

Magnolia Cooperative Preschool

3555 West McGraw Street Seattle, WA 98199 (Tuition to: P.O. Box 99651 Seattle, WA 98139) (206) 286-5922

Member Participation Agreement

By becoming a member of the Magnolia Cooperative Preschool, you become an essential participant in our unique program. Enthusiastic and dedicated parents operate our school. A well-run school benefits you and your child. As members of the Co-op, all parents agree to fulfill the following responsibilities:

Classroom Responsibilities:

1. Work as a teacher's assistant in class one day a week.
2. Have my child attend class and be on time.
3. Supervise *all* children in the class at all times.
4. No cell phone usage or texting during class.
5. Undertake a class job.
6. Provide snacks on a rotating basis. (*Toddler class excluded*)
7. Leave the classroom clean after each session.
8. When applicable, ensure that alternate caregivers fulfill all necessary responsibilities.

General Responsibilities:

1. Pay tuition by the 10th of each month, or a late fee will be assessed.
2. Attend required monthly parent meetings.
3. Participate in a major fund raising project, i.e. the December auction.
4. Act in accordance with the By-laws, Standing Rules & Policies found in the Co-op handbook.

Refund of Fees Policy:

1. The registration fee is not refundable. If registering after 12/31 of the school year, only 50% of the registration fee is required.
2. One month tuition (*last month*) is due at the time of registration. This tuition is non-refundable after the May 1st prior to the beginning of the school year. If registering after the 10th day of any month, the first month's tuition can be pro-rated. After commencement of classes, a member may use a prepaid month's tuition only by giving notice a full thirty days prior to his/her withdrawal. To give notice, a completed Withdrawal Form must be submitted to a Membership Secretary. No refunds will be given for unused portions of a calendar month.
3. If several month's tuition is paid in advance, any advance tuition, other than the first and last month's tuition, will be refunded upon withdrawal from the Cooperative. If a member must withdraw from the Cooperative because of moving outside the city of Seattle, on recommendation of a doctor or their Preschool Teacher, or on directive from the Board, and is unable to give a full thirty days notice, then any unused full month's tuition is refundable. Refunds for other emergency situations shall be issued upon approval of the Board.

In order to remain a member in good standing at Magnolia Cooperative Preschool, I agree to fulfill all the responsibilities listed above. In addition, I have read and I understand the Refund of Fees Policy above.

Print Parent Name: _____ **Class Letter:** _____

Signature: _____ **Date:** _____