



## **Parents Cooperative Preschool Registration Procedures 2025-2026 School Year**

**General 2K and 3K registration opens January 27, 2025, 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 2025-26 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 2025-26**  
**OPENS online Feb 17, 2025 at**  
[\*\*https://www.fortschools.org/Page/9678\*\*](https://www.fortschools.org/Page/9678)

If your child(ren) turns 4 years old by September 1, 2025, 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 2025-26**

NAME \_\_\_\_\_ POINTS \_\_\_\_\_

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

1. There is a **registration fee** required. The 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.*

	<b>Classes or Extended AM-Day Program</b>	<b>Registration Fee</b>
Register <b>Before</b> 3/21/2025	2-5 days a week	\$100
<b>After</b> 3/21/2025	2-5 days a week	\$125

2. **Tuition** is due the 1<sup>st</sup> of every month or your child's first preschool day after. If payment is not received by the 14<sup>th</sup> of the month, a \$20.00 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 2<sup>nd</sup> 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 2K & 3K 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 2025-26 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 and Extended AM/Day Program will begin September 2<sup>nd</sup> & 3<sup>rd</sup>, 2025. 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 and Extended AM/Day Program are listed below.
5. All parents/adults that plan to be a **new 2K/3K helper in the classroom** must complete a 2025-26 Background Check Request Form, so that an 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 2025. **Background check forms for returning classroom helpers**, who had a successful FBI/Fingerprint background check for the 2024-25 school year, *will be re-used* for a 2025-26 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.) OR needs a 5-year background check renewal.

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, register at <https://www.fortschools.org/Page/9678>**

### 2025-26 2K and 3K AM or PM Classes (2-3 days per week)

Teacher	AM/PM	Class	Days	Times	Tuition Per Month (participating) (non-part)		# of Helper Days	# of Children
Mrs. Coleman	AM	Room 2K	M/W	8-11 AM	\$135	\$155	9-10	6
Mrs. Coleman	AM	Room 2K	T/Th	8-11 AM	\$135	\$155	9-10	6
3K Lead Teacher	AM	Room 3K	T/Th	8-11 AM	\$135	\$155	9-10	6
3K Lead Teacher	AM	Room 3K	M/W	8-11 AM	\$135	\$155	9-10	10
Mrs. Coleman	PM	Rm 2K	T/W/Th	11:45AM-2:45 PM	\$170	\$190	10-12	10
3K Lead Teacher	PM	Rm 3K	T/Th	12-3PM	\$135	\$155	10-12	10
3K Lead Teacher	PM	Rm 3K	M/W	11:45AM-2:45PM	\$135	\$155	10-12	10

(Parent Helpers are in 2K and 3K classes, and not in 4K classes.)

### 2025-26 3K & 4 year olds Extended AM-Day Program Mon-Fri 7AM-5PM

Class	Days	Times	Tuition Per Month
3K/4 yrs old Extended AM/Day	M/W – 2 Days per week	7AM-5PM	\$375*
3K/4 yrs old Extended AM/Day	T/Th - 2 Days per week	7AM-5PM	\$375*
3K/4 yrs old Extended AM/Day	3 Days per week	7AM-5PM	\$550*
3K/4 yrs old Extended AM/Day	4 Days per week	7AM-5PM	\$735*
3K/4yrs old Extended AM/Day	5 Days per week	7AM-5PM	\$902*

\*Price includes tuition fees for classes

### 2025-26 Registered Fort School's 4K students Extended AM-Day Program

#### Mon-Fri 7AM-5PM

Class	Days	Times	Tuition Per Month
4K Extended AM/Day	M/W – 2 Days per week	7AM-5PM	\$295*
4K Extended AM/Day	T/Th - 2 Days per week	7AM-5PM	\$295*
4K Extended AM/Day	3 Days per week	7AM-5PM	\$405*
4K Extended AM/Day	4 Days per week	7AM-5PM	\$425*
4K Extended AM/Day	5 Days per week	7AM-5PM	\$692*

\*Prices include tuition fees for classes

Please fill out and sign this form to register. Please enclose 2025-26 Registration Fee with this form.

**PARENTS COOPERATIVE PRESCHOOL  
2025-26 Enrollment and Registration Agreement**

**Name of 1<sup>st</sup> Choice** (Class and/or Extended AM-Day Program) \_\_\_\_\_

**Name of 2<sup>nd</sup> Choice** (Class and/or Extended AM-Day Program) \_\_\_\_\_

CHILD'S FULL NAME	
NAME TO BE CALLED IF DIFFERENT	
BIRTHDATE	
AGE ON 9-1-25	
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?	

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

	Classes or Extended AM-Day Program	Registration Fee
Register <b>Before</b> 3/21/2025	2-5 days a week	\$100
<b>After</b> 3/21/2025	2-5 days a week	\$125

Amount Due for Registration Fee \_\_\_\_\_ (Cash or Check 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

\_\_\_\_\_  
Parents Signature

\_\_\_\_\_  
Date

