



Thank you for your interest in Community Preschool of Whitefish Bay. We offer Toddler classes for children who will be age 2 by September 1, 2024, and we offer Preschool classes for children who will be 2 years, 9 months by September 1, 2024.

Since 1971, we have provided a positive early childhood experience with dedicated and experienced teachers. We believe that children learn best through play. 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 2024-2025 school year is:**

Tuesday, January 16, 2024 - Postmark date for continuing and returning families

Tuesday, January 23, 2024 - Postmark date for families new to CPS

As part of your application we require a **\$50 non-refundable application fee**. Should you decide that Community Preschool of Whitefish Bay is the right school for you, please complete the enclosed forms and include a check made out to "Community Preschool of Whitefish Bay." Completed applications can be mailed 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 16th of January 23rd). 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.

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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 2024-2025 toddler or preschool class are required to pay a non-refundable tuition deposit of \$200 (applied to first semester tuition), due on February 12, 2024 with the balance of the first semester tuition due on Friday, May 3, 2024.* All new families are asked to attend our New Parents Meeting held in late spring where you will receive important information regarding the upcoming school year, tuition payments and additional required registration forms.

Because our cooperative learning environment thrives much in part due to the parental involvement required throughout the year, we encourage families to reach out should any questions arise regarding family participation. The opportunity to be present for your student during a few select school days each semester is such a meaningful time for everyone involved and we welcome conversations about how to successfully partner with you and all those involved in the upbringing of your child. We strongly believe in the positive and long lasting effects of a play based education, grounded in community support that reaches beyond the walls of the classroom and we invite you to discover what CPS has to offer!

Thank you for your interest in Community Preschool. Should you have any questions regarding enrollment, please email me at [CPSofWFBenrollment@gmail.com](mailto:CPSofWFBenrollment@gmail.com) or call me at 414-940-3336.

Sincerely,

Betsy Wittmann  
Vice President of Enrollment  
Community Preschool of Whitefish Bay

**Community Preschool of Whitefish Bay**  
**PRESCHOOL CLASS REGISTRATION FORM**  
Students who are 2 years and nine months of age by September 1, 2024

(The information provided below will also be used when compiling the class roster for the 2024-2025 school year. Should your information change please contact the VP of Enrollment.)

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

Nickname \_\_\_\_\_ Birthdate \_\_\_\_\_ Male/Female \_\_\_\_\_  
(Name that you would like printed on the class roster if different than legal name)

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

Address \_\_\_\_\_

E-Mail Address(es) \_\_\_\_\_

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

Continuing Family                      Returning Family                      New Family  
(Enrolled at CPS during the 2023-2024 school year)

**Class Preference**

Please select a 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 are interested in adding Monday afternoons 2<sup>nd</sup> semester.  
*This option is only available for children enrolled in the TWTH class.*

(5 Day a week options)

\_\_\_\_\_ MWF + TTH                      8:45 – 11:15 AM  
(This option means your child is enrolled in both the morning MWF and TTh Preschool classes)

\_\_\_\_\_ MWF + TWTH                      8:45 – 11:15 AM/12:15-2:45 PM  
(This option means your child is enrolled in the MWF class and afternoon TWTH class. CPS does not provide care between classes)

\_\_\_\_\_ TTH + TWTH                      8:45 – 11:15 AM/12:15-2:45 PM  
(This option means your child is enrolled in the morning TTH class and afternoon TWTH class. CPS does not provide care between morning and afternoon classes)

**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.

(Continued on back)

**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**

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Date Received \_\_\_\_\_ Placement Offered \_\_\_\_\_  
Notes \_\_\_\_\_  
Payment Date \_\_\_\_\_ Check # \_\_\_\_\_

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

Students who are 2 years of age by September 1, 2024

(The information provided below will also be used when compiling the class roster for the 2024-2025 school year. Should your information change please contact the VP of Enrollment.)

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

Nickname \_\_\_\_\_ Birthdate \_\_\_\_\_ Male/Female \_\_\_\_\_  
(Name that you would like printed on the class roster if different than legal name)

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

Address \_\_\_\_\_

E-Mail Address(es) \_\_\_\_\_

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

Continuing Family <small>(Enrolled at CPS during the 2023-2024 school year)</small>	Returning Family	New Family
_____	Monday/Wednesday	9:15 – 11:30 AM
_____	Tuesday/Thursday	9:15 – 11:30 AM
_____	No Preference	

**Important**

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. The Toddler Class is licensed to care for children in diapers.

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  
2024-2025 School Year**

**2024-2025 Tuition Rates:**

<u>M/W Toddler Class:</u>	\$785 per semester/ \$1570.00 per year
<u>T/TH Toddler Class:</u>	\$785 per semester/ \$1570.00 per year
<u>TTH Preschool Class:</u>	\$800.00 per semester/ \$1600.00 per year
<u>MWF Preschool Class:</u>	\$1100.00 per semester/ \$2200.00 per year
<u>TWTH Preschool Class:</u>	\$1100.00 per semester/ \$2200.00 per year *with optional Monday (second semester only)
<u>**MWF + TTH(M-F) Preschool Classes:</u>	\$1650.00 per semester/\$3300.00 per year
<u>**MWF + TWTH Preschool Classes:</u>	\$1900.00 per semester/\$3900.00 per year
<u>**TTH +TWTH Preschool Classes:</u>	\$1650.00 per semester/\$3300.00 per year

\*The opportunity to add Monday afternoons will be offered to students enrolled in the TWTH class, for the 2nd semester, if enough families are interested. Families will be asked again about this during the 1st semester and adding Monday afternoons would add \$370 to 2nd semester tuition.

\*\*If you enroll your child in two separate classes a \$500/year tuition discount is given.

**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 does not have funds to subsidize tuition or fees.

If a family submits an application for the toddler class but are unable to start on the first day of school, because of the under 2.5 policy, they will pay a prorated tuition starting from their start date. If the student's start date is after November 15<sup>th</sup>, the family will start paying a prorated amount starting November 15<sup>th</sup> to hold their spot.

**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 12, 2024. 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 3, 2024. Checks 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**

The final invoice for the first semester will include a \$50 supply fee and a \$50 auction fee. The auction fee includes two tickets/family for our auction that will take place in March 2024. Both fees are only refundable if a student withdraws before the first day of the school year.

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## 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 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. Should a family withdraw, the \$200 tuition deposit as well as the \$50 supply fee 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 prorated 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 prorated 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 for 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 should be emailed to the Treasurer at [cpswfbtreasurer@gmail.com](mailto:cpswfbtreasurer@gmail.com) and the VP of Enrollment at [cpsowfbenrollment@gmail.com](mailto:cpsowfbenrollment@gmail.com). This request should include the following information:

- 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.

### C. Refund of fees

The \$50 supply fee and the \$50 auction fee, which are included in the final invoice for the first semester, are refundable only if a student withdraws before the start of the school year. If the preschool is notified of a withdrawal on or after the first day of school, these fees will not be refunded.

## 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 prorate 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 prorate 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 prorated from that date.

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NOTE: In accordance with the Preschool's Refund Policy, the amount of a refund is prorated 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 Midterm Enrollees**

Families who enroll a child mid-semester will pay a prorated tuition, 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 school closure**

In the event of a closure of 2 or more weeks due to a crisis out of the control of the school (health, fire, flood), Community Preschool will refund 75% of tuition following the formula below:  
Daily rate of tuition x number of days closed x .75 = tuition refunded.

**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.

**Month to month payment in an extenuating circumstance**

In the event that a family knows they must withdraw their child in the middle of the semester (due to a move or change in family circumstances that is approved by the board), they may contact the Enrollment VP and Treasurers and request to pay tuition by the month for the months the child attends. The school can only offer this monthly payment plan as long as there is not a waitlist for the class in which the child is enrolled. Monthly payment will equal semester tuition/4.5 (months in a semester). Monthly tuition will be due the first of each month. Failure to pay tuition by the first of the month will forfeit the child's spot.



**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; ensures 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 applications in accordance with registration policy; email materials to prospective applicants; update Enrollment Packet; 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; contact North Shore Health Department in event of communicable disease; substitute for President as necessary.

\_\_\_\_\_ **TREASURER (2)**

Our treasurer positions are shared between two people. One person processes all money received, and the other person processes bills and payroll. If you are interested in one of these positions, we can provide you with more detailed job descriptions.

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

Records and publishes meeting minutes; handles and oversees distribution of school correspondence; assign committee spots to preschool families; update Committee Form.

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

Prepares and distributes monthly newsletter and calendar.

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

Schedules classroom volunteer days in September and December.

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

Oversee 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**

Oversee committee responsible for set-up, refreshments, and clean up at preschool functions. Plan and coordinate a few social events for preschool families throughout the school year and summer.

\_\_\_\_\_ **AUCTION CHAIRPERSONS (2)**

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**

Overseas family photo day in October; schedules class photos; and coordinates sale of tote bags and t-shirts. Plan and organize a few Dine out Days with local restaurants throughout the school year.

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\_\_\_\_\_ MARKETING AND PUBLICITY CHAIRPERSON

Works with a committee to oversee all aspects of marketing preschool to attract new families. Publicizes the school and its activities; prepares the parent orientation handbook.

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

Coordinates school outreach activities; plans a few school drives to help local organizations in need

\_\_\_\_\_ 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: