Benson Hill Co-op Preschool Registration Form 2020-2021

P.O Box 6153, Kent, WA 98064-6153

Phone: 253.234.7704 (call or text) Email: [registration@bensonhillcoop.org](mailto:registration@bensonhillcoop.org)

**Please include the non-refundable registration fee with this form: $75 for one child or $100 for family.** You maypay by check to BHCP, or online <http://www.bensonhillcoop.org/pay-online>. Enrollment is reserved upon receipt of registration fee.

**A fundraising contribution of $60 must be met per semester.**

Date of Application: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

Are you a (please circle one):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Returning member (from previous year) | Alumni (past) member | Sibling of current member | New member | Crossover (from other Co-op) | Waitlist | First Christian Church |

*Check the class in which you are interested:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Class | Age by 8/31/2020 | Day(s) | Times | Monthly Tuition |
|  | Sparrows | 18 months-2 years | Tues/Wed | 9:30-11:30 AM | $110 |
|  | Owls | 3 years | Tues/Thurs | 9:30-11:30 AM | $110 |
|  | Eagles | 4 years | Mon/Wed/Fri | 9:30-12:00 PM | $155 |
|  | Eagles + Explores |  | Mon/Wed | 9:30-1:00 PM | $230 |

Child’s Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex: \_\_\_\_\_\_ Birth date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_

Child’s Preferred Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Legal Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Preferred Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Legal Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Preferred Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*please include number where you might be reached during class times.*

Child lives with:

|  |  |  |  |
| --- | --- | --- | --- |
| Both Parents \_\_\_\_\_ | Mother \_\_\_\_\_ | Father \_\_\_\_\_ | Other (explain below) \_\_\_\_ |

Are there special living circumstances/arrangements that the school should be made aware of (i.e. restraining orders on file, custody restrictions, other addresses where school correspondence should be sent, etc.)?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you learn about BHCP?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Facebook \_\_\_\_\_ | Friend/Neighbor \_\_\_\_\_ | Community Flier \_\_\_\_\_ | Library \_\_\_\_\_ | Church \_\_\_\_\_ |
| Preschool Info Night \_\_\_\_ | Community Event \_\_\_\_ | Internet/other social media\_\_\_\_ | Other \_\_\_\_\_\_ |  |

***BHCP is a non-profit organization; therefore, the school must be self-supporting. There are several fundraising projects each year that BHCP families are encouraged to participate in. A class may be canceled if it does not meet the minimum enrollment needed to support its cost. BHCP does not discriminate on the basis of race, color, sex, national or ethnic origin.***

Benson Hill Co-op Preschool Class and Board Position Selection Form

P.O Box 6153, Kent, WA 98064-6153

Phone: 253.234.7704 Email: [registration@bensonhillcoop.org](mailto:registration@bensonhillcoop.org)

Thank you for choosing Benson Hill Co-op Preschool! Each family in the Co-op is responsible for holding either a class or board position. In order for each class and the whole school to operate smoothly, it is important that each position’s responsibilities are fulfilled.

Board members must be able to attend monthly board meetings; however, they are exempt from attending the mandatory cleaning nights. These positions are most important to the operation of the school and need to be filled as soon as possible.

Class positions will be filled on a first-come, first-served basis.

Please list, in order of preference, your top three choices of class or board positions (job descriptions attached below):

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please turn in this form with your registration form. If you have any questions regarding class or board positions please contact the registrar at [registration@bensonhillcoop.org](mailto:registration@bensonhillcoop.org)

|  |  |  |
| --- | --- | --- |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_ |

**Job Descriptions**

**Board Positions**

**Director(s)**: Plans and conducts Board meetings, writes an agenda of business for discussion and voting. Coordinates programs between classes. Serves as liaisons between the preschool, college, and the host facility. Trains Class Chairs. Negotiates contracts with teachers and use agreements with the host facility (landlord). Performs general executive duties. Participates on Personnel and Budget Committees and any other committees they deem necessary. Sends Risk Management Special Events Form to GRC Program Director one month prior to event. Creates a school calendar for the following year.

**Executive Secretary/ Parent Advisory Committee Rep**: Assists the class Parent Coordinators. Takes minutes at the Board meetings and providing copies in a timely manner to the Board members. Once minutes are approved by the Board, the Secretary shall post a hard copy on the school bulletin board. Performs general correspondence duties as needed. Performs general executive duties when needed. Coordinates class pictures for all classes. Actively participates on the Parent Advisory Council and its various committees (quarterly meetings or as needed) and reports PAC activity to preschool board. Participates with the PAC in review of scholarship applications. Keeps the preschool apprised of state government and GRC issues affecting the co-op program. Acts as the bank reconciliatory and balances the monthly savings and checking accounts. Performs general executive duties when needed.

**Playground Coordinator**: Organizes at least two work parties during the school year. Oversees equipment and maintenance in the playground area and arranges for any broken items to be repaired. Collects input from Teachers and Board regarding playground. Performs quarterly safety inspection of classroom and reports hazardous conditions if necessary. Performs general executive duties as needed.

**Executive Fundraising Coordinator:** Coordinates all fundraising efforts done by the preschool. Obtains a cross-check of fundraising monies collected from the Treasurer or other designated individual and reporting the same to the Treasurer for record keeping. Coordinates and oversees All-School Raffle/Auction. Performing general executive duties when needed.

**Registrar(s)**: Checks BHCP voice and email boxes regularly and replies to questions as needed. Coordinates with Executive Treasurer for checking the preschool PO Box. Coordinates with Class Chairs and/or leading tours of the school for prospective families throughout the school year (and possibly during the summer). Creates rosters of all classes and maintaining them until October 15 of each year, at which time they may be turned over to the respective Class Chairperson. Registers all members, including collecting registration information and updating rosters. Distributes current copies of each class’s roster to the board each month. Confirms payment of registration fees with the Executive Treasurer, or Class Chairperson/Treasurer. Coordinates school open houses with the teachers, director(s) and other board members, usually 2 per year, possibly more often as needed. Coordinates distribution of enrollment packets (via email) for Fall Orientation. Coordinates Spring Enrollment, including distribution of registration forms to currently enrolled families. Coordinates registrar activities (open houses/ spring registration) with the Communications and Marketing Coordinators. Performs general executive duties when needed.

**Executive Treasurer**: Pays expenses, including payroll or upon board approval, forwards monthly payroll information to payroll company who will process the teachers’ payroll, file quarterly tax forms, tax returns and W 2’s. Works with individual Class Chairperson/Treasurers to collect and record all tuition payments received. Works with the Executive Fundraiser(s) to cross-check and record any fundraising monies received. Works with the Registrar(s) to coordinate registration monies received. Develops and updates the preschool budget. Supplies monthly financial reports to the board. Prepares year-end report for GRC and prepares books for year-end audit. Checks and distributes mail, or coordinates with Registrar(s) to check mail. Files quarterly payroll tax forms, tax return and W-2’s. Serves on the Budget and Personnel committees. Performs general executive duties when needed.

**Health and Safety Coordinator**: Initiates and oversees safety and hygiene measures. Obtains immunization records for each child per the Washington Department of Social and Health Services. Ensures first aid supplies are stocked and current. Ensuring emergency supplies are stocked and current, including emergency food, comfort kits and other first aid emergency supplies. Performs quarterly safety inspection of classroom and reports hazardous conditions if necessary. Works with teachers to perform safety drills. Updates and posts safety board in classroom. Ensures compliance with the risk management manual. Reports results of periodic inspections to GRC. Performs general executive duties as needed.

**Marketing and Communications Coordinator(s):** Publicizes the preschool program as requested by the Board. Creates and distributes brochures, signs and newsletters. Places advertisements, including newspaper, social media, and local events. Coordinates preschool participation in various community activities which serve to promote and publicize the school (i.e., community events, fairs, sales etc.). Facilitates T-shirt selection and sales. Collects information from class Parent Coordinators highlighting upcoming events. Publishes and distributes a newsletter or other communication monthly or quarterly to all members of the preschool. Maintains and updates the school website and social media pages.

**Job Descriptions**

**Class Chairperson**: Represents the class at the monthly Board meetings or arranging a substitute if necessary. Reports to Director/Co-Director. Plans for the monthly parent meetings and orientations for the class. Uses the published calendar and information from board meetings to inform parents of upcoming events. Solicits discussion and/or a class vote if warranted. Serves on the nominating committee. Maintains their class roster, beginning October 15 of each year. Coordinates with the Registrar to provide current rosters for monthly board meetings. Monitors parent responsibilities including collection and review of required forms. Ensures that parents are aware of their responsibilities and that those responsibilities are being fulfilled. Assists the teacher in locating a substitute teacher in the event of the teacher’s absence. Appoints committees for duties needed for the operation of the preschool. Orients new parents throughout the school year, including risk management movie or summary. Performs general duties when needed. Collects tuition and expense receipts from class members and turns them over to the Executive Treasurer. Assists Executive Treasurer at Fall Orientation and the All-School Auction. Prepares minutes of monthly parent meetings and distributes them to parents in the class (Owls and Eagles classes only).

**All-School Positions (Non-board)  
\* All non-board members agree to participate in 2 all-school cleaning nights during the school year.**

**Housekeeping Coordinator**: Coordinates the maintenance and clean-up of the preschool facility, including the monthly parent cleanings. Tracks materials, equipment, and supplies, and coordinating with the Executive Buyer when purchases are needed. Maintains and updates preschool inventory lists. Organizes classroom setup and pack-up at the beginning and end of each school year. Performs general executive duties when needed.

**Buyer:** Coordinates the purchase of materials, equipment, supplies and restocking when appropriate. Assists with finding help for repairs when necessary. Maintains and updates preschool inventory lists. Help the Executive Housekeeper with organizing classroom setup and pack-up at the beginning and end of each school year. Performs general duties when needed.

**Librarian**: Organize and maintain the parent library. Organize and maintain the children’s library. Conducts annual book inventory in April. Inspects and maintains books for any needed repairs. Organizes/distributes book club orders. Performs general duties as needed.

**Class Positions** (one per class unless otherwise noted)

**Class Secretary/Treasurer:** Reminds class that tuition is due. Assists Executive Treasurer at Fall Orientation and the All-School Auction; help executive treasurer collect unpaid tuition and other fees. Takes minutes of all monthly parent-ed meetings and distributes them to class members. Compiles list of families who missed their cleaning nights and reports to Executive Treasurer.

**Parent Coordinator:** Creates monthly parent work schedule for their class and tracks schedule changes and days worked. Reports class news by writing a small paragraph for the monthly preschool newsletter.

**Classroom Assistant:** Assists the teacher throughout the year by cutting paper shapes, making play dough, mixing paints, or anything else required by the teacher. Advises Executive Housekeeper/Buyer of any equipment that needs replacement or repair, launders kitchen towels and rags used in the classrooms, ensures classroom paper towels and soap dispensers are full, makes sure paint and glue are full, and performs any other classroom upkeep as requested by the Housekeeper/Buyer. Checks out books to the children and re-shelves returned books (**Owls and Eagles classes only**). Assists All-School Librarian with the annual book inventory in the spring.

**Special Events/Communications:** Helps organize the All-School Winter Social with other members of Special Events Committee. Plans last day of school party with Excursions Parent. Coordinates any special class parties with teacher. Organizes and plans Parents-night-out if interest is shown by the class. When necessary, notifies parents, teachers, and/or GRCC Instructor by telephone of upcoming meetings, excursions, cancellation of school (snow closures, etc.), miscellaneous school activities, or special materials needed by the children for a preschool project or activity. Work with marketing coordinator to distribute marketing materials in the community.

**Excursion Coordinator: (Owls and Eagles classes only):** Works with the teacher and parents to generate excursion ideas, makes arrangements for class visits, maintains file of Emergency Forms, collects admission fees, writes a thank-you note from the class.

**Classroom Photographer:** Photographs the class’s special days and field trips. Purchases materials for memory books for their class, if class decides to do this. Creates/researches ideas for layout and content of class memory books, coordinates “memory book nights (or days)” for the class. Makes a photo disk to give to the Auction entertainment coordinator.

**Hospitality Coordinator:** Acclimating new families throughout the year, send greeting card for major life events or meal plans if warranted. Coordinating a gift for the teacher during teacher appreciation week and the end of school. Write thank you notes to any outside helpers. Parent should have previous co-op experience.

**Classroom Fundraiser (multiple per class):** Assists Executive Fundraiser(s) with various school fundraisers throughout the year. In charge of arranging the class basket for annual auction. These jobs work closely with the Executive Fundraiser(s). You will be contacted by them about the specifics of your job during the school year.

**Class Hospitality Coordinator:** Acclimates new families throughout the school year, sends greeting cards for major life events, sets up meal plans for families if warranted, coordinates a gift for the teacher during teacher appreciation week, writes thank you notes to any outside helpers. Parent should have previous Co-op experience.