



Thank you for your interest in Community Preschool of Whitefish Bay. We offer Toddler classes for children who will be 2 by September 1, 2019, and we offer Preschool classes for children who will be 2 years, 9 months by September 1, 2019.

Since 1971, we have provided a positive early childhood experience with dedicated and experienced preschool teachers. We believe that children learn best through play, so our programs encourage your child's inquisitive nature, creativity and independence while providing plenty of opportunities for group play.

As a cooperative preschool, we work hand-in-hand with you to make our school an amazing place of learning and fun. We provide a nurturing environment that is ideal for giving your child, and your family, a positive early childhood experience.

If you are looking for:

- An environment that promotes your child's self-confidence, social competence and self-worth through a balance of structure and freedom
- An informal, flexible, and varied program that combines mental inquiry, creative expression, and physical recreation
- The opportunity to participate in your child's classroom
- A classroom ratio of adults to children that allows maximum individual development  
*...then you have found the right school!*

**The enrollment schedule for the 2019-2020 school year is:**

Monday, January 14, 2019 - Postmark date for continuing and returning families

Tuesday, January 22, 2019 - Postmark date for families new to CPS

Should you decide that Community Preschool of Whitefish Bay is the right school for you, please complete the enclosed forms. As part of your application we require a **\$50 non-refundable application fee**. Checks should be made out to "Community Preschool of Whitefish Bay" and mailed along with your completed forms to:

Community Preschool of WFB  
P.O. Box 170781  
Whitefish Bay, WI 53217

***Applications must be sent through the U.S. mail and postmarked NO EARLIER than the scheduled postmark dates (January 14th or January 22nd). No in-person deliveries of any kind will be accepted.*** Applications mailed without regard to the postmark schedule may be deemed ineligible and required to be re-submitted.

Families whose children are placed within a class will be notified via phone call and with an e-mail letter by the end of January. If your child cannot be placed within a class, you will also be notified, and your child's name will be placed on a waiting list for a possible opening. **The \$50 application fee is non-refundable.**

***Families of children placed in a 2019-2020 preschool or toddler class are required to pay a non-refundable tuition deposit of \$200, due on February 8, 2019.*** This payment will be applied towards your child's first semester tuition. All new families are asked to attend our New Parents Meeting on Thursday, May 2, 2019. Further details regarding this event will be mailed to you. Other required enrollment forms will be distributed at the parent meeting. The balance of the first semester tuition will be due on Friday, May 10, 2019. You will receive further information about tuition payments at the May 2nd meeting.

Thank you for your interest in Community Preschool. Should you have any questions regarding enrollment, please e-mail me at [Allison.belongea@gmail.com](mailto:Allison.belongea@gmail.com) or call me at 920-378-4485.

Sincerely,

Allison Belongea  
Vice President of Enrollment, Community Preschool

**Community Preschool of Whitefish Bay  
PRESCHOOL CLASS REGISTRATION FORM**

Child's Name \_\_\_\_\_

Nickname \_\_\_\_\_ Birthdate \_\_\_\_\_ Male/Female \_\_\_\_\_

Name of Parent (s) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**Relationship to Community Preschool (please circle one)**

Continuing Family

Returning Family

New Family

**Class Preference**

Please indicate a first, second and third choice by numbering in order of preference:

\_\_\_\_\_ Monday/Wednesday/Friday 8:45 – 11:15 AM

\_\_\_\_\_ Tuesday/Thursday 8:45 – 11:15 AM

\_\_\_\_\_ Tuesday/Wednesday/Thursday 12:15 – 2:45 PM

\_\_\_\_\_ Check here if you wish to add Monday afternoons 2<sup>nd</sup> semester.  
*This option is only available for children enrolled in the TWTH class.*

**Important**

The Preschool Class is not licensed to care for children in diapers. Therefore, by state law, all children attending the preschool **MUST** be toilet trained. We cannot allow exceptions.

Prompt payment of first semester tuition is an enrollment requirement of all families. CPS is a non-profit organization and our budget relies on prompt tuition payments. Failure to comply could result in withdrawal of the child from school.

**Notice of Nondiscriminatory Policy as to Students**

Community Preschool of Whitefish Bay admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies or other school-administered programs.

**PLEASE DO NOT WRITE BELOW THIS LINE**

Date Received \_\_\_\_\_ Placement Offered \_\_\_\_\_

Notes \_\_\_\_\_

Payment Date \_\_\_\_\_ Check # \_\_\_\_\_

**Community Preschool of Whitefish Bay  
TODDLER CLASS REGISTRATION FORM**

Child's Name \_\_\_\_\_

Nickname \_\_\_\_\_ Birthdate \_\_\_\_\_ Male/Female \_\_\_\_\_

Name of Parent (s) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**Relationship to Community Preschool (please circle one)**

Continuing Family

Returning Family

New Family

\_\_\_\_\_ Monday/Wednesday 9:15 – 11:30 AM

\_\_\_\_\_ Tuesday/Thursday 9:15 – 11:30 AM

\_\_\_\_\_ No Preference

**Important**

The Toddler Class is licensed to care for children in diapers. The Toddler Class facility requires that no more than five children under the age of 2.5 years be enrolled in each Toddler Class at any given time.

Prompt payment of first semester tuition is an enrollment requirement of all families. CPS is a non-profit organization and our budget relies on prompt tuition payments. Failure to comply could result in withdrawal of the child from school.

**Notice of Nondiscriminatory Policy as to Students**

Community Preschool of Whitefish Bay admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies or other school-administered programs.

**PLEASE DO NOT WRITE BELOW THIS LINE**

Date Received \_\_\_\_\_ Placement Offered \_\_\_\_\_

Notes \_\_\_\_\_

Payment Date \_\_\_\_\_ Check # \_\_\_\_\_

Community Preschool of Whitefish Bay  
**TUITION & FEES**  
2019-2020 School Year

- **2019-2020 Tuition Rates:**

**TTH Preschool Class:        \$675.00 per semester/ \$1350.00 per year**

**MWF Preschool Class:        \$937.50 per semester/ \$1875.00 per year**

**TWTH Preschool Class:    \$937.50 per semester/ \$1875.00 per year**  
**\*with optional Monday (second semester only) - additional \$321.50**

**M/W Toddler Class:         \$662.50 per semester/ \$1325.00 per year**

**T/TH Toddler Class:        \$662.50 per semester/ \$1325.00 per year**

\*Monday afternoon opportunity will be offered for 2nd Semester (T/W/TH class only) if there is enough interest.

**There is one fee for all.** There is no sliding fee scale based on factors such as the number of children that a single family may have enrolled in the preschool or on economic need. CPS has no funds to subsidize tuition or fees.

- **Payment Due at Time of Application**

**A non-refundable application fee of \$50 is required** for any family's application for admission to Community Preschool of Whitefish Bay. No application will be processed unless the required payment is made.

- **First Semester Tuition**

**Tuition deposit:** A \$200 tuition deposit is due on or before February 8, 2019. This deposit shall be applied towards the first semester tuition. This tuition deposit is non-refundable.

**Tuition:** The remaining balance of tuition for the first semester is due in full by May 10, 2019. We recommend that the tuition be mailed a week in advance to ensure its receipt by May 10. Tuition payments should be made out to "Community Preschool of Whitefish Bay" and mailed to:

Treasurer  
Community Preschool of Whitefish Bay  
P.O. Box 170781  
Whitefish Bay, WI 53217

- **Refund Policy**

**A. Tuition:**

**A family who plans to withdraw a child from Community Preschool of Whitefish Bay should notify the Preschool's Vice President in charge of enrollment. After the first day of class, we also ask that parents notify the child's classroom teacher. This notice of withdrawal does *not* relieve a family of the duties of tuition and participation until the withdrawn student's position is filled. Once paid, no second semester tuition will be refunded. Should a family withdrawal, the \$200 tuition deposit is non-refundable.**

**Withdrawal before the opening of school:**

- If the vacancy is filled before the opening of school, a refund of the total tuition for the semester shall be paid, less the \$200 tuition deposit.

- If the vacancy is not filled before the opening of school, tuition shall be pro-rated on a weekly basis from the time the position is filled. The unused balance shall be refunded, less the \$200 tuition deposit.

**Withdrawal after the opening of school (prior to second semester):**

- Tuition shall be pro-rated on a weekly basis from the time a withdrawn child's position is filled. The unused balance shall be refunded, less the \$200 tuition deposit.

**Withdrawal of second semester:**

- Second semester tuition will be refunded only if the spot is filled on or before the first day of second semester.

**B. How to request a refund:**

To receive a deposit or a tuition refund, a written request with the following information must be sent to the Treasurer at the Preschool's P.O. Box.

- Complete name (parent & child), address, and phone number
- Reason for withdrawal
- Last date of attendance (for prorating purposes). The Preschool will refund any monies due thirty calendar days *after* receiving a written request meeting these requirements.

▪ **Miscellaneous Items Related to Tuition and Fees**

**Tuition Calculation.** Tuition is assessed on a semester basis and paid in advance. Each semester is 17 weeks long. If it is necessary to pro-rate tuition, the amount assessed or refunded will be calculated on a weekly basis.

**Attendance Records.** The Preschool shall maintain a written record of the daily attendance and date of birth of each child for the length of time the child is enrolled in the school.

- If it is necessary to pro-rate tuition for a child who enrolls in the program after the semester has begun, the attendance records will be consulted to determine the first date the child attended school.
- If a family qualifies for a refund of tuition under the Preschool's Refund Policy (above), the attendance records will be consulted to determine the date that the vacancy created by the child's withdrawal was filled. Any refund will be pro-rated from that date.
- NOTE: In accordance with the Preschool's Refund Policy, the amount of a refund is pro-rated from the time the vacancy created by the child who withdraws from the program is filled. It is *not* related to the last date the withdrawing child attended class at Community Preschool.

**Policy Made Available to Parents.** The Preschool's Policy on Tuition, Fees, and Refunds (pages one and two of this document) is enclosed with every enrollment packet sent to parents who request a Preschool Application for their child. It is also printed in the Preschool Handbook that all families receive at the General Orientation Meeting held prior to the beginning of school. It is included in full (pages 1 – 4) in the *Policies and Procedures Manual of Community Preschool*, two copies of which are kept in the Preschool's Library for Parents (one lending copy and one reference copy).

**First Semester Mid-Term Enrollees.** Families who enroll a child mid-semester will pay a prorated tuition fee, based on the total tuition cost, including deposit, for the remaining weeks of the semester. Tuition payment for mid-semester enrollees is due within seven calendar days of active class participation.

**Second Semester Tuition.** Second semester tuition is due in full in November, as published in the school calendar.

**Scheduled school holidays and scheduled days when school is not held.** Tuition is paid by the semester. Scheduled holidays and scheduled days when school is not held (e.g., staff development days, parent-teacher conferences, etc.) do not change the tuition charge.

**School closure due to inclement weather or other exigent circumstances.** Closings due to weather or for reasons unique to the preschool and its building (e.g., furnace breakdown, loss of water, etc.) do not change the tuition charge.

**Extended absences due to illness, family vacation, or other circumstances.** The ill child or child on vacation has prepaid tuition. Unless the child is withdrawn from the program and prorated tuition refunded as outlined above, no monies are returned.

**Checks returned NSF (non-sufficient funds).** Any family whose tuition check is returned to the Preschool for non-sufficient funds will be assessed the amount necessary to cover the bank's charges for a returned check.

**Nonpayment of tuition.** Failure to pay all tuition and fees within two weeks of the opening of school may result in a child being dropped from a class. Withdrawals at the Preschool's request are at the final discretion of the Board of Directors.

**Community Preschool of Whitefish Bay  
Board of Directors Interest Survey**

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

The Board of Directors is responsible for the administration of the school and meets monthly. If you are interested in a board position, please check the position(s) of interest below and return this form with your child's registration materials.

\_\_\_\_\_ **PRESIDENT**

Coordinates efficient operation of the school; insures compliance with state licensing requirements and other legal and financial obligations; oversees and maintains communication with all committees; plans and chairs monthly board meetings; serves as communications liaison between parents, staff, and church.

\_\_\_\_\_ **VICE PRESIDENT IN CHARGE OF ENROLLMENT**

Answer all inquiries concerning enrollment; collects and compiles class positions in accordance with registration policy; mail materials to prospective applicants; substitute for President as necessary.

\_\_\_\_\_ **VICE PRESIDENT IN CHARGE OF HEALTH & ADMINISTRATION (2)**

Collects and maintains health and immunization records; maintains emergency contact list; maintains classroom first aid kit; substitute for President as necessary.

\_\_\_\_\_ **SECRETARY**

Records and publishes meeting minutes; handles and oversees distribution of school correspondence; assists with preschool mailings and distribution of written materials.

\_\_\_\_\_ **NEWSLETTER EDITOR**

Prepares and distributes monthly newsletter and calendar.

\_\_\_\_\_ **SCHEDULING COORDINATOR**

Schedules classroom volunteer days; develops classroom substitute teacher list.

\_\_\_\_\_ **HOUSING CHAIRPERSON**

Oversees committee responsible for monthly cleaning and maintenance of classroom and playground; arranges and coordinates annual maintenance projects as needed; maintains communication with church regarding building and maintenance.

\_\_\_\_\_ **SOCIAL CHAIRPERSON**

Oversees committee responsible for set-up, refreshments, and clean up at preschool functions.



\_\_\_\_\_ **AUCTION CHAIRPERSONS (3)**

Oversee planning of annual auction in March; Create auction theme; Coordinate and solicit donations from local businesses and CPS families; Supervise committee members who assist with donations, invitations and decorations.

\_\_\_\_\_ **FUNDRAISING CHAIRPERSON**

Oversees family photo day in October; schedules class photos; and coordinates sale of tote bags and t-shirts.

\_\_\_\_\_ **PUBLICITY CHAIRPERSON**

Publicizes the school and its activities; prepares parent orientation handbook.

\_\_\_\_\_ **OUTREACH CHAIRPERSON**

Coordinates school outreach activities

\_\_\_\_\_ **MEDIA CHAIRPERSON**

Manages website and Facebook

To help us match your talents with the positions available, please list any pertinent experience (either as a volunteer or in the workplace) or special skills that you would bring to a board position: