



Parents Cooperative Preschool Registration Procedures 2024-2025 School Year

General 2K and 3K registration opens January 29, 2024, based on the number value of family points.

You receive a point for every child, for every year they attended 2K, 3K or 4K at PCP. For example: 1 child/1 year = 1 point, 3 children/3 years = 9 points. The points for your family are written on the enrollment sheet attached. Please locate your points and find the date you are able to register. Any discrepancies in your point value should be reported.

All 2K and 3K registration is done on a first-come, first-serve basis. On the day you are able to register, the earlier you turn in your forms, the better chance you will have to get the spot you want. If parents would like to turn in registration forms and checks early, the director will hold your forms until the day you are slotted for. This is true for new families as well. Registration forms can be mailed or dropped off. Checks will be held until registration is complete.

2K and 3K Registration Dates for 2024-25 School Year

Jan 29-Feb 2 - Families with 4 or more points

Feb 5-9 - Families with 2 or more points

Feb 12-16 - Families with .5 point or more

Feb 19-23 - New Families

4K Registration 2024-25 NOW OPEN online until Feb 23, 2024 at

<https://www.fortschools.org/Page/9678>

If your child(ren) turns 4 years old by September 1, 2024, they are eligible for this free educational opportunity at PCP or at any other FASD 4K Site. PCP will offer a 4K AM class M-Th 8-11:15 AM and a PM class M-Th 11:50AM-3PM. By registering now, families can prioritize which 4K site(s) they prefer for their child.

**PARENTS COOPERATIVE PRESCHOOL
Enrollment and Registration Agreement 2024-25**

NAME _____ POINTS _____

Entering my child into the Parents Cooperative Preschool, I understand the following information:

1. There is a **registration fee** required. The \$75/\$85 registration fee is non-refundable and pays for our license and staff background checks. The registration fee must be paid in order to register. *If a family needs a background check for more than 1 family member, please see Mrs. Raub for more information on this process.*

	Registration Fee
2 days a week	\$75
3 days a week	\$85

2. **Tuition** is due the 1st of every month or your child's first preschool day after. If payment is not received by the 12th of the month, a \$5.00 late fee will be charged, unless other arrangements are made with the Director. There will be a \$10.00 service charge for any NSF checks/transfers. We do offer ACH automatic withdrawal option for tuition payments. ACH payments are withdrawn on the 2nd day of each month *or closest to this day* during the school year. You will be given this form at orientation if you are interested. *There is a one-time annual processing fee of \$10 for tuition payments made by cash/check/money order.*
3. Participating families will be assigned helper days. Please inform the director, at the time of registration, if there are special requests. When needed, it is your responsibility to find a replacement who **is trained and has a valid background check for the 2024-25 school year**. Non-participating families will pay a higher tuition in order for the school to supply a sub for that day. ***The fee for not showing up/missing a helper day is \$30. Both Participating and Non-participating families will also be responsible for bringing in snack items 1-2 times per month for assigned class.***
4. Classes will begin September 4, 2024. The yearly calendar will be distributed to families once we have confirmation of dates. We follow the Fort Atkinson School District's calendar in terms of closings/delays due to inclement weather. Times and days of class are listed below.
5. All parents/adults that plan to be a **new helper in the classroom** must complete a 2024-25 Background Check Request Form so that we may do FBI/Fingerprint background checks through the Department of Justice. These forms will be given to you in late spring before this current school year ends in May 2024. **Background check forms for returning classroom helpers**, who had a successful FBI/Fingerprint background check for the 2023-24 school year, *will be re-used* for a 2024-25 FBI/DOJ background, *unless* a helper needs to update fingerprints or his/her information on the background check form (i.e., name/address change, phone/email numbers etc.).

All class times and tuition rates are listed below. This registration form is for our tuition-based openings only. 4K registration is done through the Fort Atkinson School District (FASD). FASD 4K Program is free.

Teacher	AM/PM	Class	Days	Times	Tuition Per Month		# of Helper Days	# of Children
					(participating)	(non-part)		
Mrs. Coleman	AM	Room 2K	M/W	8-11 AM	\$135	\$145	9-10	6
Mrs. Coleman	AM	Room 2K	T/Th	8-11 AM	\$135	\$145	9-10	6
Mrs. Yavuzcetin	AM	Room 3K	T/Th	8-11 AM	\$135	\$145	9-10	6
Mrs. Yavuzcetin	AM	Room 3K	M/W	8-11 AM	\$135	\$145	9-10	10
Mrs. Yavuzcetin	PM	Room 3K	T/W/Th	11:30AM-2:30 PM	\$170	\$180	10-12	10

Please fill out and sign the attached form to register. Keep this top form for reference.

The following information is distributed in a directory to Parents Cooperative Preschool families only unless you notify the preschool otherwise.



PARENTS COOPERATIVE PRESCHOOL 2024-25 Enrollment and Registration Agreement

CHILD'S FULL NAME						
NAME TO BE CALLED IF DIFFERENT						
BIRTHDATE						
AGE ON 9-1-24						
ALLERGIES?	___ NO ___ YES please list:					
FATHER'S NAME						
MOTHER'S NAME						
ADDRESS						
CITY						
MAIN PHONE #						
EMAIL ADDRESS						
PARTICIPATING or NON-PARTICIPATING	___ Participating ___ Non-Participating					
SPECIAL REQUESTS FOR HELPER DAYS?						
DAYS/CLASS	Room 2 AM Mon/Wed	Room 2 AM Tues/Thurs	Room 3 AM Mon/Wed	Room 3 AM Tues/Thurs	Room 3 PM T/W/Th	
REGISTRATION FEE	\$75	\$75	\$75	\$75	\$85	
TOTAL DUE	Checks can be made out to "Parents Cooperative Preschool" or "PCP"					

I have read the attached sheet and understand all the rules and policies regarding registration and joining Parents Cooperative Preschool.

PARENT SIGNATURE

DATE