

**2016-2017 ENROLLMENT APPLICATION
GRACE COOPERATIVE PRESCHOOL
2100 Tice Valley Boulevard Walnut Creek, CA 94595
(925) 421-0150**

Please complete the following application and mail to the Membership Coordinator to reserve enrollment at Grace Cooperative Preschool for Fall 2016. A non-refundable, **per family** application fee must accompany this form. Although the fee is per family, a new application must be completed for each child. Make checks payable to "Grace Cooperative Preschool". Check one:

\$25 for returning families

\$50 for new families

MAIL TO→ Joy Martin 3273 Vals Lane Lafayette, CA 94549

**** A NEW APPLICATION MUST BE COMPLETED FOR EACH CHILD ****

Class (Check One):			
<input type="checkbox"/> Tues./Thurs TWOS	<input type="checkbox"/> Tues./Thurs. THREES	<input type="checkbox"/> Mon/Weds./Fri. FOURS/FIVES	
child must be 24 months	child must be 3 by 12/31/2015	four and five year olds	
Child's Information			
Name: _____ Child's Birthdate: _____ Gender: <input type="checkbox"/> M <input type="checkbox"/> F			
Address: _____ City & Zip Code: _____			
Previous preschool experience? <input type="checkbox"/> YES <input type="checkbox"/> NO Where? _____			
Has another child in your family attended Grace Preschool? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Parent Information			
Parent (1) Name : _____ Best Email: _____			
Best Phone # : _____ Employer: _____			
Parent (2) Name: _____ Best Email: _____			
Best Phone # _____ Employer: _____			
Co-oping Information			
Who will be co-oping for your child?			
Name: _____ Relationship to Child: _____			
Name: _____ Relationship to Child: _____			
Parent-Run On-Campus Nursery			
There is an on-campus nursery for younger siblings (separate from the school) run by parents from the co-op. Please indicate if you are interested in further info, and a representative from the nursery will contact you. <input type="checkbox"/> YES <input type="checkbox"/> NO			
Sibling's Name: _____ Birthdate: _____			
Sibling's Name: _____ Birthdate: _____			

PRIORITY REGISTRATION

Priority enrollment is given to returning families, alumni, and Grace Presbyterian Church members until February 1, 2016. After February 1st, enrollment will be open to the general public. Upon receipt of the application and application fee, your child's name will be placed on our list of prospective students. If the class is full, the child's name will automatically be placed on our waiting list. You will be notified by the Membership Coordinator regarding your child's placement in the preschool.

FINANCIAL OBLIGATIONS

A deposit equal to first and last months' tuition, maintenance and manual security deposits is required by July 1st. The first and last months' tuition will be applied accordingly, and housekeeping/maintenance deposits will be refunded upon completion of work parties and return of the manual. It is your responsibility to see that this deadline is met or arrangements have been made with the Membership Coordinator for payment in order to guarantee your child's enrollment for Fall.

After the Membership Coordinator has received this application and your application fee you will be issued additional paperwork in May that is needed to complete the enrollment process. This paperwork is also due no later than July 1st.

Anyone with an outstanding deposit or incomplete paperwork who has not made arrangements for payment and/or completion with the Membership Coordinator is at risk of losing their child's enrollment status.

Any families submitting a notice of withdrawal from the program after July 1st will forfeit September's tuition. A refund of the remaining deposit collected will be issued at that time.

The Director and the preschool's Executive Board reserve the right to review any cases with extenuating circumstances.

Please mail completed application and fee to Membership Coordinator.

Parent's SIGNATURE _____ DATE: _____

How did you hear about us? _____

Have you already toured our school with our Tours Coordinator? Yes / No (circle one)

Parents/co-ops: Is there any California, or any other state or federal conviction of a crime that may preclude you from working with children?

YES NO

For staff use only:

Date application received: _____

Application fee: _____

Deposit: _____

Notes: _____