



**Tolland Cooperative Preschool
P.O. Box 58
Tolland, Connecticut 06084
860-872-8883**

**HELPING PARENT & FINANCIAL CONTRACT
2017-2018 SCHOOL YEAR**

This contract must be returned with the First tuition payment. It is to be signed in duplicate, one copy maintained by the school and one copy maintained by the member family. This contract provides for the following:

- (1) Member Job Responsibility: Each member family is assigned a job from the list by the Job's chair. The member family has been assigned the job of _____ . The duties and responsibilities of this job will be provided to you from the member who had this job the previous year.

Parent initial _____ **Parent initial** _____

- (2) Classroom Helping Parent Responsibility: Member families are required to provide assistance to the teacher in the class room on a regular rotating basis. The class vice president for your child will determine the schedule and accommodate work/personnel schedules as best as possible. Failure to show up for scheduled helping parent days can result in member termination or fees. Initialing below indicates you have read and understand the requirements and expectations of member families with regards to helping parent duties.

Parent initial _____ **Parent initial** _____

- (3) Financial Responsibility: **A member family is financially responsible for the student's full year of tuition at the time of the August Parent Orientation Meeting.** Withdrawal after the school year has started will result in contract termination fee of two (2) months payments. Withdrawal prior to the August parent meeting results in forfeiture of the \$50.00 nonrefundable deposit and of the First tuition payment.

Parent initial _____ **Parent initial** _____

- (4) Withdrawal: Withdrawal is the conclusion of membership at the request of the parent(s). Thirty (30) days written notice of withdrawal, written in duplicate and delivered to the President, is required. The Executive Board will make all appropriate efforts to fill the vacancy created by withdrawal, but as stated above, the member family is responsible for the contract termination fee.

- (5) Termination: Membership termination is the conclusion of membership at the request of the Executive Board. Membership may be terminated (a) on the teacher's recommendation that the child is unable to adjust to preschool, or (b) for failure to

comply to the By-laws or Parent Handbook Rules and Regulations. Upon termination, a member family is no longer financially obligated to the school.

- (6) Tuition Payment Schedule: The tuition payment schedule is set by the Executive Board annually and provided to the membership at the May Business Meeting. In accordance with the By-Laws, for each payment on the tuition payment schedule, there is a ten (10) day grace period. If payment is not made within this time period, a \$5.00 late fee will be imposed for each ten (10) days beyond the grace period.

_____	<u>Class Enrolled (Circle One)</u>			
Name of Child	2-day	3-day	4-day	5-day
_____	_____	_____	_____	_____
Printed Name of Parent/Guardian	Signature of Parent/Guardian			Date
_____	_____	_____	_____	_____
Printed Name of Parent/Guardian	Signature of Parent/Guardian			Date