



## 2024/2025 Enrollment Application Form

Child's Full Name: \_\_\_\_\_ Age (as of Sept 1, 2024) \_\_\_\_\_

Child's Gender: \_\_\_\_\_ Birthday \_\_\_\_\_ Nickname: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Father's Name \_\_\_\_\_

Child's Home Address: \_\_\_\_\_

Mother's Phone: \_\_\_\_\_ Father's Phone: \_\_\_\_\_

Mother's Email: \_\_\_\_\_ Father's Email: \_\_\_\_\_

Please list any allergies your child may have: \_\_\_\_\_

Which class are you interested in? (Please check all that apply)

____ 3-year old class	Monday/Thursday	9:10am-12:00pm	\$172/month
____ 4-year old class	Monday/Wednesday/Friday	9:10am-12:00pm	\$227/month
____ extended day (4's only)	Monday/Wednesday/Friday	12:00pm-2:00pm	+\$150/month

How did you hear about Brighton Cooperative Preschool? \_\_\_\_\_

Are you interested in any board positions listed below? Yes/NO (Please circle all that apply)

President      Vice President      Treasurer      Membership Chairperson      Fundraising Chairperson  
Secretary /Health Chairperson      Field Trip Chairperson      Media Chairperson      Event Chairperson

To secure your child's class placement at Brighton Cooperative Preschool for the 2024/2025 school year, please return this form and the signed articles of agreement along with a NON-REFUNDABLE \$170 enrollment supply fee to:

Brighton Cooperative Preschool  
P.O. Box 534  
Brighton, Michigan 48116

To be completed by BCP:      Date Registration Received: \_\_\_\_\_ Check #: \_\_\_\_\_ Cash: \_\_\_\_\_



## Articles of Agreement

1. Brighton Cooperative Preschool (BCP) members are governed by the policies and regulations set forth by the Constitution and By Laws. All parents and guardians of enrolled students are required to read the BCP Handbook including the Constitution, Bylaws, Illness Policy and Emergency Procedures.
2. A NON-REFUNDABLE enrollment supply fee of \$170 will be collected at time of enrollment. This enrollment supply fee is used for educational resources, classroom supplies such as crayons, markers, play doh, shaving cream, stickers, craft sticks, pipe cleaners, paper, glue, paint, paint brushes, beads, and other miscellaneous craft supplies. It will also help with building supplies such as toilet paper, paper towels, tissues, cleaning products, garbage bags, food handling gloves and paper plates. A small portion of funds collected may also assist BCP with administrative costs associated with enrollment such as AT&T phone bill, website, accountant fees, paper and printer ink, and teacher's administrative hourly pay for new family tours, phone calls, and classroom organization and set-up.
3. BCP follows the Brighton Area School's yearly calendar. In the event of a Brighton Area School's closing due to inclement weather, BCP will also close.
4. BCP follows all health and safety protocols set in place by Livingston County Health Department.
5. Each co-op family is required to have at least one designated parent or caregiver volunteer in the classroom as the teacher's assistant. The number of parent assist sessions is based on enrollment but is approximately 2 - 3 times per month. If you fail to arrive on time (15 minutes prior to class start) or fail to stay for the entire class and clean-up time, you will be fined according to the by-laws.
6. The state of Michigan requires parent volunteers to have a comprehensive background check including FBI fingerprinting. Fingerprinting will cost each parent volunteer \$65. BCP will not reimburse for this expense.
7. Each family is responsible to provide a community healthy snack on their assigned parent assist day.
8. The parent assistants are required to complete the classroom cleaning checklist on their assigned day.
9. Once per month, 3-4 parent volunteers deep clean the preschool. Deep cleaning schedules rotate volunteers each month and frequency will depend on enrollment. Each parent/caregiver should expect at least one scheduled deep cleaning day within the school year.
10. Tuition shall be paid in nine monthly installments due the 1st of the month and must be paid to retain enrollment. This is payable by check or money order made out to Brighton Cooperative Preschool. Tuition will be considered late after the 7th and a \$25.00 late fee will apply. Members have the option to pay the full school year's tuition prior to the first day of school and save 5%.

# Brighton Cooperative Preschool

11. A licensed physician must fill out a Health Form, including complete immunization record, and the child Information card must be returned to the preschool before the child attends school. If you choose not to immunize, a waiver form must be filled out and kept on file.
12. All parents/caregivers are required to attend the BCP Welcome Meeting in August.
13. All parents/caregivers are required to attend the BCP Spring Meeting in March. At this meeting, a new BCP board will be elected for the upcoming school year.
14. All BCP families are required to participate in at least one fundraising event during the school year and raise at least \$100.00 or choose to pay a \$100.00 fee.
15. All BCP parents are required to hold a job within the classroom and fulfill all of the responsibilities of their job as stipulated in the Constitution and the applicable job description. If a parent is unable to commit to a BCP job due to work constraints or other schedule conflicts, a formal written request may be submitted for board review. Additional monthly tuition fees will apply. The board approves or denies requests on a case-by-case basis.
16. Holding a board position constitutes as a BCP classroom job. All board members qualify for a 10% discount on tuition.
17. Enrollment at the preschool shall be for the entire school year (9 months). If a student must withdraw from the school, a two-week notice must be given to the membership chairperson and all financial obligations must be paid prior to withdrawal. The first and last month's tuition are non-refundable.
18. In the event that a class does not meet the minimum enrollment, the preschool reserves the right to cancel that class.
19. The extended day program option is available at an additional cost for the 4-year-old class only. The extended day program is offered on Mondays, Wednesdays, and Fridays starting the first week of school and follows the Brighton Area Schools calendar.

I, \_\_\_\_\_, parent or guardian of \_\_\_\_\_  
(parent/guardian's printed name) (child's printed name)

have read the above articles of agreement and agree to abide by the aforementioned statements.

\_\_\_\_\_  
(parent/guardian's signature)

\_\_\_\_\_  
(date)



## Parent/Caregiver Job List

1. Board President
2. Board Vice President
3. Board Treasurer
4. Board Membership Chairperson
5. Board Fundraising Chairperson
6. Board Secretary/Health Chairperson
7. Board Fieldtrip Chairperson
8. Board Media Chairperson
9. Board Event Chairperson
10. 3-year-old class prep
11. 4-year-old class prep
12. Laundry
13. Toy cleaning
14. Classroom decorating and party planning
15. Portfolio and meeting assistant
16. Scheduling 3 and 4-year-old class
17. Handyman / Playground upkeep
18. Play-date organizer

Note: in the event all job positions are filled, a fundraising committee will be formed and all parents/caregivers without an assigned job will be part of the fundraising committee. In the event that enrollment is low and job positions are left vacant, some members may be assigned two job positions.

I, \_\_\_\_\_, parent or guardian of \_\_\_\_\_  
(parent/guardian's printed name) (child's printed name)

have read the above job list and agree to full fill all requirements of my assigned job as stated in the BCP Handbook.

\_\_\_\_\_  
(parent/guardian's signature)

\_\_\_\_\_  
(date)