

CO-OPERATIVE (CO-OP) SYSTEM

A. OVERVIEW

In order to keep tuition lower than area preschools, the parents perform the work needed to implement the program. Each family is expected to make a commitment to participate in each of the areas of service (maintained by a point system), or serve on the Board of Directors. A co-op fee of \$120.00 will be collected before school begins. This deposit will be refunded at the end of the school year upon completion of the minimum point requirement of 45 points. Those fulfilling co-op points are eligible for pre-registration; however, the lottery may be used if enrollment is larger than class opening. This is a Co-operative Preschool and all parents are encouraged to participate.

B. POINT REQUIREMENTS

Each family is required to earn 45 points to receive their \$120.00 co-op fee back at the end of the school year. Of the 45 points, 30 points must be earned in the following manner: 1 AHPS Cleanup (10 points), 2 General Meetings (5 points each), 1 Major Fundraiser (10 points). The remaining 15 points can be earned any way a family chooses. Points will be given for ALL events you or your family participates in. There is potential for 175+ points to be earned in a single school year.

C. POINT ASSIGNMENTS

AHPS Monthly Cleanup (1 required)	10 points each
General Meetings (2 required)	5 points each
Major Fundraiser (1 required)	10 points each
Committee Chairperson	20 points
Committee Member	10 points
Board of Directors	20 points
Room/Snack Parent	15 points
Workers	5 points
Classroom Helper	5 points

I. COMMITTEE DESCRIPTIONS:

- a. **Building and Maintenance Committee Chairperson** Organize two AHPS monthly cleanups, arrange for necessary maintenance and improvements to the preschool grounds.
- b. **Memory Book Committee** Each committee member will be appointed four or five students to photograph at all class events. Members are then responsible for mounting photos into pre-printed memory books.
- c. **Room Parent** Plan monthly snack calendars; call parents regarding school closings and delays and post classroom party sign up sheets.
- d. **Fundraising Committee** Plan and implement one or more major fundraising event(s).
- e. **Graduation Committee** Responsible for ironing gowns, set up, clean up and assisting with both 4 AM and 4 PM graduation ceremonies.
- f. **Plaque Committee** Each member is responsible for painting approximately nine graduation plaques for both of the 4-year-old graduation ceremonies.

II. OTHER DESCRIPTIONS:

- a. **Board of Directors** Consists of five elected officers. President, Vice-president, Treasurer, Secretary and Committee Director. A sixth board member is appointed as Advisor. The Advisor must be a Board member from the previous year. Its Board of Directors conducts the day-to-day business and affairs of Aquia Harbour Preschool. The tuition fee for Board members may be waived if enrollment meets 60 students or more.
- b. **Room/Snack Parent** Arrange phone chains, prepares snack calendars, post classroom party sign-up sheets. Organize class programs and graduations.
- c. **Workers** Those who participate in any Preschool event that asks for volunteers (if your committee is planning the event, you are not eligible to receive additional points for working that event).

d. Classroom Helper Those who participate in the classroom experience at the discretion of the teacher. This includes bringing a special book to read, teaching a special song and other activities of the like.

D. REFUND POLICY

If you earn your 45 points and have met all the required areas of participation (1 school cleanup, 2 general meetings and 1 major fundraiser) you will have your \$120.00* co-op fee refunded to you at the end of the school year. If your child will be returning, you will also be given an option to roll over the co-op fee for the following school year.

If you earn the 30 points for the required areas of participation but do not reach 45 points then you will be given your refund on a sliding scale. There will be a \$3.00* charge for every unearned point and that will be deducted from your \$120.00 co-op fee before it is returned. For example if you only earn the 30 required points then you would receive a \$75.00 refund of your co-op fee [i.e., \$120 - \$45 (15 points x \$3 each point)]