

**St. John's Episcopal Parent Cooperative Preschool, Inc.**

405 North Saginaw, Midland, MI 48640

Telephone (989) 835-4003

**4's & 5's APPLICATION 2008-2009**

4's & 5's AM  
4's & 5's Co-op  
4's & 5's Private

Optional Extended day programs  
4's & 5's Extended day (one day)  
Young 5's Extended day (two days)

Please Circle Session(s) Desired:

Reminder: Students must be 5 on or before February 1, 2009 to take part in the Young 5's Extended day programming.

>>>Adequate enrollment will determine whether the Young 5's Extended day program runs for the 2008-2009 school year. Should there not be enough students signed up for the Young 5's program, you will be contacted to discuss alternate programming options.

Child's Name: \_\_\_\_\_ M F  
*Last First Middle*

Name on name tag: \_\_\_\_\_ Age: \_\_\_\_\_

Birth date: \_\_\_\_\_ Food Allergies: \_\_\_\_\_

Parents' Names: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
*Father Mother*

Home Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_ Check here if you prefer to NOT have your contact info. shared with classmates.

Father's Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mother's Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Other Children in Family: (Names and Birthdates):  
\_\_\_\_\_

Has anyone in your immediate family attended St. John's Episcopal Preschool? Y/N  
If so, when? \_\_\_\_\_

Are you a member of St. John's Episcopal Church? Y/N

How did you hear of our program? \_\_\_\_\_

RETURN APPLICATION, JOB ASSIGNMENT PREFERENCE SHEET & \$35  
APPLICATION FEE TO:

Karin Pelletier  
4709 Blossom Circle  
Midland, MI 48642  
(989) 839-9435

- *St. John's Episcopal Parent Cooperative Preschool's policy in regards to abuse and neglect is as follows:*
- *Abuse and neglect of children is against the law.*
- *Volunteers shall not have contact with children while in the care of a child care center if either of the following conditions apply: A) They have been convicted of child abuse or neglect; B) They have been convicted of a felony involving harm or threatened harm.*
- *It is mandated by law that caregivers report any abuse or neglect.*

**As required by the State of Michigan, all parents must answer the following questions with a "yes" or "no" answer:**

Father: _____ Have you ever been convicted of an offense other than a minor traffic violation? _____ Have you ever been involved in the abuse or neglect of children?	Mother: _____ Have you ever been convicted of an offense other than a minor traffic violation? _____ Have you ever been involved in the abuse or neglect of children?
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**SIGNATURES OF BOTH PARENTS ARE REQUIRED:**

_____	_____	_____	_____
<i>Father</i>	<i>Date</i>	<i>Mother</i>	<i>Date</i>

**PARENTS' CONTRACT**

This agreement is made between St. John's Episcopal Parent Cooperative Preschool,  
 \_\_\_\_\_ and their child \_\_\_\_\_.  
*parents' names* *child's name*

We hereby enroll as members of St. John's Episcopal Parent Cooperative Preschool. We understand and agree to the following obligations of membership:

- All parents are aware of the requirement to perform board or job duties and are willing to accept this responsibility.
- Co-op parents will assist in the preschool classroom about one out of every five classes. This involves arriving 20 minutes early and staying 20 minutes after the children have been dismissed.
- All parents are required to participate in a minimal number of meetings (i.e. orientation, parent education meetings) and assist with fundraising activities.
- Parents of all children will submit a completed medical form showing evidence of required immunizations (or a waiver) prior to the first day of school.
- Tuition payments will be made promptly as outlined in the tuition schedule. If you choose to withdraw your child from our program, St. John's Episcopal Preschool will refund 60% of your tuition within 30 days after the first day of school. If you choose to withdraw your child after 30 days, you will not receive a tuition refund. Exceptions include unexpected job transfers, transfers within the military, etc. The St. John's Episcopal Preschool board will review extenuating circumstances on a case by case basis. (The application fee is never refundable.)
- All parents will truthfully answer the screening questions as required by the state and complete the contract required by Michigan Administrative Code.

_____	_____
Father's Name	Mother's Name

Note: This contract is required of all licensed child care centers by R 400.510b of the Michigan Administrative Code. The Michigan Department of Consumer and Industry Services is required to inspect the child care center and enforce the contract based on the terms provided in this contract.

St. John's Episcopal Parent Cooperative Preschool agrees to provide child care services for the following named child:

\_\_\_\_\_  
(Print Name of Child)

\_\_\_\_\_  
(Date of Birth)

St. John's Episcopal Parent Cooperative Preschool, as a licensed child care facility, will provide the following provisions of the Michigan Administrative Code as required by R 400.510b:

R 400.5102 Licensee.

Rule 102. (2) A licensee shall have the following administrative responsibilities regarding staff:

(b) Develop and implement a written screening policy for all staff and volunteers, including parents, who have contact with children.

R 400.5106 Program

Rule 103. (1) A center shall provide a program of daily activities and relationships that offers opportunities for developmental growth of each child in all of the following areas:

- (a) Physical development, including large and small muscle.
- (b) Social development, including communication skills.
- (c) Emotional development, including positive self-concept
- (d) Intellectual development

(2) A center shall permit parents to visit the program for the purpose of observing their children at all times.

(3) A center operating with children in attendance for 5 or more continuous hours a day shall provide for daily outdoor play, unless prevented by inclement weather conditions.

(4) A center operating with children in attendance for 5 or more continuous hours a day with an opportunity to rest.

(5) A center shall provide children less than 3 year of age with an opportunity to rest regardless of the number of hours in care.

(6) A center shall permit children under 12 months of age to eat and sleep on demand.

[R 400.5202 and R 400.5209 apply only to children from birth to 2 ½ years of age as required in Part 2 of these rules]

R 400.5205 Formula; milk foods ---NOT APPLICABLE

Rule 205 (1) The requirements of R 400.5110 apply to infant formula and feeding in addition to the requirements of subrules (2) to (11) and (13) of this rule.

R 400.5209 Diapering; toilet training plan---NOT APPLICABLE

Upon signing this agreement, the parent, legal guardian or responsible adult and the child care facility agrees to abide by all the provisions contained in this contract.

Parent, Legal Guardian or Responsible Adult

St. John's Episcopal Parent Cooperative Preschool

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Relationship to Child)

\_\_\_\_\_  
(Title)