

PARENT & TOT APPLICATION FOR ENROLLMENT 2018-2019

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 a nonprofit, nondiscriminatory co-op organization in which classes are taught by a certified teacher and administrative duties are handled by the parents of the 3's and 4's families. Parent & Tot families are considered partial co-op members. As such, families with a student in Parent and Tot are responsible for a fundraising contribution of \$50 per year and are welcome (but not required) to participate in the co-op by providing volunteer service to the school and/or serving on the school board.

Infants under 1 are welcome to attend class with the registered parent/child pair. On-site nursery care is typically available for sibling care during the Parent and Tot class for a small per use fee. Please contact the school membership chair for details

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 or email the school at mayfairpreschool@gmail.com 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.

*Mayfair is not affiliated with Orchard United Methodist Church.

PARENT TOT CLASS SCHEDULE

Parent & Tot	T	1:00-2:30 PM.	2-year-olds*	Must be 22 months by Sept. 1
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* An adult is required to participate with the child in each Parent & Tot session.

Children are NOT required to be potty trained for the Parent & Tot class.

REGISTRATION FEES

There is a \$35 **nonrefundable** registration fee to enroll in each semester of Parent & Tot. The 2nd Semester Registration fee is waived for families who elect to register for both semesters at the same time. Registration is due at the time of enrollment.

Parents enrolled in the 1st semester class will receive Priority Registration for the 2nd semester starting November 1st and running through December 1st. On December 1st, registration for the Parent & Tot class will be open to the general public, and the class will be filled on a first come, first serve basis.

TUITION

Tuition Payment Options

	<u>Registration</u>	<u>Tuition</u>
Full Year:	\$35 Due at registration	\$350 Due 1 st day of class
First Semester	\$35 Due at registration	\$175 Due 1 st day of class
Second Semester (If not enrolled in 1 st semester)	\$35 Due at registration	\$175 Due 1 st day of class
Second Semester (If enrolled in 1 st Semester)	\$35 Due at registration	\$140 Due 1 st day of class

Parent and Tot tuition is refundable given two weeks written notice in advance of last day of class. See Mayfair's Blue Book Regulations or contact the treasurer for details.

FUNDRAISING

Parent and Tot Families are responsible for a minimum fundraising contribution of \$50. 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 contributions are due at the first December class period unless the family has registered for the second semester. For families registered for the 2nd semester, fundraising minimums are due at the first April class period. Families with overdue fundraising amounts will not be allowed to return to class until the fundraising payment is made.

HOW TO ENROLL

- 1) Complete both pages of the registration form (pp. 3 and 4).
- 2) Return the application form and registration fee in person to the Membership Chair or the Teacher.
Please make check payable to *Mayfair Co-op Preschool* and attach to application.

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REGISTRATION FORM
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I. Group

Parent & Tot: FULL YEAR	Parent & Tot: FALL semester	Parent & Tot: SPRING semester	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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IV. Job Selection

Parent and Tot families are welcomed to volunteer for a committee or volunteer to serve on the board, though participation is not required. If you wish to join a committee, volunteer to be Parent & Tot Class chair, or serve in another capacity on the board, please indicate below. You may leave this section blank if you are not interested in volunteering at this time. Please contact the membership chair if you have 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 typically 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 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 agree to honor all financial commitments outlined in the above application:

Mother's Signature	Date
Father's Signature	Date

For Internal Use Only

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