



Watchung Cooperative Preschool
24 North Fullerton, Montclair, NJ 07042
973-783-4535
www.watchungco-op.org

WATCHUNG CO-OP REGISTRATION APPLICATION

For the academic year starting _____

Section A: Student Information

Student's Name: _____
(Last)(First) (Nickname to be used in school)

Date of Birth: _____ **Age** (as of September): _____

Class and your preferred schedule: ___ **Creative (AM only*)** ___ **Discovery/PreK**

***Creative families:** please check PM days if you are enrolling your child for our Lunch program from 12-12:30. **DPK families:** Lunch is included in tuition.

1st Choice:

Monday AM PM
Tuesday AM PM
Wednesday AM PM
Thursday AM PM
Friday AM PM

2nd Choice:

Monday AM PM
Tuesday AM PM
Wednesday AM PM
Thursday AM PM
Friday AM PM

Parent Information: _____
(Last name) (First name) (Occupation)

(Last name) (First name) (Occupation)

E-mail Address (Both Parents): _____

Home Address: _____

Home Phone: _____ **Business Phone:** _____

Cellular Phone (Both Parents): _____

Caregiver/Nanny's Name and Phone: _____

If your child is attending another school, what school? _____

Does your child have any special needs? If so, please specify: _____

How did you hear of the Watchung Co-op?

- friend/family social media website
 realtor flyer
 Co-op family (please specify) _____ other (please specify) _____

What are my family's responsibilities at the Co-op?

We hope you're excited to have a hands-on role in your child's first school experience. By enrolling a child here, each family commits to:

1. **Assist in the Classroom.** Parents sign up to assist in their child's classroom on a rotating basis. This sign-up occurs electronically just prior to the start of school. Frequency of co-oping varies by class and enrollment, but is generally once every 4 to 6 weeks in DPK and 1-2 times a month in Creative. If a family is unable to make its co-op day, it is that family's responsibility to trade/substitute with another family or to pay a fee for a school-approved substitute. If a family cannot meet its co-oping requirements, they agree to pay a \$750 buyout fee.
2. **Family Job.** Parents perform a variety of administrative, communication, maintenance, and/or fundraising tasks to help run the school and make it a fun, well-informed, functional community. If you have a specific talent/skill to share, please let us know. Family job sign-up occur electronically prior to the start of school; families who enroll after September will be assigned to available jobs. If a family cannot meet its job requirement, they agree to pay a \$600 fee.
3. **End-of-Year Cleanup.** At least one adult from each family completes 2-3 hours of cleaning at the end of the school year. This cleanup is scheduled over several days, including a weekend. If a family cannot meet its end-of-year cleaning responsibility, they agree to pay a \$225 fee.

Section C: Contractual Agreement

Please include with this signed application the enrollment deposit as specified on the payment schedule. This non-refundable enrollment deposit is approximately half of the 1st tuition payment plus a \$100 registration fee (\$50 if enrolling a second child) **Please note: These fees and all tuition payments are non-refundable.**

The Board of Directors, along with the School's Director, will make all final decisions in regard to student placement. The Board will consider unique parent requests and teacher recommendations when placing children and forming new classes. The School reserves the right to cancel any class due to insufficient enrollment or any other reason beyond the School's control. Parents will be notified promptly if a class is going to be canceled. All tuition will be refunded if no class is held.

I (We) acknowledge that I (we) have read a copy of the Parent Agreement attached to this Registration Application and am (are) committed to completing the activities specified.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Office Use Only

Enrollment Date: _____ Check #: _____ Amount: _____