

EAST COLUMBIA PRESCHOOL, INC.
MEMBERSHIP INFORMATION AGREEMENT

The following information provides you with the basic financial terms and obligations of membership in this cooperative preschool.

PAYMENT OF FEES AND TUITION

Fees and tuition shown are subject to change.

1. Fees:
 - a. \$50.00 Registration fee is due at registration and is non-refundable.
 - b. \$75.00 Arts and Supply fee for 2-day class is due May 31, 2009.
\$85.00 Arts and Supply fee for 3-day class is due May 31, 2009.
 - c. \$40.00 Insurance fee is due July 1, 2009.
 - d. \$55.00 Field Trip fee for 2-day class is due at orientation.*
\$65.00 Field Trip fee for 3-day class is due at orientation.*

*Note: Field Trip fee will increase and is for budgeting purposes only.
2. Tuition:

Tuition may be paid in one yearly payment or in a predetermined series of monthly payments:

Yearly Payment: due July 1, 2009
2-day class: \$855.00
3-day class: \$1152.00

Monthly Payments: due July 1, 2009
September (first) and May (last) month's tuition
2-day class: \$190.00
3-day class: \$256.00

Due first of the month October through April
2-day class: \$107.00
3-day class: \$145.00

Make all checks payable to East Columbia Preschool, Inc. Any tuition payment (or fee) paid after the due date must include a \$10.00 late charge. If your September/May tuition is not received by July 8, 2009 this will be considered an indication that you are no longer interested in your class slot, and the vacancy will be filled from the waiting list. The preschool will charge a \$30.00 bank-processing fee for any check returned to your bank.

OBLIGATIONS OF CO-OPING PARENTS

1. Co-op and serve as the staff sub in the classroom on a scheduled basis (approximately 5-7 times per job during the school year) and provide a healthy snack/beverage (per teacher schedule) on co-op days.
2. Substitute for the aide on a scheduled basis, if needed.
3. Drive on school field trips (approximately 2-3 times per school year). Cars must be equipped with seat belts and approved car seats or booster seats must be used for all children as required by current Maryland law. Car seats or booster seats must be provided by the parents of the children required to use them and must be properly installed in the field trip driver's car. The parent driving must have current car insurance policy number on file.
4. Serve on a committee or the Executive Board.
5. Attend mandatory and optional Parent Education Meetings (approximately 1 per month).
6. Participate in one housekeeping session per child in the preschool if not serving on the Executive Board.
7. Participate in the mandatory raffle by selling or purchasing \$60.00 worth of raffle tickets.

TOILET TRAINING

The child must be toilet trained by the first day of class, September 2009. Disposable training underwear (e.g., "pull-ups"), plastic pants, and other leakage barriers are NOT permitted.

ALLERGIC REACTIONS INFORMATION

If a child is allergic to snacks or beverages consumed at snack time or at special functions (feasts, teas, parties), the parent shall notify the teacher and all class parents of the child's condition. Parents are informed of snacks and beverages (if not prepared by the parents) that will be consumed each class session.

1. In the case of allergic reaction(s) or allergies to only one or two substances, a decision will be made by the staff whether the substance can be totally eliminated from the class' consumption list.
2. In the case of allergic reaction(s) or allergies to many substances, the parents of the affected child must provide a beverage/snack for their child EVERY CLASS SESSION (including special functions). The parent of the affected child may attend special functions to supervise consumption of the beverage/snack by their child.

CUMULATIVE RECORDS

All cumulative records, including personal family, health, enrollment, and performance information, shall be retained by the school for one year after the student has left ECP.

WITHDRAWAL / REFUND POLICY

1. Registration fee is non-refundable.
2. Members are responsible for the entire year's tuition and all fees upon joining ECP. Monthly and yearly payment plans are available (see Payment of Fees and Tuition).
3. Written notice of membership termination must be presented to the First Vice President a minimum of 30 days prior to the official withdrawal date.
4. Written notice received on or before July 31:
 - a. First and last months' tuition will be refunded in full.
 - b. Insurance fee will be refunded in full.
 - c. Arts and Supplies fee will be refunded in full.
5. Written notice received August 1 or after:
 - a. September tuition will be refunded on a pro-rated basis provided that the school vacancy* is filled within 30 days from the notice of withdrawal.
 - b. Upon withdrawal, families remain responsible for monthly tuition payments until vacancy* is filled or for 3 months following the written withdrawal notice; whichever happens first.
 - c. October through May tuition will be refunded on a pro-rated basis provided that the school vacancy* is filled within 30 days from the official withdrawal date.
 - d. May tuition is refundable only if notice of termination is received on or before March 1 of the school year and the vacancy is filled as stated above.
 - e. Arts and Supplies fee will be refunded on a pro-rated basis after the school vacancy* is filled.
 - f. Insurance fee will be refunded on a pro-rated basis after the school vacancy* is filled.

***IN ALL CASES A SWITCH FROM AN AFTERNOON CLASS (AND VICE VERSA) BY A CURRENT STUDENT DOES NOT CONSTITUTE FILLING A VACANCY.**

*I have received, read and understood the terms of the **East Columbia Preschool, Inc. Membership Information Agreement** and agree to comply with the guidelines, as stated, or my membership is subject to termination.*

Parent/Guardian Signature

Date

Witness