

# Benson Hill Co-op Preschool Registration Form 2021-2022

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

Phone: 253.234.7704 (call or text)

Email: [registration@bensohillcoop.org](mailto:registration@bensohillcoop.org)

**Please include the non-refundable registration fee with this form: \$75 for one child or \$100 for family.** You may pay 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	\$120
	Eagles	3 years - 5 years	Tues/Wed/Thur	9:30-12:00 PM	\$185
	Eagles + Explores	4 years - 5 years	Tues/Wed (+Thurs)	9:30-1:00 PM	\$270

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 \_\_\_\_\_ Parent #1 \_\_\_\_\_ Parent #2 \_\_\_\_\_ 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.**

Preschool use only: Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Fee paid: \_\_\_\_\_ Check #/PayPal: \_\_\_\_\_

Class Job: \_\_\_\_\_ Waiting list letter sent: \_\_\_\_\_ Confirmation sent \_\_\_\_\_

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

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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: \_\_\_\_\_



Children and Parents  
Learning Together

## Benson Hill Jobs

### Board Positions

<p>President Co-President</p>	<ul style="list-style-type: none"> <li>● Attend the President's workshop held by Bates.</li> <li>● Plan and facilitate orientation with the help of other board members.</li> <li>● Plans and conducts Board meetings</li> <li>● Serves as liaisons between the preschool, Bates and First Christian Church.</li> <li>● Trains class chairs</li> <li>● Negotiates contracts with teachers</li> <li>● Negotiates use agreements with First Christian Church.</li> <li>● Publishes an agenda of business for discussion and voting at Board meetings</li> <li>● Performs general executive duties</li> <li>● Participates on Personnel and Budget Committees and any other committees they deem necessary</li> <li>● Creates a school calendar for the following year</li> <li>● Serve on the Background Check Committee to determine if background results are unfavorable</li> </ul>
<p>Secretary</p>	<ul style="list-style-type: none"> <li>● Attend the Secretary training workshop held by Bates.</li> <li>● Takes minutes at the Board meeting and provides copies in a timely manner to the board members. Once minutes are approved by the Board, the Secretary shall post a hard copy thereof on the school bulletin board</li> <li>● Performs general correspondence duties as needed</li> <li>● Performs general executive duties as needed</li> <li>● Coordinates class pictures for all classes</li> <li>● Participates on the scholarship committee in review of scholarship applications</li> <li>● Signs checks for reimbursement and must be present to add and subtract people from the bank account</li> </ul>
<p>Membership Co-membership</p>	<ul style="list-style-type: none"> <li>● Attend a membership training workshop held by Bates.</li> <li>● Registers all members.</li> <li>● Monitor school email and voicemail. Returning messages and helping prospective families.</li> <li>● Give interested families tours of the school or work with class Representatives to assist.</li> </ul>

	<ul style="list-style-type: none"> <li>● Create a master list of all classes and maintain it until October 15 of each year, at which time they shall be turned over to their respective Class Representatives</li> <li>● Work with class chairs to collect registration paperwork and distribute and file in appropriate places.</li> <li>● Verify with the Treasurer that Registration fees and all start up fees are paid before new families begin.</li> <li>● Check the mail and distribute to appropriate parties in a timely fashion and check the bank statements for cash withdrawals or checks written to cash</li> <li>● Work with the Treasurer and and Bates representative to determine numbers to send for Bates fees</li> <li>● Perform general executive duties when needed</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>● Attend Treasurers training workshop held by Bates</li> <li>● Pays expenses, including payroll or upon board approval, forwarding monthly payroll information to payroll company who will process the teachers' payroll, file quarterly tax forms, tax returns and W 2's</li> <li>● Collects Monthly Dues and quarterly Fees.</li> <li>● Follow up with families to collect late payments.</li> <li>● Works with the Executive Fundraiser/s to cross-check and record any fundraising monies received</li> <li>● Develops and updates the preschool budget</li> <li>● Supplies monthly financial reports to the board</li> <li>● Prepares year-end report and prepares books for financial review</li> <li>● Files quarterly payroll tax forms, tax return and W-2's</li> <li>● Serves on the Budget and Personnel and scholarship committees</li> <li>● Works with membership to pay quarterly Bates fees.</li> <li>● Works with membership to verify new families pay all fees before starting.</li> <li>● Performs general executive duties when needed</li> </ul>
Health and Safety coordinator	<ul style="list-style-type: none"> <li>● Attends a Health and Safety training workshop held by Bates.</li> <li>● Initiates and oversees safety and hygiene measures, including obtaining immunization records for each child per the Washington Department of Social and Health Services.</li> <li>● Ensures First aid supplies are stocked and current</li> <li>● Ensures emergency supplies are stocked and current, including emergency food, comfort kits and other first aid emergency supplies</li> <li>● Fills out a quarterly Health and safety checklist and turns in to Bates</li> <li>● Works with teachers to perform safety drills</li> </ul>

	<ul style="list-style-type: none"> <li>• Updates and posts to safety board in classroom</li> <li>• Organizes, maintains and ensures follow through of the risk management book.</li> <li>• Completes a quarterly health and safety checklist and turns it into our Bates Representative.</li> <li>• Submits Background Checks with Director and Co-Director in the event of unfavorable background checks</li> <li>• Performs general executive duties as needed</li> </ul>
Playground Coordinator	<ul style="list-style-type: none"> <li>• Organizes at least two work parties during the school year</li> <li>• Oversees equipment and maintenance in the playground area</li> <li>• Arranges for any broken items to be repaired</li> <li>• Collects input from the teachers and Board regarding the playground</li> <li>• Performs quarterly safety inspections of classrooms and playground. reports hazardous conditions if necessary</li> <li>• Performs general executive duties as needed</li> </ul>
Marketing/communications coordinator	<ul style="list-style-type: none"> <li>• Attends the Communications workshop held by bates</li> <li>• Publicizes the preschool program as requested by the Board, including creating and distributing brochures, signs, and newsletters/newspaper advertisements.</li> <li>• Coordinates preschool participation in various community activities which serve to promote/publicize the school (i.e., community events, fairs, etc.).</li> <li>• Facilitates T-shirt selection and sales for orientation.</li> <li>• Collects information from class Representatives and teachers highlighting upcoming events and providing relevant publications in an all-school Bi-monthly newsletter; publishing and distributing this newsletter to all members.</li> <li>• Updates the board bulletin board</li> <li>• Maintains and updates the school website</li> <li>• Manages the schools social media</li> <li>• Performs general duties as needed</li> </ul>
Fundraiser	<ul style="list-style-type: none"> <li>• Attend the fundraising workshop held by Bates.</li> <li>• Coordinates and oversees All-School Raffle/Auction.</li> <li>• Coordinates all other fund raising efforts done by the preschool.</li> <li>• Coordinates with the treasurer to track families fundraising efforts and obligations.</li> <li>• Performs general executive duties when needed.</li> </ul>
Class Representatives	<ul style="list-style-type: none"> <li>• Represents the class at the monthly Board meetings or providing a substitute if necessary</li> <li>• Communicates information from board meetings with their</li> </ul>

	<p>classes</p> <ul style="list-style-type: none"> <li>• Uses the published calendar to inform parents of upcoming events.</li> <li>• Serves on the committees as needed.</li> <li>• Maintains his/her class roster, beginning October 15 of each year, and notifying the Board and membership of changes throughout the year</li> <li>• Ensures that parents are aware of their responsibilities and that they are being fulfilled (see Parent Duties section)</li> <li>• Assists Membership with tours and trial classes.</li> <li>• Assist Membership with collecting the paperwork from families and making sure all required forms are turned in before the start of school.</li> <li>• Performs general duties when needed</li> </ul>
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## All School Jobs

Auction Committee	<ul style="list-style-type: none"> <li>• Work with the fundraiser to organize the spring auction</li> <li>• Help Work throughout the year to procure items for the auction. This needs to start in the fall.</li> <li>• Help the fundraiser build the auction website or the bidder book for in person auctions</li> </ul>
Buyer	<ul style="list-style-type: none"> <li>• Use monthly supply checklist to see if the school is in need of any basic supplies</li> <li>• Purchase additional items requested by the board and teachers.</li> <li>• Turn in any reimbursement forms to the treasurer.</li> <li>• Turn in all receipts to the treasurer.</li> </ul>
Housekeeping Coordinator	<ul style="list-style-type: none"> <li>• Coordinates the maintenance and clean-up of the preschool facility, including the monthly parent cleanings</li> <li>• Organizes classroom pack up at the end of the year.</li> <li>• Performs general executive duties when needed</li> </ul>
Bates Parent Coordinator	<ul style="list-style-type: none"> <li>• Attend a Parent education workshop held by Bates.</li> <li>• Track parents Bates credits throughout the year.</li> <li>• Report to our Bates representative.</li> <li>• Communicate with parents about opportunities to receive their Bates credits.</li> <li>• Send out reminders to parents who have not met their requirements.</li> </ul>

Special events Committee	<p>Winter social</p> <ul style="list-style-type: none"> <li>● Work with the board to organize the winter social.</li> <li>● Gather items from families for the raffle table.</li> <li>● Put together potluck</li> <li>● Decorations</li> <li>● Activities for the kids</li> </ul> <p>Community event</p> <ul style="list-style-type: none"> <li>● Plan and organize school community events.</li> <li>● Communicate details to the board about the event.</li> <li>● Recruit any help and volunteers needed for the event.</li> </ul>
Laundry Helper	<ul style="list-style-type: none"> <li>● Bring the school laundry home and return after washing.</li> </ul>

## Class Jobs

Playdough helper	<ul style="list-style-type: none"> <li>● Make playdough per teacher's request.</li> <li>● Teacher will provide a recipe.</li> <li>● Teacher will occasionally request other sensory items, doughs and clays</li> </ul>
Yearbook	<ul style="list-style-type: none"> <li>● Create a shutterfly share site for families to share class photos.</li> <li>● Take photos during class</li> <li>● Put together a shutterfly yearbook at the end of the year.</li> <li>● Organize and collect orders</li> </ul> <p>(if you prefer using another site other than shutterfly that is fine)</p>
Excursion Coordinator Eagles Only	<ul style="list-style-type: none"> <li>● Work with teacher to figure out field trips</li> <li>● Organize with the facilities</li> <li>● Collect and make all payments</li> <li>● Turn in an event form to our Bates representative for approval.</li> <li>● Communicate with families field trip information</li> </ul>
Hospitality Coordinator	<ul style="list-style-type: none"> <li>● Organize a class gift for family if they are welcoming a new baby</li> <li>● Organize support for a family who may be experiencing a loss or difficult time. Such as a meal train.</li> <li>● Teacher appreciation week</li> <li>● Welcome new families and provide training for new working parents.</li> <li>● Eagles- create summer playdates in the park schedule.</li> </ul>
Parent scheduler	<ul style="list-style-type: none"> <li>● Maintain the parents work schedule.</li> <li>● Manage scheduling families vacations and day requests.</li> </ul>
School Pet Owls and eagles	<ul style="list-style-type: none"> <li>● Purchase all supplies and Turn in a reimbursement form to the treasurer for any supplies needed for the class pet.</li> <li>● Maintain the class pet environment. Making sure it is cleaned weekly.</li> <li>● Make sure that the pet is cared for over School breaks or long weekends by creating a sign up sheet for families to take it home.</li> </ul>