

PARTICIPATION REQUIREMENTS

Parent participation preschools are very special communities of parents, children and teachers who come together to create enriching learning experiences. Each family shares in the planning and operation of the school and its activities. The parents participate in the daily program by assisting in the classroom one day per week, and work with the children under the direction of the Teacher(s) and Director who are trained in the areas of early childhood as well as parent education. Below is a summary of parent and child requirements for our school. Please initial the points that have been explained to you and that you have a full understanding of.

Before Admission

1. Parent(s) must tour SOCP and meet with the Teacher/Director to evaluate the child's readiness for preschool.
2. Child must be at least 2 years and 5 months old and be fully potty trained.
3. All admission forms must be completed:
 - a. Child's physical examination, vaccination requirements and TB test results
 - b. Working parent's physical examination, vaccination requirements and TB test results
 - c. Emergency Information Card
 - d. Social History Form
4. Before the first day of school, the child must have a complete Earthquake Kit and change of clothes to be kept in the school's bathroom in case of accidents.

No child will be able to attend unless the above requirements are complete.

Tuition/Deposits/Fees

1. Tuition deposit of \$400 is due within (7) working days from acceptance or your spot will be released; this is refundable if all financial obligations at the school are met, and if your child leaves the school and 30-days written notice is given to the President, Director, all jobs are completed and incurred late fees and/or participation penalties are paid.
2. Annual tuition of \$4,000 is divided into ten monthly installments of \$400 due the 1st day of every month.

SOCP Membership Participation Requirements

1. Perform one "Work Day" per week from 8:30am until 12:30pm.
2. Sign up as the "Emergency Work Parent" one day per month. This involves arriving at 8:30 and being prepared to stay that day in case a scheduled working parent has an unforeseen emergency.
3. Attend monthly general meetings every month.
4. Assume a "Job" for the year to assist with the operation of the school.
5. Meet fundraising requirements as decided by the Board and General Membership not to exceed \$500.

6. Participate in a Fall and Spring Cleaning/Project Day and Move-In/Move-Out Days..

Separation/Transition

1. The parent(s), without the child's sibling(s), should clear their schedule and be prepared to remain at school with the child for a minimum of one week until separation issues are minimized and the child is able to tolerate separation from the parent. During this transition period, the Teacher/Director will create a separation plan with the parent(s) and guide the parent through the process as they leave the child for increasingly longer periods of time.

Probation Period/Termination

1. All new members will be on probation for a period of two months commencing with the child's first day of attendance. During the probation period, the Board shall evaluate the new member's compliance with participation requirements as outlined in the SOCP handbook. The Board may at any time during the probationary period, at its sole discretion, vote to discontinue the membership of any new member.

The Sherman Oaks Cooperative Preschool is committed to celebrating the diversity that occurs in our school. We provide an environment that welcomes all families, regardless of gender, race, culture, ability or family configuration.

I have read, understand and agree to the above statements and requirements.

Print Name _____ **Signature** _____ **Date** _____

Print Name _____ **Signature** _____ **Date** _____