

Westwood Christian Co-op Preschool
Conditions of Membership

Tuition

Tuition is payable to Westwood Christian Co-op Preschool, according to the following schedule:

<u>Young 5's (3 day)</u>	<u>Young 5's (5 day)</u>	<u>M/W/F 4's classes</u>	<u>3's Classes</u>
\$910.00*	\$1496.00*	\$850.00*	\$670.00*
\$215.00 - due 6/15	\$241.00 - due 6/15	\$200.00 due 6/15	\$155.00 - due 6/15
\$215.00 - due 9/15	\$241.00 - due 9/15	\$200.00 due 9/15	\$155.00 - due 9/15
\$215.00 - due 11/15	\$241.00 - due 11/15	\$200.00 due 11/15	\$155.00 - due 11/15
\$215.00 - due 1/15	\$241.00 - due 1/15	\$200.00 due 1/15	\$155.00 - due 1/15
	\$241.00 - due 2/15		
	\$241.00 - due 3/15		

Participation in one fundraiser is required, to cover the cost of field trips and needed supplies.

- A \$50.00 non-refundable registration fee, which is credited to your tuition, is due with your registration form.
- Payment is due on the date posted above. If first payment is not received by the week after due date, your child will lose their spot. During the year, a reminder will be sent home if payment is one week late. After two weeks, a call will be made to inquire about payment. After three weeks beyond the due date, a \$10.00 late fee will be charged per week until payment has been made.

Participation

Westwood Christian Co-op is a cooperative program, therefore the parents are required to participate in certain preschool duties and activities:

- Each family is required to be represented at the fall meeting.
- All required paper work must be on file before the first day of school.
- Parents will assist in the classroom (or arrange for someone to work in their place) on their assigned days. All parents will work four to five times in the classroom unless they pay for a lesser co-op option. Parents are required to drive on one field trip in addition to their times in the classroom.
- Parents will serve on the preschool board or perform a specific parent duty.
- Parents will participate in an annual fundraiser.
- Parents will make tuition payments as outlined in the payment policy.

***Lesser Co-op**

Parent may opt out of their working days for a \$35.00 per session fee. The lesser co-op option commitment must be made and the fee must be paid with the first tuition payment. The preschool will pay our aide for the day parents do not work.

Withdrawal Refund Policy

The \$50.00 registration fee is non-refundable. The school requires a two week notice to withdraw. **Tuition payments are also non-refundable, unless your child's place is filled by another child.** If a refund is given, it will be prorated from the day of replacement.

Enrollment is taken on a first come basis. A child is considered enrolled when the registration form and the \$50.00 registration fee are received.