Collects parent/child health forms; verifies for completion.
- Tracks missing forms and contacts parents.
- Informs teachers in writing of special allergies and medical or dietary needs as indicated on health forms.
- Stocks classroom first aid kits in late August and quarterly.

PLAYGROUND AND EQUIPMENT COMMITTEE

- Keep playground equipment and toys in good repair.
- Supervises construction of new structures.
- Checks for natural hazards (e.g., poison ivy, poison berries); may trim, prune as necessary.
- Organize and recruit team to prepare playground before start of school (spread sand, weed, grease swings, etc.).

PUBLICITY CHAIR

- Prepares and distributes articles, advertisements, or news releases submitted to newspapers concerning parent education programs, events, and auction.
- Clears all news releases with Board President or Director.
- Notice of Registration in newspaper.

AUCTION COMMITTEE

- This committee made up of co-chairs and four to six members organizes the Fall school auction and solicits donations from local businesses.

AUCTION DATABASE COMPILER

- Log auction data for purposes of inventory, checkout, etc.

AUCTION FOOD CHAIR

- Co-Chairs organize and plan refreshments served at the school's annual auction. (Food is provided by parent volunteers.)

SILENT AUCTION COORDINATOR

- Organizes the closing and check out of silent auction items.

VISITATION COORDINATOR

- Welcomes visitors before and during registration.
- Makes appointments for classroom visits; orients them to school.
- Name and phone number appears on registration forms and in newspaper.

SEE-SAW BOOKS CHAIR

- Distributes order forms through classes.
- Organizes system for receiving orders and money.
- Orders books.
- Sorts individual orders in bags with names for distribution.

CLASS SCHEDULER

- One person from each class who schedules helping parents in the classroom. Arranges schedule equally, considering frequency of work and snack days.
- Talks with parents at orientation to determine preferences for working days; makes note of child's birthday.
- Copies and distributes schedules to parent and teacher.

FIELD TRIP CHAIR

- One person per class (in Fours class) who meets with teacher to discuss field trip options and then arrange trips.
- Arranges field trips and then Informs teacher and parents of arrangements.
- Informs teacher and parents of arrangements.
- Writes thank-you notes to those visited.

EMAILER

- One person in each class who emails families with messages from teachers, Directors, or Board about activities/policies and weather.

END-OF-YEAR CLEAN-UP COMMITTEE

- Two days are set aside for clean up at the end of the school year (usually Wednesday and Thursday after Memorial Day). Each family on the committee works one full day or two half days. (This is an adults-only activity.)
- People on the clean up committee take inventory, sort, clean, pack, store and paint as needed to close down the school for the Summer.

SPECIAL EVENTS COMMITTEE

- Organizes and coordinates Co-op contributions of: children's art to the Occasion for the Arts (October); food and entertainment for Pizza and Pajama Night (March);equipment rental and entertainment for the Carnival (May)

HISTORIAN

- Maintains scrapbooks and archives with historical information, pictures, and items of interest.

FUNDRAISING

- Organizes supplementary fundraising efforts.
- Manages sale of Co-op merchandise at school events throughout school year.

RECYCLING COORDINATOR

- Clears recycling bins on a regular basis.

ART ASSISTANT

- Assists the teacher in preparing play dough and other materials for arts and crafts activities.
- Makes monthly nametags for coat hooks.

WILLIAMSBURG PARENT COOPERATIVE PRESCHOOL
MEMBERSHIP ENROLLMENT FORM
 Year 2010 - 2011

Please return this form to Williamsburg Parent Cooperative Preschool, P.O. Box 422, Williamsburg, VA 23187, to the Registration Envelope, or to the Director, with the registration fee of \$50 for the first child and \$40 for each additional child of the same family.

Check one: Present Co-op Member Former Co-op Member New Co-op Member

Check class preferences: 1st and 2nd choices (and 3rd choice if applicable)

Please be sure to indicate your 2nd and 3rd choices so that you do not jeopardize your chance of being placed in a class. If your first choice is filled, you will be placed on the waiting list for that class, but you will also be enrolled in one of your alternate choices if they are available.

- _____ One Day Twos
- _____ Two Day Twos
- _____ Two Day AM Threes
- _____ Two Day PM Threes
- _____ Three Day AM Threes
- _____ Three Day Fours – Old
- _____ Three Day Fours – Wright
- _____ Three Day Fours – Either
- _____ Four Day Fours

Child's Name _____ Nickname: _____ Sex _____ Birth date: _____

Address _____ City/Zip Code _____

Email _____ Home Phone _____ Cell Phone _____

Mother's Name _____ Business Phone _____

Occupation _____

Hobbies and Interests _____

Father's Name _____ Business Phone _____

Occupation _____

Hobbies and Interests _____

Siblings: Name _____ Birth date _____
 Name _____ Birth date _____
 Name _____ Birth date _____
 Name _____ Birth date _____

WPCP is a parent participation school. Each family is expected to assume one major commitment during the school year. An explanation for each commitment is on attached sheet. In order to assist the nominating committee, please indicate below where your interests lie. Please specify M for Mother and F for Father. Please choose at least three and number in order of preference.

Current Commitment: _____

* Represents school wide commitments, which will be determined by the Nominating Committee, Director, and Assistant Director. All others are classroom commitments that will be determined by the Teacher.

- ___ *Board Member – President
- ___ *Board Member – Secretary
- ___ *Board Member - Class Rep
- ___ *Board Member - At Large
- ___ *Assistant Treasurer (tuition)
- ___ Class Field Trip Chair
- ___ Class Scheduler
- ___ Class Emailer
- ___ Art Assistant
- ___ *Parent Ed. Co-Chair
- ___ *Parent Ed. Committee
- ___ *Publicity Chair
- ___ *Newsletter Editor
- ___ *Historian
- ___ *Health Chair
- ___ *Fundraising
- ___ *Handbook/Registration
- ___ *See-Saw Book Club Chair
- ___ *Special Events Chair
- ___ *Special Events Committee
- ___ *Recycling Coordinator
- ___ *Visitation Coordinator
- ___ *End-of-Year Clean-up
- ___ *Playground/Equip Chair

Auction Committee:

- ___ *Auction Co-Chair
- ___ *Auction Committee Member
- ___ *Auction Database Compiler
- ___ *Auction Food Co-Chair
- ___ *Silent Auction Coordinator