



(School Use Only)

Priority: \_\_\_\_\_

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

Check #: \_\_\_\_\_

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

ID Verified: \_\_\_\_\_

## Centreville Preschool Incorporated (CPI) 2012/2013 APPLICATION FOR ADMISSION

**Return form & \$60 Registration fee to: Brinda Abu-Obaid, 13674 Union Village Circle, Clifton, VA 20124.  
Please make check payable to CPI.**

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

Sex: M F

Name to be called in School: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_  
(number & street) (city & state) (ZIP)

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

Employer: \_\_\_\_\_ Employer: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

May we publish your cell phone number(s) on a class roster? Yes \_\_\_\_\_ No \_\_\_\_\_

Names & Ages as of 9/2012 of other children (for younger children please provide DOB for alumni list)

For state licensing purposes, we are required to obtain personal references for each CPI parent member. Please provide information for two friends or associates (must not be related to you) for use as personal references. If you can use a current CPI member as your reference, only one name is required.

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

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

City, State, & ZIP: \_\_\_\_\_ City, State, & ZIP: \_\_\_\_\_

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

CPI Member: Yes No

CPI Member: Yes No

I have been provided with a copy of the CPI Admissions, Waiting List, and Withdrawal Policies and agree to abide by these requirements.

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

# Centreville Preschool, Inc.

## 2012/2013 School Year Class Offerings and Tuition

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

Parents Name(s): \_\_\_\_\_

Class Preferences: (first choice = 1, second choice = 2, etc. See the Information Sheet Titled "Parent Participation Requirements" for information on each class type.)

<b><u>FOURS</u></b> (Age 4 by 9/30/12)	<b><u>THREES</u></b> (Age 3 by 9/30/12)	<b><u>BEGINNERS</u></b> (Age 2 ½ by 9/30/12)
<b><u>Cooperative Classes</u></b>	<b><u>Cooperative Classes</u></b>	<b><u>Non-Cooperative Classes</u></b>
<p>_____ MWF AM Strassburg 8:55 - 11:40 AM <b>\$210 per month/\$1890 annual Supply Fee \$85</b></p> <p>_____ MTTh AM Rosener 8:50 - 11:35 AM <b>\$210 per month/\$1890 annual Supply Fee \$85</b></p> <p>_____ MWF PM Boles 12:25 - 3:10 PM <b>\$200 per month / \$1800 annual Supply Fee \$85</b></p> <p>_____ MTTh PM Rosener 12:15 PM - 3:00 PM <b>\$200 per month / \$1800 annual Supply Fee \$85</b></p> <p>_____ MWF AM Boles 9:00 - 11:45 AM <b>\$210 per month / \$1890 annual Supply Fee \$85</b></p>	<p style="text-align: center;"><b><u>2 Day</u></b></p> <p>_____ WF AM Lesser 8:50 - 11:35 AM <b>\$170 per month/\$1530 annual Supply Fee \$70</b></p> <p>_____ TTh PM Chapman 12:25 - 3:10 PM <b>\$160 per month/\$1440 annual Supply Fee \$70</b></p> <p>_____ TTh PM Steinhilber 12:20 - 3:05 PM <b>\$160 per month/\$1440 annual Supply Fee \$70</b></p> <p style="text-align: center;"><b><u>3 Day</u></b></p> <p>_____ MWF PM Searles 12:20 - 3:05 PM <b>\$200 per month/\$1800 annual Supply Fee \$85</b></p>	<p style="text-align: center;"><b><u>2 Day</u></b></p> <p>_____ TTh AM Steinhilber 9:00 - 11:45 AM <b>\$240 per month/\$2160 annual Supply Fee \$70</b></p> <p style="text-align: center;"><b><u>Mom's Afternoon Out</u></b> (Age 2 ½ by 9/30/12)</p> <p>_____ W PM Lesser 12:15 - 3:00 PM <b>\$120 per month/\$1080 annual Supply Fee \$35</b></p> <p style="text-align: center;"><b><u>Lunch Bunch</u></b></p> <p>Rotating Teacher 11:35 - 12:15 PM <b>\$35 per month/\$315 annual NO supply fee</b> Participants provide their own lunch</p> <p>_____ W PM Open to all students</p>
<b><u>Explorers Program</u></b>	<b><u>Non-Cooperative Classes</u></b>	
<p>_____ F PM Chapman 12:15 - 3:00 PM <b>\$110 per month /\$990 annual Additional \$35 supply fee</b></p> <p style="text-align: center;"><b><u>Lunch Bunch</u></b></p> <p>Rotating Teacher 11:35 - 12:15 PM <b>\$35 per month /\$315 annual NO supply fee</b> Participants provide their own lunch</p> <p>_____ W PM Open to all students _____ F PM Open only to F Explorers</p> <p style="text-align: center;"><b><u>4's Buy-Out Option</u></b></p> <p>_____ I wish to enroll my child in a cooperative 4's class under the buy-out option. (See page 5 of the application for an explanation of the buy-out option.)</p>	<p>_____ TTh AM Lesser 8:55 - 11:40 AM <b>\$240 per month/\$2160 annual Supply Fee \$70</b></p> <p style="text-align: center;"><b><u>Lunch Bunch</u></b></p> <p>Rotating Teacher 11:35 - 12:15 PM <b>\$35 per month/\$315 annual NO supply fee</b> Participants provide their own lunch</p> <p>_____ W PM Open to all students</p> <p style="text-align: center;"><b><u>3's Buy-Out Option</u></b></p> <p>_____ I wish to enroll my child in a cooperative 3's class under the buy-out option. (See page 5 of the application for an explanation of the buy-out option.)</p>	
		<b><u>ALL CLASSES:</u></b> \$60 application fee due with application.  <b>First tuition payment and supply fee due July 1st.</b>

# Centreville Preschool, Inc.

## 2012/2013 PARENT PARTICIPATION REQUIREMENTS

Centreville Preschool, Inc. (CPI) is a non-profit, parent cooperative preschool. Active participation and involvement of our parent-members is an integral part of the success of our school. While most schools welcome parental involvement of some sort, CPI offers parents a unique opportunity to work closely with our teachers and observe our students at work in the classroom during the coop experience. Our parent-members help to shape the future of CPI and work to ensure that their children receive the best possible preschool education.

As a cooperative preschool, the majority of the classes offered are cooperative classes requiring a high level of parental participation. However, CPI recognizes that there are many parents who wish to be involved in their child's preschool education, but are unable to meet the participation requirements of CPI's coop classes. With this in mind, for the 2012/2013 school year, CPI is offering classes with three different levels of required participation.

### **All Classes**

Parents will provide an approved snack for their child's class on a rotating basis and provide party supplies for one class party per year.

### **Cooperative Classes**

Parents with children enrolled in these classes are required to work in their child's classroom as a Parent Aide on a regular basis. Parents in the 2 day 3s program can expect to work approximately once every 6 weeks; 3 day programs for 3s and 4s, approximately once every month. **In addition to this requirement, parents are required to serve on a school committee and to complete one maintenance project during the school year.**

### **Non-Cooperative Classes**

Parents with children enrolled in these classes are asked to provide a snack on a rotating basis for the class. They are NOT required to work in their child's classroom, to complete a maintenance project, or to serve on a school committee.

### **Explorers Class & Mom's Afternoon Out**

Parents with children enrolled in this class are asked to provide a snack on a rotating basis for the class. They are NOT required to work in their child's classroom, to complete an additional maintenance project, or to serve on an additional school committee.

# Centreville Preschool, Inc.

## 2012/2013 Membership Agreement

As a cooperative preschool, CPI offers you a unique opportunity to participate personally in providing your child's first educational experience. As a condition of enrolling your child, you commit to becoming an active member of the preschool. In order to provide your child with the quality educational experience for which CPI is known, you are required to agree as follows:

### **Responsibilities as Parent Aide (Parents of 3's and 4's Cooperative Program students only)**

**I agree** to work as a Parent Aide in my child's class on a regular basis. (Parent Aides in the 3 year old classes can expect to work approximately once every 6 weeks; 4 year old classes, approximately once every month.)

**I agree** that, in the event I am unable to work on my scheduled day, it is MY responsibility to find a satisfactory replacement. I understand that when compiling the schedule, the Scheduling Director will make every effort to honor reasonable requests, but that it is not possible to honor all requests.

### **Responsibilities to the School (Parents of 3's and 4's Cooperative Program students only)**

**I agree** to serve on one school committee and to fulfill all the responsibilities assigned to that committee position.

**I agree** to work on one building maintenance project during the year, as assigned by the Maintenance Director.

### **Tuition (All Parents)**

**I agree** to pay CPI an annual tuition as listed on the Class Offerings and Tuition Schedule for the 2012/2013 School Year.. Tuition will be paid EITHER as:

The full tuition amount and Nonrefundable Supply Fee due on July 1.

-OR-

9 monthly payments paid according to CPI's Schedule of Payments.

The schedule of payments is as follows: the Supply Fee(s) and First Month Tuition is due on July 1st.

**This first payment is non-refundable in the event of a withdrawal.** The remaining tuition is due on the first of the month from October 1 to May 1. (Members may choose to pay in advance of this schedule; late payments will be penalized.)

### **Penalties and Fees (All Parents)**

**I agree** that failure to fulfill any of the obligations detailed above (as described further in the CPI Parent Handbook, to be distributed in early September) will result in the assessment of fines. I agree to pay these fines as required by the Board of Directors. The schedule of fees and penalties is located in the CPI Parent Handbook.

### **Waiver of Liability (All Parents)**

**I agree**, in consideration of the enrollment of my child in CPI, to waive, for myself and my child, any and all claims against the Directors, Staff, Teachers, Parent Aides and the landlord of the school premises for personal injury or other loss or damages that may arise out of the operation of the preschool. Nothing in this waiver shall be construed to bar any claim for intentional misconduct or gross negligence.

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

\_\_\_\_\_  
Member Name (print)

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

# Centreville Preschool, Inc.

## 2012/2013 REGISTRATION ADMISSION, WAITING LIST AND WITHDRAWAL POLICIES & PROCEDURES

At CPI, we believe that a balanced (boy/girl ratio) classroom is an integral component of the preschool education experience. With this in mind, applications are accepted on a modified first come, first served basis. Assuming full enrollment, the class rosters are filled on a first come, first serve basis; but we also balance the classes using a predetermined ratio agreed to by the teaching staff. Once the classes are filled, two waiting lists will be established (one for girls, one for boys). As class vacancies occur, the position will be offered to the child (boy or girl) with the highest priority, as long as the minimum classroom ratio is maintained. Applications received after classes are filled will be placed on our waiting list.

If you are applying during the Registration Period **January 2012**, you will receive a letter within two to three weeks notifying you of a position in the school or your status on the waiting list. If you are on the waiting list and wish to withdraw from the waiting list with a full refund of the Registration Fee, you will have ten days from the date of this notification letter to do so.

Once on the waiting list, you will be offered the next available position in the program you selected. Refusal of an offered position for any reason (including days and session of the class) will result in a forfeiture of the Registration Fee and withdrawal from the waiting list.

If you withdraw from the waiting list prior to being offered a slot in the school, one-half of the Registration Fee is refundable. All withdrawals require written notification to the Enrollment Director. The waiting list will be dissolved on April 1, 2013. Each applicant will receive a full refund of their Registration Fee after this date. Applicants may still remain on our waiting list and if offered a position in the school after April 1, you will be required to resubmit one-half of the Registration Fee (\$30).

**If you withdraw from active status prior to the start of the school year, you will forfeit the supply fee and all monthly installments due prior to the withdrawal date.**

**The registration fee is not refundable and not transferable once a child has been admitted and placed in the school.**

A switch list will be created if parents wish to change the class their child was placed in. The switch list will be dissolved as of October 1, 2012. Requested switches after that date will need teacher approval. Contact the Enrollment Director to be added to the switch list.

**IF YOU ARE REGISTERING YOUR CHILD FOR A NON-COOPERATIVE CLASS, PLEASE NOTE** that if the class does not fill by July 1<sup>st</sup>, the Board of Directors may elect to revert the class to a standard cooperative class. Registrants will be notified and be given the option of registering for the cooperative class. Registrants who are unable to enroll in our cooperative program will receive full refunds of all fees paid.

**BUY-OUT OPTION:** The Board of Directors offers a "Buy Out" option. The "Buy Out" allows parents to register a child in a cooperative class at a non-cooperative cost with those corresponding parent responsibilities. **Two buy-outs are allowed per cooperative class; additional buy-out requests are considered on a case-by-case basis.** If you are registering for a cooperative class and wish to exercise the buy-out option, mark the appropriate box on the class offerings page. If you have questions about the buy out option, please contact Brinda Abu-Obaid, Co-Director of Enrollment, at 703-815-2555. If you choose to buy out of a 2 day class, it will cost an additional \$70 per month. If you choose to buy out of a 3 day class, it will cost an additional \$105 per month.