

**SOUTH COUNTY PRE-KINDERGARTEN CO-OP  
2024-2025 REGISTRATION FORM**

Child's First and Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Leave blank unless preferred name is different from name

Address: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Gender: \_\_\_\_\_

Allergies/Medical Conditions: \_\_\_\_\_

Write "None" if student has no known allergies/medical conditions

Are you planning on sending medication for allergies/medical conditions to be administered at SCPC?

Yes \_\_\_ No \_\_\_

\_\_\_ I give permission to have my child's name, birthday, parent's names, phone number, address and email printed for class lists to be handed out to all students at SCPC.

(This is for internal use at the Co-op and not to be used for solicitation purposes.)

**PLEASE SELECT CLASS**

\_\_\_ Three (age 3 by 9/1): Mondays and Tuesdays, 9:00am - 12:00pm \$165/month

\_\_\_ Four (age 4 by 9/1): Wednesday, Thursday and Fridays, 9:00am - 12:00pm \$215/month

\_\_\_ Four (age 4 by 9/1): Optional Extended Day: Wednesday 12:00pm - 3:00pm +\$60/month

\_\_\_ Four (age 4 by 9/1): Optional Extended Day: Thursday 12:00pm - 3:00pm +\$60/month

**PARENT/GUARDIANS**

Parent Helper requirement: At least one parent/guardian is required to serve as a Parent Helper in the classroom once a month. If neither parent/guardian can fulfill the Parent Helper requirement, an alternate caregiver can be provided in the Additional Parent Helper Request section. Exceptions to the Parent Helper requirement applies only if a parent/guardian serves as a Board member. Note: All Parent Helpers must complete the necessary forms and pass a background check.

**Parent 1**

First and Last Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address, if different from child's: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Degrees, Special training or skills that may be useful to the Co-op: \_\_\_\_\_

I am interested in being the Parent Helper in my child's classroom once a month. Yes \_\_\_ No \_\_\_

Have you lived outside of Maryland in the past 5 years? If you lived outside of Maryland in the past five years, an out-of-state clearance will be required. Yes \_\_\_ No \_\_\_

**Parent 2**

First and Last Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address, if different from child's: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Degrees, Special training or skills that may be useful to the Co-op: \_\_\_\_\_

I am interested in being the Parent Helper in my child's classroom once a month. Yes \_\_\_ No \_\_\_

Have you lived outside of Maryland in the past 5 years? If you lived outside of Maryland in the past five years, an out-of-state clearance will be required. Yes \_\_\_ No \_\_\_

### **ADDITIONAL PARENT HELPER REQUEST**

In the event that neither parent/guardian is able to fulfill the Parent Helper requirement, please specify the full name and relationship to the child of the individual you propose to fulfill this obligation.

First and Last Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### **BOARD AND COMMITTEE JOB SUMMARIES**

#### **Board Positions**

**President:** Provides leadership and oversight over all program activities, finances, and staff/volunteers. Enacts and updates policies and procedures to ensure SCPC meets the needs of its members and students. Ensures all licensing requirements and credentialing procedures are complete and up to date. Creates agendas and leads General Membership Meetings and monthly Board Meetings. Serves as the DFRC Representative. The three Vice Presidents, Secretary, Treasurer, Class Representatives, Marketing and Alumni Relations, and Editor report to the President.

**First Vice President:** Manages the administrative paperwork for the school. Communicates with the Office of Child Care to maintain licensing and ensures all parent volunteers and staff are up to date on background checks and continuing education requirements. Keeps insurance policies up to date. Notifies general membership of communicable diseases, handles sanitation or health problems, consults with the Health Department, and maintains first aid supplies and individual students' emergency medications. Collaborates with the Enrollment Chair to maintain up to date class lists, emergency contact lists, and an allergy list in addition to organizing all required documentation. Oversees Enrollment Chair.

**Second Vice President (2):** Leads and coordinates the Events and Fundraising committee to build community and meet annual fundraising goals. Events and fundraisers are held throughout the year, culminating in the Annual Auction and Dinner in the spring. Responsible for coordinating all aspects of the Annual Auction event, delegating committee tasks, tracking RSVPs, managing vendors and decor, and planning games, presentations, and the in-person auction. Also manages an online auction using designated auction software, coordinating efforts to solicit auction items and preparing items for distribution.

**Third Vice President:** Oversees the maintenance committee, managing and delegating tasks throughout the school year. Leads twice annual school-wide clean-ups, coordinates weekly cleanings of the school interior, purchases supplies, plans outdoor maintenance projects, and manages all summer maintenance responsibilities. Hires contractors for larger repairs or updates. Responsible for ensuring a safe environment for students and staff, tracking improvements and mitigation strategies for asbestos, lead paint, and water quality. Serves as an alternate for the DFRC representative.

**Secretary:** Responsible for maintaining and distributing up-to-date school records and information, including making changes to general policies and by-laws, job descriptions, class rosters, and committee lists. Records

and clarifies minutes from monthly Board Meetings and posts them in the school. Maintains and assembles the blue welcome folders for the parents/guardians at the start of the school year. Manages annual teacher evaluations. Keeps the Google Drive files organized and archived in conjunction with the President.

**Treasurer:** Accounts for all monies collected and received from fundraising efforts, tuition, teacher salaries and expenses. Responsible for disbursing funds for regular monthly expenses including salary, insurance, utilities, and supplies. Presents balance sheets and profit and loss statements to the Board at its regular meetings and prepares comprehensive financial statements as requested by the Board or required for General Membership Meetings. Oversees Assistant Treasurer.

**Class Representative (One per class):** Serves as the primary point-of-contact for families and acts as a liaison between the class, the teachers, and the Board of Directors. Welcomes and orients new families and co-hosts the Welcome Picnic. Sends regular communication updates from the teachers, committees, and Board of Directors via regular (weekly or bi-weekly) emails and group texts. Creates and maintains the parent/guardian helping schedule, assists with organizing class field trips as needed, and oversees planning for special events including the teachers' holiday gifts, Teacher Appreciation Day, end-of-year teacher gifts, and the spring auction class basket.

**Marketing and Alumni Relations:** Oversees the marketing efforts of the preschool—including social media, events, and printed collateral—to share enrollment opportunities, fundraising events, and general school information with current, former, and prospective SCPC families. Creates content for social media and identifies opportunities to engage with community members. Plans, promotes, and staffs 2-3 school Open Houses per year. Oversees Yearbook/Website volunteers, ensuring all information on the website is accurate and up to date.

**Editor:** Compiles, edits, and formats information and photos from Board members, teachers, and families to create “Whale Tales,” the school’s monthly newsletter for current families. Experience with Canva, or other design program, is recommended, but not necessary.

### **Non-board Positions**

**Enrollment Chair:** Fields inquiries about the Co-op, organizes individual tours with prospective families, manages enrollment/registration procedures, and maintains student enrollment files. Distributes, collects, and reviews health forms in conjunction with the First Vice President.

**Assistant Treasurer:** Collects, records and deposits all incoming monies. Responsible for monthly tuition invoicing, collections efforts and applying fines/late fees to accounts. Must ensure all members maintain good financial standing. Makes timely bank deposits and provides the Treasurer with detailed deposit records. Monitors incoming mail at the school’s PO Box and assists the Treasurer with general duties.

**Yearbook and Website Chair:** Updates the SCPC website and communicates with the website hosting company. Designs, prints, and distributes the yearbook, using appropriate software and vendors. Some website development and/or software skills are recommended.

**Events and Fundraising Committee (6+):** Helps organize all fundraisers and events including the Annual Auction under the direction of the two Second Vice Presidents. The committee relies upon a variety of skill sets, including event planning, soliciting donations, and strong administrative skills.

**Maintenance Committee (6+):** Maintains the interior and exterior of the building, stocks equipment and supplies, and fulfills requests from the Board and/or teachers, under the direction of the Third Vice President.

## BOARD AND COMMITTEE PREFERENCES

A family is expected to fulfill a single board or committee role and either parent can serve. For both Board and non-board positions, please designate one parent as the primary volunteer. This primary volunteer will be the main point of contact and actively involved in the specific role.

Please list below your first, second, and third choice for a Board or Committee Position.

Parent/Guardian's First and Last Name: \_\_\_\_\_

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

Please list below any additional information that would assist the nominating committee in appointing or electing you to a position. Background information such as previous work experience, certifications, education or areas of interest would be helpful. For returning members, please list the position(s) you currently hold or have held in past years.

\_\_\_\_\_  
\_\_\_\_\_

## PARENT/GUARDIAN PARTICIPATION

SCPC is a pre-kindergarten cooperative. Please review the items below to make sure SCPC will be a good fit for your family and write your initials that you agree with the required participation.

Parents/Guardians are required to volunteer in the classroom at least once a month and must be able to pass a background check (one volunteer per family minimum). Board members may opt out of this requirement if they choose.

Parents/Guardians are required to participate in mandatory fundraising events and general clean-ups at the Co-op.

Parents/Guardians are required to fulfill the obligations of their assigned committee or role.

Parents/Guardians are required to attend three mandatory general membership meetings (GMM).

## PHOTO/VIDEO CONSENT (PLEASE CHOOSE ONE)

I grant permission for photos/videos of student, while in scheduled preschool activities to be used in the preschool's yearbook, media and website, newsletters and brochures for publicity or educational purposes.

I grant permission for photos/videos of student, while in scheduled preschool activities to be displayed ONLY in the preschool's yearbook, walls of the classroom and hallways.

I do not grant permission for photos/videos of student.

## ACKNOWLEDGEMENT OF NUT-FREE POLICY

I understand that SCPC is a Nut-Free preschool. Therefore, any snacks, lunch and special treats brought to school will be peanut/tree nut free. Thank you for helping us keep SCPC students safe.

How did you hear about South County Pre-Kindergarten Co-op? \_\_\_\_\_

Have you already had a tour? Yes  No

Additional comments/feedback: \_\_\_\_\_

## REGISTRATION AGREEMENT

### REGISTRATION FOR THE 2024-2025 SCHOOL YEAR AT SCPC WILL BE OPEN AS FOLLOWS:

- January 15 - 21: Priority registration for current/continuing students
- January 22 - 28: Priority registration for alumni students
- January 29 - ongoing: Registration for new/all students  
*All children must be potty-trained*

### Tuition and Fees

**3's Program:** Mondays and Tuesdays, 9:00am - 12:00pm \$165/month  
Registration fee: \$100, Enrichment fee: \$75

**4's Program:** Wednesday, Thursdays and Fridays, 9:00am - 12:00pm \$215/month  
Registration fee: \$100, Enrichment fee: \$100

### 4's Optional Extended Day Enrichment Program:

Note: There is a minimum number of 8 students and maximum number of 10 students that must be enrolled in the 4's Optional Extended Day Program for it to be held.

Wednesday only: 12:00pm - 3:00pm	additional \$60/month
Thursday only: 12:00pm - 3:00pm	additional \$60/month
Both extended days:	additional \$120/month

### Other requirements and information

1. **Application and Registration Fee:** To enroll your child for the upcoming school year at South County Pre-Kindergarten Co-op (SCPC), please complete the Enrollment Application and submit a non-refundable registration fee of \$100 at the time of application submission (\$100 first child, \$50 second, \$0 third).
2. **Enrollment Process and Tuition:** Enrollment is on a first-come, first-served basis, and you will be notified via email to confirm your child's enrollment status. Additionally, you will receive information about the required health forms and parent volunteer forms. To secure your child's spot in the class for the 2024-2025 school year, the enrichment fee, and the first and last months' tuition must be received by **May 1, 2024**.
3. **Health and Parent Volunteer Forms:** Please be aware that all health forms and parent volunteer forms must be submitted before your child can attend SCPC, and the deadline for these forms is **July 1, 2024**.

By following these enrollment procedures, we aim to provide an enriching experience for you and your child at South County Pre-Kindergarten Co-op. We appreciate your cooperation and look forward to welcoming your child to our community. For more information about school policies, member obligations, and helping in the classroom, please refer to the *Parent Handbook* at <https://davidsonvilleprek.com/parent-handbook>.

By checking this box, I indicate I have read, understood, and agreed that I am responsible for fulfilling all the above mentioned obligations of membership and registration Agreement.

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_