**Membership Financial Responsibility**

# Registration Fee

A. An annual registration fee of $45 will be paid to hold a place in the child’s class and to cover the insurance fee at the time of registration. In addition, May’s tuition and a $50 cleaning fee (refundable at the time a scheduled monthly cleaning or Board Member’s end-of-year cleaning is completed) must be paid to the school no later than orientation.

B. All fees and tuition paid in advance are generally non-refundable, but prior to the beginning of the school year, fees and tuition paid in advance can be refunded due to a move or an illness, or if all open spots in that class are filled prior to the beginning of school. The Board will decide on all refunds. Registration fees will be refunded for scholarship students when scholarship funds are not available.

Tuition

1. Tuition will be charged as monthly payments and will be accepted in the form of check or money order, or online payments if available through the online school management system. If a family wishes to pay for the entire year in advance, payment can be made at paperwork day with a credit card, or any time with a check, money order or online (if available). See addendum for rates. The tuition will be paid by the due date. The due date shall be by the *tenth of the month*.
2. Tuition for September and May will be paid no later than **parent training**.
3. A late charge of $5 will be assessed if tuition is not paid by the due date.
4. A family is required to give one month's notice before withdrawing a child from class.
5. If a family has prepaid a full year tuition, and later withdraws from the preschool, they are entitled to a refund of all remaining months’ tuition and Bates fees *except* May. There shall be no other refunds of any fees because of withdrawal or disqualification of membership except as stated above. Tuition is not prorated or refunded for time the child is not in class due to illness, vacation, leave of absence, or any other absences from school.
6. For children in the same family who are enrolled in the preschool simultaneously, the family will receive a twenty percent (20%) discount on the second child's preschool tuition. This discount applies to the child in the preschool class with the lower tuition and for only as long as both children are enrolled in the preschool simultaneously.
7. If a family has overpaid tuition and thus has a credit on their account at the end of the year, it will be rolled over into the general operating fund if the credit is less than $5.00. If the credit is greater, the amount will be refunded after the end of the school year.

Bates Fees

1. In addition to tuition and fees listed above, each family will pay a Bates fee which is billed quarterly with tuition, based on the Bates academic calendar. These fees enroll the parent as a student in Bates Technical College. The rates are determined by Bates and are based on the number of days per week the child is enrolled in class. See addendum for rates. If a family has more than one child attending Narrows Co-op the fee is paid only for the child attending class the most number of days per week. If a family joins Narrows after the quarterly membership count is made, the family will pay the Bates fees and become a Bates student starting at the next quarter.

#### Private Option

A. Parents who are unable to work in the classroom may be eligible to pay a private fee. These parents will pay an extra fee to have someone else work their assigned work days. Parents will still be responsible for parent education credits, committee/job positions, setup, cleanup, snack and fund raising.

B. The private parent will pay one-and-a-half times the regular tuition each month and the substituting parent will deduct the extra amount paid by the private parent per month from his or her tuition. If no parent chooses to act as a substitute parent, the private status option will not be available. This arrangement is at a ratio of 1 private child to 5 regular children or 3 private children as a class maximum.

C. Anyone interested in this private option should contact the Class Representative and the Membership chair to arrange.

##### School Operation

1. School will begin on the third Monday in September.
2. School will end on the week before Memorial Day weekend.
3. Short-term substitute teachers (one or two days) are eligible for reimbursement for real expenses incurred during class time, e.g., for childcare. Expense forms must be submitted, and reimbursement shall not exceed $15 per hour worked.
4. The class schedule is as follows:

2 yr. olds Twos Class Tues. and Thurs. 9:45-11:15 a.m.
3 yr. olds Threes Class Mon, Wed & Fri 9:15-11:15 a.m.
4/5 yr. olds Pre-K Class Mon, Wed. & Fri 11:45-2:15 p.m.
3-5 yr. olds Music Class Thurs. 12:30-1:30 p.m.

1. Narrows Cooperative Preschool shall have a Personnel Committee. The Personnel Committee shall be comprised of three members total; one of them must include the Vice-President or a Co-President. There will be one representative from each class (Twos, Three-Four) on the committee. The committee shall meet at least monthly to support the teacher and his/her duties in the preschool and to discuss and resolve any issues regarding the teacher and his/her duties brought to its attention either by members or the teacher.
2. Narrows shall compile rosters for each class for the purpose of providing information to the members of the preschool. The lists will also be used each year to invite alumni to functions of the school, such as the annual auction. This information is considered to be confidential and is not to be used for any other purpose.
3. Information, other than that pertaining to school business, is not to be distributed at school. A copy of any information distributed is to be approved by the president, and then a copy of any information distributed should be also distributed to president and teachers boxes. Exceptions to this would be notes specific to a class member's responsibility, for example, giving a list of supplies needed to the person buying supplies. *No personal invitations or thank you notes are to be distributed at school*.
4. No advertising shall be distributed at school, on Facebook or on our website that will benefit any one member directly. Recommendations or references should be distributed privately between members off site.

##### Enrollment

Waiting List

1. A second child of enrolled members (2s, 3s, and Pre-K) will have priority on the list.
2. A member in good standing (refer to By-laws, Article III: Membership Eligibility) from previous years whose child becomes of age during the year will have priority on the list.
3. Members of the Bates Parent and Toddler class meeting at Narrows will have priority for enrollment in the Twos class.
4. Fall enrollment is opened up to non-Narrows families on March 1st of each year. It is in the order of who submits paperwork and applicable fees first.
5. The child or grandchild of the Teacher may be enrolled in the Teacher’s class at Narrows Cooperative Nursery School on a 30 day trial basis. At the end of that time, the Board shall determine whether the child will be permitted to continue in the class. Discussion shall be held in executive session.
6. Schedule for enrollment:
February 1- those described in A-C above.
February 14- those enrolled in Music Fun who wish to enroll in either the 3s or Pre-K.
March 1- general public.

Class Size

1. The optimal size of each class is as follows:
Twos: 12 children
3’s & Pre-K: 15 children
2. Exceptions are made only per review of the Board and the Teacher.
3. If the Board accepts a child to a class at an early age, that child will then stay in the same class for two years. They will not move up to next class until they have met the age requirement provided by the school district (refer to By-laws, Article III Section A: Membership Eligibility).
4. There will be a ratio of one adult to three children (not including infants) in the Twos class; one adult to four children (not including infants) in the Threes class; and one adult to five children (not including infants) in the Pre-K class. While the Teacher may be included in these ratios, it is the school's preference that the Teacher not be counted in order to maintain a high quality program.

##### Work Assistance

1. Narrows Co-op Preschool is committed to making the co-op preschool experience available to parents with disabilities and their children. Just as financial assistance is available in the form of scholarships for qualifying Co-op families; work assistance is available for parents who are unable to perform some of the work in the classroom due to injury, illness or temporary or permanent disability.
2. Prior to the beginning of the school year, parents with special needs due to injury, illness or disability must contact their Group Leader. The Class Representative will schedule a meeting with the parent, themselves and Teacher to determine which regularly assigned working parent classroom duties can or cannot be performed.
3. A written agreement listing the jobs the parent is able to perform will be signed by the parent, Class Representative and Teacher and this information will be used by the Class Representative when making the monthly work schedules.
4. In classes where one or more of the working parents are unable to fully perform certain duties due to injury, illness or disability, the remaining working parents in the classroom will be expected to cooperatively perform these duties.

**Parent Education Credits**

A. Each family must obtain one parent education credit for every month of enrollment, up to a total of eight. Narrows Co-op plans at least eight events in the year. These are Orientation, Parent Training, Trike-A-Thon, Annual Auction, End of School Gathering and others. Attendance is required at Orientation, Parent Training, and significant school-wide events. The remaining credits may be earned by attending the other planned events or completing any of the options listed in B below. Any make-ups or absences should be discussed with the Parent Education Chairperson. Written requests for special needs will be considered by the Board.

B. Parent education options include:

* Attending a Bates sponsored parent education event.
* Viewing a Bates video or reading any book on child development or parenting and preparing a written review for the newsletter;
* Attending another co-op preschool Parent Ed meeting (bring program or hand-out back and give to Parent Education Chairperson);
* Attending another Parent Ed talk/presentation/conference at another institution, including PTA (one time only and bring back program or hand-out and give to Parent Education Chairperson);
* Attending a Board meeting, if not on the Board (one time only);
* Attending a share session with the Bates Coordinator;
* Visiting the Bates Resource Center;
* Attending a cultural/educational event with your child and preparing a written review for the newsletter;
* Making a presentation in your child’s class or helping the teacher with a school project (must be approved by the teacher);
* Attending any child-related training (e.g. CPR);
* Gathering information on children or parenting from the Internet and sharing with other co-op members via bulletin board or newsletter.

**Smoking Policy**

## As per State Law RCW 70.160.075

# **Smoking prohibited within twenty-five feet of public places**

# Smoking is not allowed, by staff or members, on the premises (inside or outside) of Narrows Cooperative Preschool at any time.

**Music Class**

1. A non-refundable registration fee will be charged to families who are not simultaneously enrolled in the preschool. See addendum for rates. No separate registration will be charged for students who are also preschool students.
2. Tuition will be paid in monthly payments. Tuition is due the 10th of the month. See addendum for rates.
3. Each family will pay a Bates fee in addition to tuition. See section titled “Bates Fees” above for information.
4. Class will begin on the first Thursday in October and will run for 30 weekly sessions. The class hours will be 12:30pm-1:30pm. The class is open to children who are at least 3 years old. Preference will be given to children who are enrolled in Narrows Cooperative Preschool. Class size is limited to 12 children. A ratio of one adult to four children will be maintained. The teacher will not be counted in determining the ratio. Parents shall work on a rotating basis to fill other adult staffing needs. At least one working parent shall be working in the classroom in addition to the teacher.
5. The Music Fun class is a weekly enrichment course offered by Narrows Cooperative Preschool. Because of this classification, scholarships are not available for this program.

**Policy for Special Health Issues**

Narrows Cooperative Preschool will do its best to insure the safety and health of all its members. Sometimes special health needs exist and the preschool cannot insure that these needs will be met. The following policies address some special health issues:

1. Narrows Co-op Preschool will not administer prescription medications prescribed from a doctor, or any other treatments required for special health needs. However, the preschool will assist parents in implementing a plan to either give food/drink or withhold food/drink as stated in a written medical plan signed by a doctor.
2. Narrows Co-op Preschool will call 911 first, parents second, if an emergency health issue arises.
3. Narrows Co-op preschool will assist parents to insure children with food allergies are not given those foods causing the allergic reaction, as indicated by the parent.
4. Narrows Co-op preschool is not liable if a child receives/does not receive specific food or drink due to working parent oversight, school programming, or other circumstances.
5. Narrows Co-op preschool does not employ medically trained personnel and does not require that the teacher(s) assume that responsibility. To the extent the preschool teacher(s) are aware of any special health issues; they will try to insure these special needs are met by the teacher(s) and the working parent.

**Bates Non-Discrimination Policy**

Bates Technical College complies with all federal rules and regulations and does not discriminate on the basis of race, color, creed, national origin, gender, sexual orientation, age, marital status, disability or veteran's status. Bates is an equal opportunity technical college that follows affirmative action guidelines and practices. Questions about Bates' equal opportunity or affirmative action policies should be directed to: Bates Technical College, Child Studies Department; 2201 South 78th Street; Tacoma, WA 98409; (253) 680-7500.

**Snow Policy**

There will be no school if the University Place School District is closed due to snow. If U.P. schools are starting late due to weather, the Twos and Threes classes at Narrows will be canceled. If the U.P. schools are closing early due to weather, the Pre K class will be canceled.

School days missed due to bad weather will not be made up.

**Addendum to Standing Rules**

**Registration Fee**

The preschool registration fee is $45.00 for the first child and $15.00 for each additional sibling. The registration fee is $45.00 for music class families who are not simultaneously enrolled in the preschool.

**Tuition and Bates Fees**

Tuition and Bates fees will be posted on the school’s website and at the school.