



Hinsdale Community Preschool, Inc.  
A Parent CO-OP School Since 1942  
415 W. Eighth Street, Hinsdale, IL 60521  
630-325-7484  
www.hinsdalecommunitypreschool.org



## **HCP CO-OP AGREEMENT & POLICY CONTRACT 2018-2019 SCHOOL YEAR**

Hinsdale Community Preschool (HCP) is celebrating 76 years of cooperative learning. Our school has reached this milestone due to its strong membership. Therefore, involvement and participation are of fundamental importance to our School's vitality. Please read and sign below expressing your commitment to your child's early educational experience.

### **I UNDERSTAND AND AGREE THAT:**

- To register for classes at HCP, this signed contract must be submitted with the applicable non-refundable Registration Fee, completed Registration Form, and Original Birth Certificate (for new families to the school). Birth Certificate will be copied by the director and original will be given back to you (DCFS Regulation).
- Regular attendance is expected for continuity of curriculum.
- **The first tuition payment for all classes is due Monday, May 7, 2018 before the beginning of the school year and consists of 1/3 of the tuition amount due. Failure to submit tuition payments by the tuition due date specified on the invoice, may result in removal of the student from the official school register**
- I am expected to attend a Fall Orientation/Curriculum Night, Spring Parent Board meeting to vote in the new Parent Board, and at least one other Parent Board meeting of my choosing.
- Myself, a caretaker or a family member has the opportunity to volunteer in the classroom once a month. If my schedule doesn't permit my staying in the classroom, I am still responsible for providing the snack for the children that day.
- Myself and/or my family is expected to attend at least one HCP fundraising activity.
- I will submit a completed Child Medical form to the Director before the start of school. Form must be dated within 6 months of registration. (DCFS Regulation)
- I will pay tuition as scheduled (full payment with discount **or three installments**; All payments not received within 5 days of the due date are subject to a \$50.00 late fee. HCP reserves the right to assess fines if tuition is not paid in a timely manner.)

(OVER)



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**CO-OP AGREEMENT 2018-2019 SCHOOL YEAR**  
**I AGREE TO PARTICIPATE IN ONE OF THE FOLLOWING:**

**I would like to serve on the PARENT EXECUTIVE BOARD. I am interested in:**

- |  |                                    |
|--|------------------------------------|
| <input type="checkbox"/> Vice President* | <input type="checkbox"/> Registrar |
| <input type="checkbox"/> Treasurer       | <input type="checkbox"/> Secretary |
| <input type="checkbox"/> Ways & Means    |                                    |

**\*Vice President role feeds into President role the following year.**

**OR**

**I would like to serve on the PARENT BOARD. I am interested in (check one):**

<input type="checkbox"/> Health & Safety Chair	<input type="checkbox"/> Hospitality Chair	<input type="checkbox"/> Scholastic Book Chair
<input type="checkbox"/> Parent Participation Chair	<input type="checkbox"/> Publicity & Marketing Chair	<input type="checkbox"/> Assistant Treasurer
<input type="checkbox"/> Buildings & Grounds Chair	<input type="checkbox"/> Newsletter Chair	<input type="checkbox"/> Buildings & Grounds Chair

**\*\*Note- It is strongly encouraged that all Parent Board Chairs (or a representative of that committee in the event the Chair cannot attend) attend all Parent Board meetings to represent their committee.**

**OR**

**I would like to serve on a committee (circle):**

- |                              |                         |                   |
|------------------------------|-------------------------|-------------------|
| <b>Hospitality Committee</b> | <b>Ways &amp; Means</b> | <b>Work Party</b> |
|------------------------------|-------------------------|-------------------|

**Roles of Committees:**

**Hospitality**- coordinate summer events, playdates, beginning of year & end of year school picnics, assist in setting up meal delivery for families with new babies, etc.

**Ways & Means**- assist in planning fundraiser events, restaurant nights, etc.

**Work Party**- help sanitize classrooms & toys at two work parties per year (August & January), or take bins of toys and dress up clothes home to clean throughout the year.

**OR**

**I would like to opt out:**

I will not be able to participate in a committee or on the parent board in the 2018-2019 school year. I am including my opt-out fee of \$350.00 (checks made out to Hinsdale Community Preschool.).

**I have read and understood the HCP Co-Op Agreement and understand that I will be placed in a position where the need is greatest if I do not choose a position/committee or to opt out:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Child's Name \_\_\_\_\_ Class: \_\_\_\_\_

**\*Please make a copy for yourself**



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**POLICY CONTRACT 2018-2019 SCHOOL YEAR (Continued)**

**DCFS Policies:**

DCFS requires that preschools make parents aware of the following policies upon registration:

**Birth Certificate Policy:** According to the Missing Children Records Act Mandate, all parents or guardians of any child to be enrolled for the first time must provide a certified copy of the child's birth certificate or other reliable proof of identity and age of the child within 30 days of enrollment. If a parent does not provide a certified birth certificate within that 30 day period, the Director is mandated by the State of Illinois to contact the local police and DCFS. If a certified copy of the birth certificate is not available, the parent or guardian must submit a passport, visa or other governmental documentation as proof of the child's identity and age and an affidavit or notarized letter explaining the inability to produce a certified copy of the birth certificate. Our Director would be happy to make a copy of your original "raised seal" birth certificate. We cannot, however, accept copies that parents make.

**Pesticide Policy:** HCP and The Community House maintain facilities so they are free from harmful animals, insects, pests and poisonous plants. In that regard HCP and The Community House has implemented an Integrated Pest Management program required by the Illinois Department of Public Health. In the event that pesticides need to be applied to our classrooms, the Director will contact The Community House Program and Facilities Director, who will implement their Integrated Pest Management procedure with Orkin, which will provide for the safest and lowest risk approach to control pest problems. In accordance with the Illinois Structural Pest Control Act, parents will be notified in writing at least two business days prior to the application of pesticides. The application will take place after preschool hours.

*"Integrated Pest Management (IPM) is a safer, and usually less costly option for effective pest management in the school community. A school IPM program employs commonsense strategies to reduce sources of food, water and shelter for pests in your school buildings and grounds. IPM programs take advantage of all pest management strategies, including judicious careful use of pesticides when necessary."*~ U.S. Environmental Protection Agency  
 Please don't hesitate to email our Registrar, Lynn Mayer (registrar@hinsdalepreschool.com), or our director Ann Marie Berlino (directorHCP@aol.com), with registration questions. You may also leave a message at the school **630-325-7484** and your call will be returned. We look forward to having you join our HCP family!

**I have read and understood the HCP Policy Contract:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

**\*Please make a copy for yourself**



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## **Hinsdale Community Preschool Tuition Policy**

### **Tuition, Withdrawal and Refunds, Tuition Assistance, and Enrichment Referral Program**

#### **A. Tuition and Registration Fees**

Tuition and the non-refundable registration fee are set by the Executive Board in December each year for the term beginning the following fall.

Annual tuition, for both preschool and enrichment classes, covers the full school year from September through May. Tuition may be paid in full or in installments according to the following schedule:

Class Type	Number of Installments
Preschool Classes (JFM2, Juniors, Seniors)	3
Preschool Enrichment Classes	2
Kindergarten Enrichment Classes	3

Tuition may be paid by cash, check (made payable to Hinsdale Community Preschool), money order, or cashier's check.

- ✓ Families who pay their preschool tuition in full will receive a \$50 discount on the tuition amount.
- ✓ Tuition invoices will be sent out to each enrolled family and will specify the tuition due date. Families submitting their tuition payment five or more days after the due date, as listed on the tuition invoice, will be assessed a **\$50 late fee**. A returned check will also result in a \$50 fee. After a returned check, all future payments must be made by money order, cash, or cashier's check.
- ✓ Families are allowed a 5-day grace period after a tuition installment due date. After that time period, **Failure to submit tuition payments by the tuition due date specified on the invoice, may result in removal of the student from the official school register.**
- ✓ Families enrolling after the first tuition installment due date are allowed one month to submit a first tuition installment payment. Families enrolling after the third tuition payment has been collected must pay the full pro-rated tuition up front. Families experiencing financial difficulties due to extenuating circumstances should consult with the Director, President, or Treasurer, as assistance is available for families in need. (See Tuition Assistance Program section below.) All tuition assistance applications are kept strictly confidential.

#### **B. Withdrawal from Program / Refund Policies**

Families withdrawing from the program must notify the Director and Registrar in writing at least one month in advance. Tuition refunds are subject to the following:

##### **1. Withdrawal from Preschool Classes and Kindergarten Enrichment Classes**

- ✓ Families withdrawing from a preschool class (defined as the Senior, Junior, or Just for Me Two class) or from a kindergarten enrichment class after the first tuition payment due date, and prior to the second tuition payment due date, will forfeit 1/3 of the annual tuition amount (equal to one payment). For families



## Hinsdale Community Preschool Tuition Policy (continued)

- ✓ who paid tuition in full, they will receive a tuition refund calculated as the amount of tuition paid, less 1/3 of the annual tuition amount.
- ✓ Families withdrawing from a preschool class or kindergarten enrichment class after the second payment due date, but before the third payment due date will forfeit 2/3 of the annual tuition amount (equal to two payments). For families who paid tuition in full, they will receive a tuition refund calculated as the amount of tuition paid, less 2/3 of the annual tuition amount.
- ✓ Families withdrawing from a preschool class or a kindergarten enrichment class after the third tuition payment due date will not receive a tuition refund.
- ✓ Forfeited tuition amounts may not be applied to another preschool or enrichment class.

### 2. Withdrawal from Preschool Enrichment Classes

- ✓ Families withdrawing from a preschool enrichment class after the first tuition payment due date, and prior to the second tuition payment due date will forfeit 1/2 of the annual tuition amount (equal to one payment). For families who paid tuition in full, they will receive a tuition refund calculated as the amount of tuition paid, less 1/2 of the annual tuition amount.
- ✓ Families withdrawing from a preschool enrichment class after the second payment due date will not receive a tuition refund.
- ✓ Forfeited tuition amounts may not be applied to another preschool or enrichment class.

### 3. Exceptions to Refund Policies

Pro-rated refunds may be granted for the following circumstances, once written proof of the event requiring withdrawal is received by the Director and Registrar:

- ✓ Families withdrawing because they are moving more than 10 miles from Hinsdale Community Preschool. **Must provide proof of new address.**
- ✓ Families withdrawing because their child will be receiving specialized services through their school district.
- ✓ Extenuating circumstances can be brought before the Executive Board for further consideration. Once the circumstance is presented to the Executive Board, the Board may consider granting a refund of monies **once the vacancy is filled.**

### **I have read and understood the HCP Tuition Policy:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

**\*Please make a copy for yourself**