

PARKVIEW COOPERATIVE PRE-SCHOOL



4550 Central Avenue
Indianapolis, Indiana 46205
317-921-7000

Members Agreement for the 2011-2012 School Year

Parkview Cooperative Preschool ("Parkview") admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Parkview does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship programs, and other school administered programs.

Terms of Enrollment

This agreement (the "Agreement") is made between the parents or legal guardians (each a "Member" and collectively the "Members") and Parkview. The parents or legal guardians enroll and Parkview accepts for enrollment the following (collectively "Children"):

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

All required immunization records and proof of TB test must be submitted to the Membership Chair by the first day of school. Children and adults will not be able to participate in the classroom until these health records are submitted. The school term will begin the week of August 15, 2011 and will end the week of May 21, 2012.

Tuition and Fees

The costs of operating Parkview shall be borne equally among all Members as follows:

- Registration Fee: A \$30 registration fee (per child) must accompany admission applications. The fee is non-refundable unless the application is not accepted by Parkview.
- Social Fee: A social fee of \$35 (per child) is due by October 1st. This fee helps cover the costs associated with our parties and social gatherings.
- Supply Fee: A supply fee of \$35 (per child) is due by February 1st. This fee helps cover the costs for classroom materials.
- Orientation Fee: An orientation fee of \$20 is due by October 1st for new families. This fee helps cover the cost of training. Members serving in the classroom who are new to

co-oping are required to attend a six hour parent orientation led by the Indiana Council of Preschool Cooperatives (ICPC).

- Tuition: When enrolling each year, the first and last month's tuition plus the registration fee are required. Beginning in August (through April), tuition is due on the first day of each month. A delinquent fee of \$5 (per child) will be charged after the 15th of the month. After that date, membership may be terminated by Parkview.

Tuition Rates: Froggies: \$70, Turtles & Caterpillars: \$90

No refund of tuition will be made for absence, except in the case of illness existing 30 days or more, in which case a reduction may be allowed at Parkview's discretion.

- Extended Day Activities Fee: Each Member (with child(ren) in the Turtles and/or Caterpillars class(es)) will have the choice of enrolling their child(ren) in Extended Day Activities at the beginning of each semester (Fall and Spring) of school. If a Member chooses for their child to participate in Extended Day Activities in any given semester, the Member must pay the specified Semester Extended Day Activities Fee which will be broken down into monthly payments to be made throughout each semester. The Semester Extended Day Activities Fee must be paid by Members even if the Member chooses to have his/her child(ren) not participate in any one or more particular Extended Day Activity during the semester.

Responsibilities of Members

Parkview depends on the willing participation of each parent to ensure proper operation. It is important that parents understand and agree to accept the responsibilities involved.

- Classroom Participation: Members shall participate in the classroom as a teacher's assistant at regularly scheduled intervals (approximately one to two days per month **for each child enrolled** at Parkview). Extra participation for field trips or special events are to be shared among participating members. Arrangements for sibling care on participation days must be made by the member.
- Job Assignments: Each member shall be assigned a job(s) necessary to keep the school operating efficiently. Members shall list job preferences and efforts will be made to assign jobs that match their skills and interests.
- Orientations: Members new to co-oping are required to attend a six hour ICPC professionally led orientation scheduled in the fall. Also, an orientation fee of \$20 will be paid by the first of October for all new Members. All Members are required to attend the annual Board led orientation (Kick-off Brunch) held in August.

- Meetings: All Members are required to attend the monthly or bi-monthly Member's meetings, as well as, the Member/teacher conferences.
- Member Education Events: It is required that each participating Member receive ongoing education. All participating Members are required to complete four Member education credits per school year from Parkview approved options.
- Fundraising: Each Member is strongly encouraged to participate in Parkview's fundraising activities and is required to assist with its annual Bunny Hop fundraiser. Funds raised are used for Parkview's operating budget.
- Custodial Services: Members shall share in the physical maintenance of the building and grounds both on their respective participation days and on other scheduled maintenance days throughout the year. These are called "Class Clean-ups" and occur on a monthly or bi-monthly schedule. If Members are unable or unwilling to participate in at least one class clean-up during the school year, then Members will be charged a fee of not less than \$50.
- Transportation: Members shall be responsible for transporting their Child(ren) to and from school. Parkview and Members shall be responsible for any emergency transportation that might occur. Also, Members shall maintain auto insurance limits of \$100,000/\$300,000 bodily injury and \$50,000 property damage for driving on field trips.
- Illness: Members shall not allow Children to attend Parkview either when ill or when manifesting symptoms of illness and acknowledge Parkview's right to send any ill child home.

Parkview's Peanut/Tree Nut Safe School Policy

In recognition of the fact that preschool children are not old enough to make sound decisions when it comes to what should go into their mouths and are particularly susceptible to food allergies, Parkview has adopted a Peanut/Tree Nut Safe School Policy as part of its commitment to making its school a fun and safe place for all of its children. Members agree to abide by the terms of such Peanut/Tree Nut Safe School Policy, which shall be distributed to each Member, as well as posted on the bulletin board and on Parkview's website.

Consent of Members

Members hereby consent to the participation of Children in all activities of Parkview, including field trips, for which prior notification has been given.

Members agree to provide required personal information and consent to background checks as may be required by Parkview.

Termination of Membership

- Parkview shall reserve the right to request the withdrawal of Children upon the recommendation of the teacher and at the discretion of the Executive Board.
- This Agreement shall continue for the school term indicated above unless terminated sooner by Parkview for failure to comply with the terms of this Agreement, two weeks written notice will be provided to the Member.
- Members may withdraw Child(ren) from Parkview by providing written notice to the Membership Chair, which shall terminate this Agreement immediately.

Parkview Cooperative Nursery School

By _____
President

Acknowledgement

We have received a copy of Parkview's Bylaws, Policies and Procedures.

We have read this Agreement and agree to abide by and support the terms set forth:

Miscellaneous

- This Agreement shall be governed by and construed under Indiana law without regard to conflicts of law principles.
- This Agreement is the entire agreement between the Members and Parkview and neither party relies on any other representatives or communications.
- No part of this Agreement can be waived or modified except in writing executed by the Members and Parkview.
- Any litigation arising out of this Agreement must be commenced and maintained in the state or Federal courts situated in Marion County, Indiana and each party shall bear its own respective attorney's fees, costs, and related expenses.

Member

By _____
Member Date

Child(ren)'s Name: _____

Return only this signed copy to the Membership Chair