



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



Celebrating 75 Years of Cooperative Learning!

CO-OP AGREEMENT & POLICY CONTRACT 2017-2018 SCHOOL YEAR

Hinsdale Community Preschool (HCP) is celebrating 75 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 1, 2017 before the beginning of the school year and consists of 1/3 of the tuition amount due.**
- 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)

CO-OP AGREEMENT 2017-2018 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"/> Marketing	<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"/> Ways & Means Chair	<input type="checkbox"/> Newsletter Chair	<input type="checkbox"/> Parent Ed Chair
<input type="checkbox"/> Room Parent Advisor	<input type="checkbox"/> NAEYC 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):

Hospitality Committee Publicity & Marketing Ways & Means Work Party

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.

Publicity & Marketing- assist in planning 4th of July parade, Uniquely Thursdays, work with chair to market school

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 2017-2018 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:

Signature: _____ Date: _____

Name (printed): _____

Child's Name: _____

Class: _____

***Please make a copy for yourself**

POLICY CONTRACT 2017-2018 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

Tuition Refund Policy: 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:

- Families withdrawing from the program 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 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 the program after the second payment due date, but before the third payment 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 the program after the third tuition payment due date will not receive a tuition refund.
- Prorated refunds will 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.
 - 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.

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! Thank you.

I have read and understood the Policy Contract:

Signature: _____

Date: _____

Name (printed): _____

Child's Name: _____

Class: _____

***Please make a copy for yourself**