

APPLICATION FOR ENROLLMENT 2018-2019

Preschool (3's & 4's Classes)

MAYFAIR CO-OP PRESCHOOL

**30450 Farmington Road
Farmington Hills, MI 48334
(248) 626-2759
www.mayfairpreschool.com**

Mayfair has served Farmington-area preschoolers and their families for nearly 60 years. Mayfair is located in back of Orchard United Methodist Church* in Farmington Hills, one block south of 14 Mile on Farmington Road.

*Mayfair is not affiliated with Orchard United Methodist Church.

WHAT IS A CO-OP?

Mayfair is a nonprofit, nondiscriminatory organization administered by the parents. Families with children in our 3s and 4s programs are classified as full co-op members. Each of these families is assigned a year-long job and parents work in the classroom one to a two times per month. These jobs range from being on the board of the school, assisting on a designated committee, or providing a specific service such as making play-doh. Members are required to attend one membership meeting and two group meetings throughout the course of the year, and participate in one classroom cleanup. Members of the 3s and 4s classes are responsible for a minimum fundraising contribution of \$150 per family per year.

Schedules for working in the classroom are distributed and posted monthly. A flexible co-operative system enables parents to trade participation days when necessary. Alternative childcare providers may cover all participation days, providing they have been through Mayfair's orientation.

When there is interest, a free on-site nursery is available for sibling care. Interested parents sign up at the beginning of the year and rotate with other participating parents to provide care for siblings during preschool sessions.

Mayfair invites you and your child to observe a class in session during the school year, or to tour our facility during the summer. Please call the preschool at 248-626-2759 to set up a meeting time. You will be referred to our membership chair who will be happy to help you learn more about Mayfair.

SPECIAL NOTE

The State of Michigan mandates a child must be 5 by September 1 of the school year to enroll in kindergarten school year. It also allows parents to enroll their child in kindergarten, if they are 5 years of age no later than December 1 of the school year. Mayfair likewise recommends that all children turn 3 or 4 by September 1, 2016 to enroll in their respective class. However, if a child turns 3 or 4 by December 1, 2016, parents may request entry into the desired class.

MAYFAIR CLASSES

3s	T-Th.	9:30-11:55 AM.	3-year-olds	Must be 3 by Sept. 1
4s AM	M-W-F	9:30-11:55 AM.	4- to 5-year-olds	Must be 4 by Sept. 1
4s PM	M-Th-F	1:00- 3:30 PM	4- to 5-year-olds	Must be 4 by Sept. 1
4s Extended Day	W	12:00-2:30 PM.	4- to 5-year-olds**	Must be 4 by Sept. 1

*See the Parent & Tot application for Parent & Tot class schedules, age requirements, and registration/tuition.

*Must be enrolled in the 4s AM program to participate in the extended day program. Parents are not required to work in the classroom during the afternoon extended day.

Children must be in the process of potty training for the 3's and 4's class.

Children must be potty trained for the Extended Day classes.

REGISTRATION FEES

	<u>3s</u>	<u>4's</u>	<u>4s Extended day: Add to 4s for total pay-</u> <u>ment</u>
Nonrefundable Registration:	\$50.00	\$50.00	\$0.00
Initial Tuition Payment*	<u>100.00</u>	<u>160.00</u>	<u>\$68.00</u>
Total Registration Deposit:	\$150.00	\$210.00	\$68.00

* \$100 of the initial tuition payment is nonrefundable (see Part II, #12 for exceptions). Registration fee is nonrefundable. Initial tuition payment is due by June 1st. If you register after June 1st, your initial tuition payment must be submitted with your registration fee.

TUITION PAYMENT OPTIONS

The following three payment options are available: 1) payment in full, 2) trimester payments, or 3) 8 monthly payments.

	<u>3s</u>	<u>4s</u>	<u>4s Extended Day</u>
Total Tuition	\$970.00>	\$1,450.00	\$540.00
Less Initial Tuition Payment	<100.00>	<160.00>	<68.00>
1) Balance (payment in full) (Due Sept 1 st)	\$870.00	\$1,290.00>	\$472.00
2) Trimester payments* (Due in Sept., Dec. & March)	\$293.00	\$433.00	\$158.00
3) Monthly (8 payments)* (Due 1 st of each month, beginning Sept. 1 for 3s&4s and beginning Oct 1 for Ext 4s) *Includes a service charge per payment	\$112.00	\$165.00	\$68.00

FUNDRAISING

Each 3s and 4s families are responsible for a minimum contribution of \$150. That mandatory contribution can either be worked off through fundraising efforts, paid out of pocket at a flat rate, or through a combination of the two. Fundraising minimums are due by April 1st. Families with overdue fundraising amounts may not return to class until the fundraising balance is paid.

HOW TO ENROLL

- 1) Complete the registration checklist, special skills assessment, and both pages of the registration form (pgs 5-8).
- 2) Return the Checklist, skills assessment, application form, registration fee and initial tuition payment in person to the Membership Chair. **Please make check payable to Mayfair Co-op Preschool and attach to application.**
- 3) Mayfair will provide you with an Emergency Card, Health Form and Criminal Background Check forms. *These must be completed and on file before your child is permitted to start school.* Please return the background check forms with your completed application. The remaining forms will be due at your orientation session. The health form must be completed, signed and dated by a physician.

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Part II: Articles of Agreement – The following is an excerpt from the Mayfair Co-op Preschool Handbook (Blue Book). Both parents must sign enrollment application. This information should be kept for future reference.

- 1. Orientation:** Any parent or parent substitute MUST attend an orientation program before they participate in the classroom.
- 2. Health:** Each child must have a physical examination in accordance with the Department of Social Services regulations. The physical examination forms provided by the school must be signed and dated by the attending physician before the child may attend school.
- 3. Emergency Cards:** Each child must have a complete emergency card on file in accordance with the Department of Social Services regulations. They must be filled out accurately with complete addresses, phone numbers and medical information.
- 4. Year-Long Job:** Every member family holds a year-long job, assisting in the operation of the school.
- 5. Classroom Participation:** Every member will work in the classroom as scheduled or arrange for a substitute within the group if unable to participate on the scheduled day. Permanent substitutes may be provided by previously orientated relatives/caregivers of the member.
- 6. Membership Meetings:** Members must attend orientation if they are new to the school or if there has been a one or more year absence from the school. Attendance at the end of year general membership meeting and two group meetings is also required. One meeting may be missed. A ten-dollar (\$10.00) fine will be assessed for any additional missed meetings.
- 7. Class Cleanup:** Parents are also required to participate in one class cleanup, either in November or March. If members do not fulfill this obligation, a fifty dollar (\$50.00) fee will be assessed. Board members open and close the school, and are therefore not required to participate in the mid-year class cleanups.
- 8. Field Trips:** Field trips are planned periodically in lieu of classroom time. Attendance is voluntary and parents provide transportation for their children.

9. Snack: Parents will provide a nutritious snack and a natural juice for their child's group as assigned during the year. 100% juice or milk should be brought to school in a sealed plastic container.

10. Tuition payments: Tuition is due on the first of the month starting September 1. You can pay the tuition either 1) in full, 2) in three equal trimester payments, or 3) in eight equal monthly payments. Payment schedules/requirements remain the same, even if days are missed due to illness or vacation.

Payments postmarked or received in person by the Assistant Treasurer or Treasurer...

- By the 5th of the month: No Late Fee
- 6th – 15th of the month: \$10 Late Fee
- After the 15th (initial occurrence): \$15 Late Fee
- After the 15th (second occurrence): \$40 Late Fee

If payment is not postmarked by the 5th of the following month, the child will be restricted from school attendance. On initial occurrence, the child can attend after full payment is received including late fees. A second occurrence will result in permanent dismissal. All payments should be provided to the assistant treasurer with the coupon that will be provided to you at the August Group Meeting. A twenty-five dollar (\$25.00) charge will be assessed for any returned checks.

11. Fundraising: Each family is responsible for a minimum contribution (\$150 for 3s and 4s Families, \$50 for Parent/Tot Families). That mandatory contribution can either be worked off through fundraising efforts such as pizza kit sales, silent auction, paid out of pocket at a flat rate, or through a combination of the two.

12. Withdrawal: The registration fee is not refundable. If withdrawal is prior to the start of school, then \$100 of the initial tuition payment is nonrefundable unless the withdrawal is due to moving, loss of job, or the refund is approved by the board. For all withdrawals after the start of school, two weeks worth of written notice is required. The usual parent participation and tuition fees are due during the two week notification period (i.e. tuition must be paid through the two-week notification period). Any tuition paid in advance beyond the two weeks shall be refunded.

13. Handbook: Members are given a Mayfair handbook (blue book) for their reference via email. Members are expected to read through it and sign a form that states they will comply with it.

Mayfair 3s& 4s Classes

Registration Paperwork Checklist

Child's Name: _____.

Child's Class: _____.

Parent's Name: _____.

Due at time of registration

- 3s&4s Class Registration Checklist (In Application Packet)
- Special Skills Assessment (In Application Packet)
- 3s & 4s Class Mayfair Application
- Registration Fee (Please make checks out to Mayfair Coop Preschool)
- Initial Tuition Deposit (If registering after June 1st)

Due in September (You may submit these at time of registration if you wish):

- Health Appraisal Form
 - Signed by Parent
 - Signed by physician
- Vaccination Records **OR** Vaccination Waiver Form from Oakland County Health Dept.
- Child Information Record
- Blue Book Consent/Media Release Form
- Health Information Release Form/Field Trip Permission Slip
- Child Care Organization Form
- Allergy Form

NOTES:

Mayfair Special Skills Assessment

(For Committee/Job Assignments)

Child's Name: _____ Child's Class: _____.

As part of their Co-Op commitment, every Mayfair family is assigned a committee, job, or School Board position to help run the school. The following assessment survey is voluntary (IE Not Required), but it is helpful to matching parents with appropriate Mayfair Coop positions:

Name of Adult 1: _____.

Name of Adult 2: _____.

Profession/Background/Interests/Skills Etc.:

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Please describe anything about your schedule that you feel would help us place you in a position. (IE Work part time, Work Full Time, Stay-At-Home, Flexible Schedule, Available Evenings, Available daytime, available weekends, If Pregnant – Due date)

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Does either parent have skills in any of the following areas?

- | | |
|--|--|
| <input type="checkbox"/> Teaching | <input type="checkbox"/> Computer/IT field |
| <input type="checkbox"/> CPR/First Aide Certified | <input type="checkbox"/> Skilled with tools (repairing things) |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Excel (or other spreadsheet programs) |
| <input type="checkbox"/> Carpentry/Woodwork | <input type="checkbox"/> Quicken |
| <input type="checkbox"/> Photography (Amateur or professional) | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Accounting/Finance | <input type="checkbox"/> Sewing |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Graphic Design |
| <input type="checkbox"/> Web design/Web management | <input type="checkbox"/> Drawing/Artistically inclined |
| <input type="checkbox"/> Computer/IT field | |

In addition, if you are pregnant, it would be helpful to know your due date because some tasks are seasonal. Expected Due Date (if applicable): _____.

MAYFAIR CO-OP PRESCHOOL
REGISTRATION FORM
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I. Group (Circle one)

3s	4s AM	4'sAM + Extended Day	4s PM	Planned Start Date
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II. Family Information (please print clearly)

Child's Last Name	Child's First Name	Child Goes By	Birth Date	Age	Gender	Shirt Size
Home Address		City/State	Zip	Home Phone		

Mother's Name		Mother's Cell Phone		Mother's Email Address	
Mother's Occupation	Mother's Business Name/Address			Mother's Business Phone	
Father's Name		Father's Cell Phone		Father's Email Address	
Father's Occupation	Father's Business Name/Address			Father's Business Phone	
For either parent: I am a certified teacher who would be interested in substituting.				Yes	No
Names and ages of other children in family				Has any family member attended Mayfair before? When?	
Do you plan to use our sibling nursery?	Have you been involved with another preschool?		Which school? Was it a co-op?		

III. Health Information

Does your child have food allergies?		Yes	No
If yes, your child's doctor MUST complete an allergy information form available from the membership chair. A completed form will include current documentation of allergy, and specific instructions relating to safety for the teacher and detailed instructions for emergency care. This packet must be turned in before your child is allowed in class.			
Does your child have food restrictions?		Yes	No
Please list restrictions:			
Does your child have special needs?		Yes	No
Please explain:			

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REGISTRATION FORM

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IV. Job Selection

Each Mayfair family in the 3s and 4s classes holds a year-long job to assist in the running of our school. Parent and Tot families are welcomed to volunteer for a committee, though participation is not required. Please select the committee you'd like to join and feel free to contact the membership chair with questions.

Committee	Description	Selection (rank 1-4) and Notes
Mayfair Board	Positions include President, Vice President, Secretary, Treasurer, Membership, Publicity, Newsletter, Fundraising, Special Events, Equipment and Class Chairs. The board meets with teachers on the 1 st Wednesday of the month at 7pm.	specify board position/s
Fundraising Committee	Assists in planning and implementing fundraising events for the year. Traditionally, events have included pizza kit sales, a Mom2Mom sale, a silent auction, grocery scrip cards and other initiatives.	
Membership Committee	Assists in planning and implementing marketing initiatives, communications and special events for the school. In recent years we have participated in community events like the Farmington Farmers market, managed our website and social media accounts, held press events, contributed to our school newsletter and assisted in events like our school open house and holiday parties.	
Classroom Committee	Assists in the preparation of class activities and materials. Duties may include prepping craft materials and school playdough, taking photographs and creating yearbooks, overseeing book orders, purchasing supplies, maintaining equipment, etc.	

V. How did you find out about Mayfair?

Referral (by whom?)	Community Organization (Mom's Club, MOPS, lesson, etc.)
Flyer (where?)	Community Event (Farmers Market, Library Open House, Mayfair Open House, Founders Festival, etc.)
Other	

VI. I have read the Articles of Agreement (Part II, pp. 3-4) and understand my responsibilities as a member of Mayfair Co-op Preschool:

Mother's Signature	Date
Father's Signature	Date

For Internal Use Only

Date Received	Registration Fee	Initial Tuition Payment	Total Received	Check #
Notes				