

**YOUR FAMILY'S AGREEMENT with West Side CO-OP Preschool.**  
**West Side Preschool is a *Cooperative* Preschool, and the participation of the child's family is essential to it's function. Therefore, the following agreement is necessary.**

**I HEREBY AGREE TO:**

1. Cooperate in the work of the Preschool by providing a family member to **participate regularly in my child's classroom for the entire class period on the days I am assigned.** I will arrange child care for my other children when I am participating in the classroom. When I am unable to be present on the day I am assigned, I will arrange for another adult member of my immediate family to do so, **OR** I will trade my work day with another family in the class, **OR** I will hire a Paid Parent Helper and include their cost of **\$25** in my next tuition payment. *As a member of the coop, I believe our family benefits greatly from the time we spend together in class. However if circumstances prevent our family from participating, I understand that I may cover a few or all our helping days with a paid parent helper. If I fail to find a replacement for myself on my assigned work day and the teacher is left shorthanded in the classroom, I will pay a \$25 penalty fee. If this should happen a second time during the school year, I will pay \$50. If a third time occurs my child's enrollment may be terminated.*
2. **Participate in ONE of the designated CleanUp Nights** scheduled at Preschool throughout the school year. I will include a **\$25 Clean Up Night deposit** in my first month's tuition and understand that the **\$25 will be refunded** to me when an adult member of my family attends one of the clean-up nights.
3. **Pay the monthly tuition fee by the 1st of the month,** September through May. A **\$20.00 late fee** will be assessed for payments received after the 10th of the month, and an additional \$20 will be added to my account every two weeks until the balance is paid. It is especially important to **pay May tuition by May 1st,** to enable the closure of the school's books in a timely way.
4. Release West Side Church, its Children and Family Ministries Committee, West Side Preschool and its teachers from any liability in case of accident. It is understood that all due care will be taken for the safety of all children, but with small children the unexpected may happen.

**I UNDERSTAND THAT:**

1. Full tuition is required for each month my child is registered to attend, regardless of the number of days he/she actually attends. Tuition is due on the first of each month.
2. Tuition may be paid in cash or by check. If a check should be returned for insufficient funds, a **\$25 fee** will be charged. Delinquent accounts may be turned over to a collection agency. My child's enrollment may be terminated if tuition becomes delinquent more than 30 days.
3. **Two weeks notice** is required if I decide to withdraw my child from Preschool. I am responsible for tuition and helping days up to and including the period when such notice is given.
4. West Side Preschool follows the **Richland Public School Calendar** for vacations, holidays, professional days and school closures due to bad weather.
5. West Side Preschool will not hold classes for several days during one of the following: the State WAEYC (October), or the National NAEYC Preschool Convention (November).
6. Because children and adults are often highly allergic to fragrances, and I understand that wearing perfume, cologne, hair spray or other scented substances to school may cause severe allergic reactions, I agree that I will not wear such items to school or allow my child to do so.

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Date

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Parent or Guardian's Signature