

SAULT COOPERATIVE PRESCHOOL

Dear Parents or Guardians,

Thank you for your commitment and consideration for enrolling your child at Sault Cooperative Preschool. Please complete this enrollment form and attach copies of the required documents listed on the checklist below. Please check every item below that is included with this enrollment form. This completed form and all the below documents must be returned via email (saultcooperative@gmail.com), USPS (see mailing address on the enrollment form) or delivered to the school's office during open office hours.

Upon receipt of the completed application package, we will contact you to let you know if there is any further paperwork needed and to answer any remaining questions you may have.

REGISTRATION CHECKLIST:

- | | |
|--|--|
| <input type="checkbox"/> Registration Fee | <input type="checkbox"/> Child Care Organization Licensing Changes |
| <input type="checkbox"/> Bussing Fee | <input type="checkbox"/> Policies and Procedures Acknowledgement |
| <input type="checkbox"/> Supplies Fee | <input type="checkbox"/> Early Withdrawal Policy |
| <input type="checkbox"/> Child Information Card | <input type="checkbox"/> Super Raffle Contract |
| <input type="checkbox"/> Enrollment Contract | <input type="checkbox"/> Tuition Contract |
| <input type="checkbox"/> Member Information Form | <input type="checkbox"/> Health Appraisal |
| <input type="checkbox"/> Rule 104 | <input type="checkbox"/> Copy of Immunization Record |
| <input type="checkbox"/> Consent for Photo Release | |
| <input type="checkbox"/> Field Trip Permission | |

If you have any questions, please do not hesitate to call 906-630-1837 or email at saultcooperative@gmail.com. Again, thank you for your interest in our preschool, and we are looking forward to an exciting school year.

Sincerely,

Angela Brown
President
Sault Cooperative Preschool

SAULT COOPERATIVE PRESCHOOL

Revised 1/20/2025

Enrollment No. _____

PAPERWORK GUIDE

Please follow this step-by-step guide to filling out the application packet. Make sure to pay attention to the spaces requiring your signature. Also, please don't leave any spots blank. If Not Applicable, then please put N/A in the space provided. This will help to prevent the need to return your paperwork for completion.

1. Enrollment Contract:

Please complete it in full, and make a copy for your records

2. Membership Information Form:

Please fill in all areas, including your email address if applicable. If you're a cooperative member, we send many email opportunities for you to volunteer, so it is important that you list an email address you will check frequently.

3. Rule 104:

Anyone that will be working in the classroom must fill this out! Two copies are enclosed (mother and father), if more are needed, please see the school.

4. Consent for Photography Release:

It is not mandatory, but will allow your child's photo to be used in the yearbook, our social media accounts (with or without tagging), our website, or the newspaper if the opportunity arises.

5. Field Trip and Bussing Consent:

It is not mandatory, but will allow your child to attend the field trips for the school year. Dates, times, and locations will be on the monthly calendar.

6. Child Care Organization Licensing Changes:

This is required by the state.

7. Child Information Card:

This is the single most important thing that you will fill out! If there is ever an emergency with your child, this is what the teachers are going to grab to get your contact information to call you! **EVERY LINE MUST BE FILLED OUT!** If N/A, then please put N/A. Also, any other adults that will be picking up your child from preschool **MUST** be on the card or the school **WILL NOT RELEASE THEM!** This is for the safety of the children.

8. SUPER RAFFLE CONTRACT:

As a cooperative, Sault Cooperative Preschool is funded and run by the parents or members of the school. The Super Raffle is our largest and most important fundraiser every year. Whether you are cooperative or non-cooperative members, **ALL** members **MUST** participate.

9. Tuition Contract:

Sign to acknowledge & accept.

SAULT COOPERATIVE PRESCHOOL

10. POLICIES AND PROCEDURES:

This document confirms your agreement to your child's class, payment, and understanding of our policies and procedures at the school. Though we outline them through the enrollment process, they can be found and downloaded from our school website, saultcooperativepreschool.com, in the Membership Handbook tab. We ask that you sign the "Acknowledgement Statement" to keep on file.

11. Early Withdrawal Policy:

Sign to acknowledge and accept.

12. HealthCare Appraisal and Immunization Record:

We are required by licensing to have child records annually. You, as well as your health care provider must sign the Health Care Appraisal. As a parent (unless you are a physician) you are not able to validate the Immunization Section (II). You are required to complete and sign the front of the form; your physician should complete and sign the back. A dental appraisal is not required. This document should be accompanied by a copy of your child's immunization records. This may be written on the form directly, or you may attach a copy of your child's immunization record, as provided by your child's health care provider. Be sure to write "See Attached" in the immunization section.

****Form #12 (Health Care Appraisal) should be turned in right before the school year begins. All other forms (#1-11) must be completed and turned into the Preschool by August 10th in order to be still enrolled. If you have not completed your forms by this time, you will be unenrolled.***

*****All children under age three (3) require an Attendance Eligibility Waiver to attend as our programs are designed for ages 3-5. If your child is under age 3, please request a waiver form in order to fully enroll under age 3. Our program starts accepting students as early as age two years and nine months.***

SAULT COOPERATIVE PRESCHOOL

ADMISSION REQUIREMENTS AND INFORMATION

Children shall be between two years and nine months (2 ¾) and five (5) years of age to start school. A child is eligible for enrollment if their third birthday precedes the date dictated by the State of Michigan.

All children attending preschool MUST be potty trained. Our definition of “potty trained” means that the child is in underpants and indicates toileting needs to the teacher on a regular basis. We are not licensed or equipped for diaper changing or daily accidents.

TUITION AND REGISTRATION

MONTHLY TUITION RATES:

3 Day AM Session (Tue - Thurs 9:00 am – 12:00 p.m.)

Cooperative Membership - \$125.00/month

Non-Cooperative Membership - \$200.00/month

3 Day All Day Session (Tue - Thurs 9:00 am – 4:00 p.m.) *

Cooperative Membership - \$400.00/month

Non-Cooperative Membership - \$475.00/month

*Before/Aftercare program is available

FEES

***All Fees are non-refundable**

EARLY REGISTRATION FEE (NON-REFUNDABLE): \$60

Must be paid before Early Enrollment period cut off April 1st, 2025

STANDARD REGISTRATION FEE (NON-REFUNDABLE): \$80

Any enrollments after early enrollment period will be charged standard costs.

SUPPLIES FEE: \$100

Rather than give students a lengthy list of supplies to bring to class, we charge a standard amount. This allows us to purchase all the supplies the school would need throughout the year at any time. This also includes any fees for bussing to and from field trips.

SAULT COOPERATIVE PRESCHOOL

EARLY DROP-OFF AFTER CARE: \$15.00 PER DAY

Children should be brought to the school no earlier than 15 minutes prior to class time and picked up promptly at dismissal. Aftercare rates will apply when children are in the care of the school earlier than 15 minutes prior to class or 15 minutes after class has dismissed. You will be billed for those days every month and due when billed. Late payment penalties will apply, further explanation is outlined under Late Payment Penalties.

****Early Drop Off begins at 7:30am, and After Care ends at 5pm.***

MULTIPLE ENROLLEES:

Families with more than one child enrolled at the school concurrently will pay full tuition for the first child and receive a 20% discount on any subsequent children. If children are in different sessions, full tuition will be based on the oldest child enrolled. Families with more than one child enrolled, must fulfill fundraising obligations and volunteer obligations for each child enrolled.

LATE PAYMENT PENALTIES:

After 8 days, you will be assessed a \$20 late fee.

After the 12th of the month, you will be asked to not bring your child back to school until the tuition is paid in full. If tuition is unpaid by 20 days of not paying, a certified letter will be sent informing of the schools right to terminate. If you have not paid your tuition in full within 31 days, termination of enrollment begins on the 31st day of non-payment. The child's space in the program will not be held, and may be given to the next family on the waiting list.

If you do not pay your early drop off/after care bill within 8 days of receiving it, you will be assessed a \$20 late fee and asked not to bring your child to early drop off or after care until the bill is paid in full.

DISMISSAL POLICY

There are occurrences that will cause children to be dismissed from our programs. In accordance with licensing, child welfare, child safety and member responsibilities are some of underlying causes for termination and dismissal. Parents will be given notice of the occurrence and written documentation of the offense. After the 3rd offense, the student will be removed from the program. Further explanation of these policies can be found in our Membership Handbook.

REFUNDS

Families withdrawing their student/students from the school mid-month are required to give one month's notice. If one month's notice is not given, the family will be billed for the following month. If you have given one month's notice and are leaving mid-month, we will pro-rate the tuition once a written request to pro-rate tuition is given to the school. **However, under no circumstances is September's tuition ever refunded.**

SAULT COOPERATIVE PRESCHOOL

CULTURAL COMPETENCY

The Sault Cooperative Preschool admits children of any race, religion, disability, color, nationality and ethnic origin to all the rights, privileges, programs and activities made available to students at the school. We do not discriminate in any way within the administration of our educational policies, enrollment policies, financial plan or any other school administered program. A multi-cultural, anti-biased curriculum is offered. Our membership handbook can provide information on our curriculum, and how culture is displayed in many forms throughout. This information can be found on page 2 – 3.

SPECIAL NEEDS STUDENTS

The students will be assessed using the Teach Strategies GOLD. By doing so we will be able to see what areas we need to focus on as a classroom and as individuals. If assessment shows that outside resources/extra supports are needed, then the teachers will set up a meeting with the parents to make a plan for what extra supports need to be put into place. For children who enter the program with diagnosed special needs or disabilities, parents and additional support will be utilized for staff training, ensuring all needs of the child are being met. A written plan will be in place covering additional resources or supports needed. More information on Special Needs can be found on page 2 – 3 of the Membership Handbook.

FUNDRAISING

Parent participation in fundraising is essential to keep the cost of tuition down. The Sault Cooperative Preschool's Super Raffle is the only required fundraiser; however, membership participation in ALL fundraisers is highly encouraged. All members must sign a contract agreeing to participate in the Super Raffle.

Non-Cooperative Members are not excused from fundraising obligations, ONLY direct school volunteering.

VOLUNTEER HOURS OBLIGATION

To assist in the operation of the preschool, each Cooperative member will be required to complete 25 volunteer hours during the 2023-2024 school year. It is your family's responsibility to complete the first half of the school years required 12.5 hours by December 10th and ensure your work has been submitted to the committee's board member. The second 12.5 volunteer hours are to be completed by May 10th. ***Failure in meeting the Volunteer Hours Obligation will result in a monetary fine to be assessed at \$30 per hour and/or removal from the program.***

SAULT COOPERATIVE PRESCHOOL

ENROLLMENT CONTRACT

Student's Name: _____

Date of Birth: _____ Age: _____ Male or Female (circle)

Parents/Guardians _____

PLEASE CHECK CLASS PREFERENCE

_____ **3 DAY AM** (T, W, TH- 9:00 – 12:00)

_____ **3 Day All Day** (T, W, TH- 9:00 - 4:00)

*Please put 1 for your first preference and 2 for your second preference.

PLEASE CHECK VOLUNTEER PREFERENCE

_____ Cooperative Member – I will work **25 hours** during the school year (June 2023 – June 2024). I understand that failure to fulfill my Cooperative Member obligation will result in monetary penalties.

_____ Non-Cooperative Member – I will **NOT** be a participating Cooperative Member and will not be required to volunteer at the preschool; however, I do recognize that I **must still participate in fundraisers**.

The enrollment packet includes the following:

- | | |
|--|--|
| 1. Enrollment Contract | 7. Child Information Card |
| 2. Member Information Form | 8. Super Raffle Contract |
| 3. Rule 104(1) Form | 9. Tuition Contract |
| 4. Consent for Photo Release | 10. Policy and Procedures agreement |
| 5. Field Trip Permission | 11. Early Withdrawal |
| 6. Child Care Organization Licensing Changes | 12. Health Appraisal & Immunization Record |

The Sault Cooperative Preschool is a cooperative venture and depends upon the support of every member. Failure to comply with the above requirements as well as by-laws and policy/procedures of the school will necessitate the removal of your child from the school's program.

As a member of the Sault Cooperative Preschool, you agree with all of the information contained in this enrollment application. By signing below, you acknowledge that you have read and understand the information contained in this packet.

Parent/Guardian

Date

SAULT COOPERATIVE PRESCHOOL

MEMBER INFORMATION FORM

Name of Child _____ Nickname _____

Street Address _____ Home Phone _____

City _____ State _____ Zip Code _____ Date of Birth: _____

Name of Mother _____ Employer _____

Mothers Occupation _____ Business Phone _____

Cell Phone # _____ E-mail _____

Home address if different from child's _____

Name of Father _____ Employer _____

Fathers Occupation _____ Business Phone _____

Cell Phone # _____ E-mail _____

Home address if different from child's _____

Are there any custody issues of which the school should be made aware? Yes / No (circle) If yes, please explain.

2.

SAULT COOPERATIVE PRESCHOOL

Name of Guardian if other than Parent's _____

Person(s) responsible for daily care of child _____

Has your child ever been tested for developmental delays? (i.e. speech, hearing, premature birth) Yes/No Circle
If yes, please describe and state which agency/agencies performed the evaluation.

Child's Family Doctor _____

Address _____ Phone _____

Any known allergies? _____

Emergency Contact and Pick Up

Please provide the name, address, and phone number(s) of 2 people we can call in an emergency if you cannot be reached that are able to pick your student up from school.

SAULT COOPERATIVE PRESCHOOL

RULE 104

AUTHORIZATION TO RELEASE CRIMINAL HISTORY INFORMATION FOR TEACHER ASSISTANTS VOLUNTEERS AND ASSISTANT CAREGIVERS

I, _____, hereby authorize the release of all criminal history information on file at the Michigan State Police Central Records Division that pertains to me, to the Sault Ste. Marie Cooperative Preschool, Inc.

Signature

Date
Information needed to obtain a criminal history check via LEIN (Law Enforcement Inquiry Network) for the computer

Print Full Name

Race

Sex
_____/_____/_____
Birthdate

Social Security # _____

Driver's License # _____

Record:

Have you ever been convicted of a felony? Yes _____ No _____

Have you ever been convicted as an adult, of an act of immoral conduct, contributing to the delinquency of a child, or a felony involving moral turpitude? Yes _____ No _____

Have you ever had a substantiated charge of child or adult abuse in the Protective Services System in Michigan or another State? Yes _____ No _____

Signature

Date

As adapted from Bureau of Regulatory Service, Child Day Care Licensing Division Rule 104(1)

SAULT COOPERATIVE PRESCHOOL

RULE 104

AUTHORIZATION TO RELEASE CRIMINAL HISTORY INFORMATION FOR TEACHER ASSISTANTS VOLUNTEERS AND ASSISTANT CAREGIVERS

I, _____, hereby authorize the release of all criminal history information on file at the Michigan State Police Central Records Division that pertains to me, to the Sault Ste. Marie Cooperative Preschool, Inc.

Signature

Date
Information needed to obtain a criminal history check via LEIN (Law Enforcement Inquiry Network) for the computer

Print Full Name

Race

Sex
_____/_____/_____
Birthdate

Social Security # _____

Driver's License # _____

Record:

Have you ever been convicted of a felony? Yes _____ No _____

Have you ever been convicted as an adult, of an act of immoral conduct, contributing to the delinquency of a child, or a felony involving moral turpitude? Yes _____ No _____

Have you ever had a substantiated charge of child or adult abuse in the Protective Services System in Michigan or another State? Yes _____ No _____

Signature

Date

As adapted from Bureau of Regulatory Service, Child Day Care Licensing Division Rule 104(1)

SAULT COOPERATIVE PRESCHOOL

CONSENT FOR PUBLICATION OF PHOTOGRAPH

I, _____ parent/guardian for _____, DOB _____ give my consent to the Sault Cooperative Preschool to utilize my child's photograph in conjunction with the newspaper and/or school websites and/or social media and/or magazine articles featuring the school.

I also give my consent for my child's photograph to be used within the school for presentations and possible end of the year photo CD and yearbook.

If you wish to allow your child's photograph to be on social media but do not wish to be tagged please indicate by initially here: _____.

YES _____

NO _____

I understand this consent will be valid only during the school year beginning September 2023 and will be null and void when the school year ends June 2024.

Parent/Guardian Signature

Date

Parent Guardian Signature

Date

SAULT COOPERATIVE PRESCHOOL

FIELD TRIP AND BUSSING CONSENT

TRANSPORTATION WAIVER AND RELEASE OF LIABILITY

I understand that Sault Cooperative Preschool will utilize bus transportation during field trips.

I give permission for my child _____, to be transported by bus for all field trips which he/she will attend during the 2025/2026 school year at Sault Ste. Marie Cooperative Preschool.

Bus transportation will be provided by Sault Area Schools Transportation Department or Joseph K. Lumsden Bahweting Anishnabe PSA of Sault Ste. Marie, Michigan.

Field Trip locations, dates and times will be provided on the monthly calendars.

I hereby release Sault Ste. Marie Cooperative Preschool, Sault Area Public Schools, and Joseph K. Lumsden Bahweting Anishnabe PSA, their Directors and employees from responsibility for the lost or stolen property or bodily injury to me and/or my child resulting from or attributed to the bus transportation.

I have read and understand the above and indicate so by signing below.

Name: _____

Signature: _____

Date: _____

If you wish to opt out of having your child being transported to and from field trips and wish to transport him / her yourself, please initial here: _____.

SAULT COOPERATIVE PRESCHOOL

CHILD CARE ORGANIZATION LICENSING CHANGES

Per the State of Michigan, the Sault Cooperative Preschool is now required to keep a Licensing Notebook. To comply with legislation, the preschool must assure that each parent signs a document that includes all of the following statements:

- The center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare

I have read the above information regarding the Sault Sainte Marie Cooperative Preschool and am aware that a Licensing Notebook is available for my viewing, if I so choose.

Signature

Print Name

Child's Name

Date: _____

6.

SAULT COOPERATIVE PRESCHOOL

ACKNOWLEDGMENT STATEMENT POLICIES AND PROCEDURES

I understand that the Policies and Procedures for Sault Cooperative Preschool are available on Sault Cooperative Preschool's website, or a hard copy is available at my request. I have read the Policies and Procedures and I am fully aware of the philosophy, goals, policies, and procedures of Sault Ste. Marie Cooperative Preschool. I am in agreement with such conditions and will abide by them. Throughout the school year, policies and procedures may need to be updated. The Policies and Procedures will be available online and I will be notified of any updates that may occur.

My child, _____, will be registered in the following session at Sault Ste. Marie Cooperative Preschool. (circle one)

3 Day AM

3 Day All Day

The monthly charge for this program is \$_____. If I plan to withdraw my child from the program, I will give at least one month's notice. Tuition is due by the 1st of the month, or a late fee will be assessed.

This signed agreement, along with a non-refundable registration fee, 1st month's non-refundable tuition payment and the return of the paperwork needed for my child's file, will complete the enrollment process.

Parent/Guardian Signature:

Parent/Guardian Signature:

Date:

SAULT COOPERATIVE PRESCHOOL

EARLY WITHDRAWAL POLICY

I _____ (parent's name) understand that if I withdraw my child, _____ (child's name) after September 15th 2025, that I will give one (1) months' notice to the Director of Sault Cooperative Preschool. I understand if I withdraw my student and I do not give one (1) months' notice I will be required to pay the following month's tuition.

If you do give one (1) months' notice about withdrawal, you will not be required to pay the following month's tuition. If you give notice, you will be able to have the month's tuition pro-rated if your student leaves in the middle of the month.

Parent/Guardian signature

Date

SAULT COOPERATIVE PRESCHOOL

Super Raffle Contract

2025 - 2026

The Sault Cooperative Preschool is a non-profit organization; therefore, fundraising is essential for the success of our school. The Super Raffle is one of the preschool's largest fundraisers. Our members are accountable for \$300.00 worth of raffle tickets. This year, the preschool is offering an incentive to the member who sells the most raffle tickets! The incentive is \$100 towards tuition. You will be given 40 raffle tickets the starting date of the raffle period, please request more at any time. Ticket stubs and money must be turned in promptly on the last day of the raffle period.

*Once you receive your tickets you will be responsible to pay for these tickets. If your student is unenrolled as of February 1st of that school year you will still be responsible for half the amount of tickets. If you enroll your student as of February 1st you will only be responsible for half of the tickets to sell.

I am responsible for selling \$300.00 worth of Super Raffle tickets. I will be held accountable for the total amount, whether tickets stubs are turned in or not.

Student's Name/Class

Parent/Guardian (please print)

SAULT COOPERATIVE PRESCHOOL

Monthly Tuition Guidelines

2025-2026

Tuition rates, outlined below, are paid monthly *one month in advance* and are due by the first of each month. A late fee of \$20.00 will be added to the tuition bill if payment has not been made by the eighth of the month. If tuition is not paid by the 12th the month, your child(ren) will be dropped from class until tuition and late fees are paid. Termination of enrollment begins on the 31st day of non-payment. If tuition is unpaid, a certified letter will be sent informing the family of the school's right to terminate enrollment.

Sault Cooperative Preschool offers before/after care for children arriving more than 15 minutes prior to the start of class time, and children picked up more than 15 minutes after class is dismissed. If applicable, before/after care days will be totaled for each month during the first week of the following month, and a bill will be placed in the student(s) bin.

The preschool offers discounted prices for sibling students. Families with more than one child enrolled at the school concurrently will pay full tuition for one child enrolled and receive 20% discount for any subsequent children enrolled in a program of equal or lesser tuition rate.

_____ I understand that tuition is due one month in advance, and at the first of the month (e.g., November tuition is due on October 1).

_____ I understand that a late fee of \$20 per student, will be added to my child(ren)'s tuition bill if it is unpaid on the 8th day of the month prior (e.g., November tuition paid after October 8 will be charged a late fee).

_____ I understand that unpaid tuition on the 12th of the month prior (e.g., November tuition unpaid on October 12th) may lead to my child's dismissal from class until payment is made.

_____ I understand that my child's arrival more than 15 minutes before class time or departure more than 15 after class time will require additional payment of \$15 per day and due within 8 days of receiving bill.

Student's Name

Class

Parent/Guardian (please print)

Parent/Guardian (please sign)