

**2012-2013 ENROLLMENT APPLICATION
GRACE COOPERATIVE PRESCHOOL
2100 Tice Valley Boulevard Walnut Creek, CA 94595
(925) 935-2100**

Please complete the following application and mail to the Membership Coordinator to reserve enrollment at Grace Cooperative Preschool for Fall 2012. A non-refundable, per family application fee must accompany this form. Make checks payable to "Grace Cooperative Preschool". Check one:

\$25 for returning families

\$50 for new families

MAIL TO→ Jennifer Davis 256 Stranahan Cir. Clayton, CA 94517
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Class (Check One):		
<input type="checkbox"/> Tuesday/Thursday	<input type="checkbox"/> Monday/Wednesday/Friday	<input type="checkbox"/> Kinder Prep [KP] M-Th
3 year olds Child must be 3 by 12/1/12	4 year olds	5 year olds

Child's Information

Name: _____ Child's Birthdate: _____ Gender: M F

Address: _____ City & Zip Code: _____

Previous preschool experience? YES NO Where? _____

Parent Information

Parent (1) Name : _____ Best Email: _____

Best Phone # : _____ Employer: _____

Parent (2) Name: _____ 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.
 YES NO

Sibling's Name: _____ Birthdate: _____

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

Priority enrollment is given to returning families, alumni, and Grace Presbyterian Church members until February 15, 2013. After February 15th, 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.

Parent's SIGNATURE _____ DATE: _____
How did you hear about us? _____
Have you already toured our school with our Tours Coordinator? Yes / No (circle one)

Please mail completed application and fee to Membership Coordinator.

For staff use only:	
Date application received:	_____
Application fee:	_____
Deposit:	_____
Notes:	_____