

Windham Cooperative Kindergarten & Nursery

REGISTRATION APPLICATION- Board Copy

School Year 2009-2010

Please indicate below your **FIRST** and **SECOND** choice programs for upcoming school year.

AM NURSERY T/TH _____	PM NURSERY T/TH _____
AM NURSERY W/F _____	PM NURSERY W/F _____
AM PRE-K M/W/F _____	PM PRE-K M/W/F _____
AM PRE-K WITH 2-DAY KEEP W/F _____	PM PRE-K WITH 2-DAY KEEP W/F _____
AM PRE-K WITH 3-DAY KEEP _____	PM PRE-K WITH 3-DAY KEEP _____
AM KINDERGARTEN _____	
FULL DAY KINDERGARTEN _____	
2.9 PROGRAM M _____	

FOR OFFICE USE ONLY:

PROGRAM CHILD HAS BEEN ENROLLED IN: _____

CHILD'S NAME: _____ DATE OF BIRTH: _____ SEX: _____
 MAILING ADDRESS: _____
 TOWN: _____ STATE: _____ ZIP : _____
 HOME TEL: _____
 MOTHER'S NAME: _____ FATHER'S NAME: _____
 ETHNIC BACKGROUND: _____ (FOR PURPOSES OF CLASSROOM DIVERSITY INFORMATION)
 HAVE ANY OF YOUR CHILDREN ATTENDED WCK IN THE PAST? ____ If yes, list year: _____
 IF NEW TO WCK, HOW DID YOU HEAR ABOUT OUR PROGRAM?
 Newspaper (which one) _____ Word of Mouth ____ Yellow Pages ____ Website ____ Other _____

POLICIES & OBLIGATIONS OF MEMBERSHIP

1. I agree to provide in-class co-oping in accordance with the frequency set in the school's by-laws. (By-Law #20)
2. In lieu of co-oping, a charge of \$40.00 will be made per occurrence.
3. I agree to participate in one workday. In lieu of participation, I understand I am responsible for a \$40.00 fee to cover the cost of a professional to do my share of the work.
4. In the spirit of a cooperative school, I will participate throughout the year, as I am able.
5. I have received and read the WCK school policy overview and understand that I can access the most current copy of the school's parent handbook and by-laws on the school's website.
6. I have received and read the Peanut/Allergy Policy.
7. I have received and read the Federal Rights and Privacy Act Policy as it relates to volunteering at the school.

Parent's Signature _____ Date _____

1. Registration Fee \$75.00 Check # _____; Cash _____; Rec'd by _____
 This registration fee will hold your spot until June 1st and is NON-REFUNDABLE.
2. Annual tuition is payable in 10 installments. THE FIRST INSTALLMENT IS DUE JUNE 1st AND IS NON-REFUNDABLE. This installment is to secure your spot in the selected program. Any payment not received by July 1st will result in forfeiture of enrollment.
3. Subsequent payments received after the 10th of the month will result in an additional \$20.00 late fee penalty.
4. Applications made after June 1st require both a registration and tuition payment to be enrolled.

Parent's Signature _____ Date _____

Windham Cooperative Kindergarten & Nursery

REGISTRATION APPLICATION Teacher
Copy

FOR OFFICE USE ONLY:			
2009-2010 School Year			
NURSERY:	AM T/TH AM W/F		PM T/TH PM W/F
PRE-K:	AM		PM
PRE-K PEEP:	None	2 days	3 days
KINDERGARTEN:	AM		FULL DAY
KEEP	AM T/TH		PM T/TH

PLEASE PRINT

CHILD'S
NAME: _____ DATE OF BIRTH: _____ SEX: _____
NAME CHILD PREFERS: _____ RIGHT HANDED: _____ LEFT HANDED: _____
STREET ADDRESS: _____ TOWN: _____
MAILING ADDRESS: _____
TOWN: _____ STATE: _____ ZIP: _____
HOME PHONE: _____ E-MAIL: _____

MOTHER: _____ EMPLOYER NAME: _____
POSITION/ JOB TITLE: _____ EMPLOYER TEL. # _____
CELL PHONE # _____

FATHER: _____ EMPLOYER NAME: _____
POSITION/ JOB TITLE: _____ EMPLOYER TEL. # _____
CELL PHONE # _____

The following questions are asked so that we may have some information necessary in assisting your child in their new experience.

NUMBER OF CHILDREN IN FAMILY: _____ Please list names of other brothers and sisters at home:
NAME: _____ AGE: _____ GRADE: _____ NAME: _____ AGE: _____ GRADE: _____
NAME: _____ AGE: _____ GRADE: _____ NAME: _____ AGE: _____ GRADE: _____

DOES YOUR CHILD PLAY WITH OTHER CHILDREN? _____
HAS YOUR CHILD PARTICIPATED IN GROUPS? _____ IF YES, WHAT? _____
IS YOUR CHILD CURRENTLY RECEIVING ANY SPECIAL NEEDS SERVICES?

PLEASE LIST ANY ADDITIONAL INFORMATION YOU THINK MIGHT BE HELPFUL TO THE TEACHER.

DO YOU HAVE INTERESTS/ HOBBIES THAT CAN BE SHARED WITH THE CHILDREN AT THE SCHOOL?

FATHER: _____

MOTHER: _____

If your child's behavior proves to be disruptive and not conducive to the general well being of the class, the Teachers and Executive Board of Directors reserves the right to review the child's behavior and social progress and can ask to have the child withdrawn.

Windham Cooperative Kindergarten & Nursery

REGISTRATION APPLICATION Board Copy

In keeping with the spirit and basic principles of a cooperative organization, parents are expected to volunteer additionally in other capacities throughout the school year. Parent volunteers form the school board, consisting of five executive officers and several committees. Parent volunteers are essential for directing WCK.

Please indicate, in order of preference (1st, 2nd, 3rd), where either parent would be willing to serve, so we can place you in a rewarding and fun position. We would appreciate your serious consideration. If a lot of people do a little work, it's better for the whole co-op membership. See description of positions on following page.

FOR OFFICE USE ONLY:			
	2009-2010		School Year
NURSERY:	AM T/TH		PM T/TH
	AM W/F		PM W/F
PRE-K:	AM		PM
PRE-K PEEP:	None	2 days	3 days
KINDERGARTEN:	AM		FULL DAY

Executive Board Positions

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Vice-Treasurer

School Wide Coordinators

- Fundraising
- Maintenance
- Purchasing
- Publicity
- WCK Hospitality
- New Building
- Volunteer Coordinator
- Newsletter

School Operations

- Library Assistant
- Troll/Scholastic
- Book Club
- Computer Cartridges
- Box Tops for Education
- Campbell Soup Labels
- Laundry Coordinator
- Website Administrator
- Camp Coordination Asst

*Classroom Operations

- Publicity Assistant
- Hospitality Parent
- Chaperone Coordinator
- Maintenance Assistant
- Parent Co-op Coordinator
- Project Prep Assistant

- *Siblings may not attend*

Family Activities

- Story Hour
- Bingo

Other Committees

- Fundraising

Please check off if available for the following:

- | | | |
|---|--|--|
| <input type="checkbox"/> Odd jobs | <input type="checkbox"/> Sewing/Crafts at Home | <input type="checkbox"/> Substitute Co-op Parent |
| <input type="checkbox"/> Minor Repairs/Maintenance | <input type="checkbox"/> Take Home Classroom | <input type="checkbox"/> Substitute Teaching |
| <input type="checkbox"/> Please Specify, (i.e. plumbing | <input type="checkbox"/> Prep Work | <input type="checkbox"/> Newsletter Work at Home |

Parent Name (Please Print): _____ Date: _____

Child's Name: _____

Phone Number: _____

WINDHAM COOPERATIVE KINDERGARTEN & NURSERY

Volunteer Job Descriptions

SCHOOL WIDE JOBS

<i>Chairperson</i>	<ul style="list-style-type: none">* Acts as general administrator to the kindergarten.* Prepares the agenda for and presides over meetings.* Represents WCK in the community* Keeps abreast of operating budget and staff needs.* Handles Teacher evaluations and employee contracts.
<i>Vice-Chairperson</i>	<ul style="list-style-type: none">* Assists Chairperson in administration of WCK.* Becomes Chairperson if office becomes vacant.* Runs registration and nominating committee.* Maintains class list in conjunction with registration.* Oversees Volunteer Coordinator position
<i>Secretary</i>	<ul style="list-style-type: none">* Records and types minutes of all meetings.* Conducts school's correspondence.* Assists Vice-Chairperson during registration.
<i>Treasurer</i>	<ul style="list-style-type: none">* Records all incoming money and other monies.* Pays salaries and all approved expenses.* Presents monthly financial statement at monthly membership meetings.* Prepares a yearly financial statement to be read at the annual meeting.* Prepares and submits a budget for the coming year to the executive board.* Handles state and federal tax forms.* This position is for a person with a working knowledge of bookkeeping/accounting.
<i>Vice-Treasurer</i>	<ul style="list-style-type: none">* Collects, records and deposits tuition.* Oversees Fundraising Committee* Should be available to serve as Treasurer the following year.* Becomes Treasurer if office becomes vacant.
<i>Fundraising Coordinator</i>	<ul style="list-style-type: none">* Works with the Vice Chairperson to prepare, organize and oversee fundraising events for the school.
<i>Maintenance Coordinator</i>	<ul style="list-style-type: none">* Works with Maintenance Assistants to staff work days.* Works with the Director to extricate projects that require immediate attention.* Orchestrates the parent volunteers at all work days.
<i>Purchasing Agent</i>	<ul style="list-style-type: none">* Keeps records of purchases and reimbursements.* Purchases supplies as requested.
<i>Publicity Chairperson</i>	<ul style="list-style-type: none">* Organizes members of the publicity committee.* Takes pictures, stories, and announcements to the media.* Assists Vice-Chairperson by providing posters for registration.* Handles newspaper advertisements as necessary.
<i>WCK Hospitality Parent</i>	<ul style="list-style-type: none">* Plans and organizes school-wide parties, such as the Picnic and holiday luncheon for the teachers.
<i>Volunteer Coordinator</i>	<ul style="list-style-type: none">* Assists in filling volunteer positions for upcoming school year and fills positions that become vacant* Ensures that new volunteers have job descriptions* Tracks all volunteer hours for the school
<i>Newsletter Coordinator</i>	<ul style="list-style-type: none">* Gathers and formats newsletter articles for the <i>Coop Courier</i>
<i>Scholastic/Troll Book Club Coordinator</i>	<ul style="list-style-type: none">* Distributes monthly book orders for Troll or Scholastic, collects money, sends in orders and distributes books upon their arrival.

Laundry Coordinator	<ul style="list-style-type: none"> * Washes curtains, smocks, and doll clothes twice a year or as needed.
Library Assistant	<ul style="list-style-type: none"> * Reshelves books next to the bookshelf * Assists in labeling and shelving new books according to their category * Keeps the parent library, located in the office, organized
Computer Cartridges	<ul style="list-style-type: none"> * Gathers used computer cartridges and submits for recycling as needed
Boxtops for Education	<ul style="list-style-type: none"> * Collects and submits <i>Boxtops for Education</i> coupons 2-3 times a year.
Campbell Soup Labels	<ul style="list-style-type: none"> * Collects and submits <i>Campbell Soup</i> labels 2-3 times a year.
Website Administrator	<ul style="list-style-type: none"> * Keeps the website up to date with upcoming events and information * Updates pictures and graphics as needed, being careful to check photography permission list
Camp Coordination Assistant	<ul style="list-style-type: none"> * Assists the director and staff with camp planning in the early spring and the camp enrollment and registration confirmation process in May * Assists the director and staff during the camps as needed in late May and early June
Story Hour	<ul style="list-style-type: none"> * Plans and carries out two story hour events during the year for families to attend on a weekend.
Bingo	<ul style="list-style-type: none"> * Plans and carries out two bingo family events at the school (one at Halloween and one in the spring) * Two people are assigned to this position

CLASSROOM JOBS

Publicity Assistant	<ul style="list-style-type: none"> * Coordinates the taking of pictures at parties, events and field trips for the class and school. * Submits pictures to Publicity Chairperson for news media. * Makes a collage of pictures for the classrooms.
Hospitality Parent	<ul style="list-style-type: none"> * Purchases supplies, provides favors and assists teachers during parties. * Arranges additional parental support for party snacks/favors as needed.
Chaperone Coordinator	<ul style="list-style-type: none"> * Arranges chaperones for field trips during the current year.
Maintenance Assistant	<ul style="list-style-type: none"> * Organizes your class to rotate through participating in work days and other projects as requested by the Maintenance Coordinator.
Parent Co-op Coordinator	<ul style="list-style-type: none"> * Prepares monthly co-oping schedules of parents to help in the classroom. * Informs teaching staff of any changes in the published schedule.
Project Prep Assistant	<ul style="list-style-type: none"> * Works on an as needed basis with the teachers to prepare classroom projects. Some may be time sensitive. Projects will vary from take-home to in-school.