



**Watchung Cooperative Preschool**  
71 Mount Hebron Road, Upper Montclair, NJ 07043  
973-783-4535  
[www.watchungco-op.org](http://www.watchungco-op.org)



## WATCHUNG CO-OP REGISTRATION APPLICATION

For the academic year starting \_\_\_\_\_

### Section A: Student Information

**Student's Name:**

(Last)

(First)

**Date of Birth:** \_\_\_\_\_

**Age** (as of September):

**Class you are registering for:**

**1<sup>st</sup> choice:**

**2<sup>nd</sup> choice:**

**Parent Information:**

(Last name)

(First name)

(Occupation)

(Last name)

(First name)

(Occupation)

**E-mail Address:**

**Home Address:**

**Home Phone:** \_\_\_\_\_ **Business Phone:**

**Cellular Phone:**

**Caregiver/Nanny's Name:**

**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

newspaper ad

yellow pages ad

realtor

flyer

website

Co-op family (please specify) \_\_\_\_\_

other (please specify) \_\_\_\_\_

## Section B: Parent Agreement

### **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 usually occurs at the Orientation Workshop 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. 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.
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 takes place at the Orientation Workshop 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 \$200 fee.
3. **End-of-Year Cleanup.** At least one adult from each family completes 2 ½ 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 \$75 fee.

## Section C: Contractual Agreement

Please include with this signed application a \$100 registration fee (\$50 for second child enrolled) **plus** half of the first quarter's tuition as specified on the payment schedule.

**Please note: These fees 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

### Official Use Only

Enrollment Date: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \_\_\_\_\_