·ESTABLISHED 1965·
LAURELWOOD
PRESCHOOL
·PARENT PARTICIPATION·

Open Registration Information

REGISTRATION DATE: **Open Enrollment Begins** **Monday, February 10, 2020**
Current Students and/or their Siblings Friday, February 7, 2020

TO REGISTER ONLINE:
1. Visit **LaurelwoodPreschool.com**
2. Complete the Online Registration Form
3. Make your payment through PayPal to LaurelwoodPreschool@yahoo.com

TO REGISTER by MAIL
1. Complete the Registration Form
2. Write your check to Laurelwood Preschool
3. Mail form and payment to: Laurelwood Preschool - Registration
   P.O. Box 54238
   San Jose, CA 95154-4238

TOTAL DUE at REGISTRATION:

$75 registration fee plus May 2021 Tuition:		
Early Childhood Total Due **$275.00**	Pre-Kindergarten Total Due **$330.00**	5 Day Pre-K Total Due **$535.00**

ADDITIONAL DETAILS

1. **Register online at LaurelwoodPreschool.com or by mail** starting on February 10, 2020. No Early Birds. We will continue to accept applications until classes are full.
2. **$75 Registration Fee is non-refundable.** Tuition paid with Registration is your May 2021 Tuition and will be refunded if we are notified by July 1, 2020 of your withdraw, regardless of admission date**.** No Exceptions.
3. **Monthly Tuition/Work Days**

Class	Age	Monthly Tuition	Classroom Work Days	
Early Childhood	3's	$200	Every other week	About 15 per year
Pre-Kindergarten	4's	$255	Every other week	About 17 per year
Pre-Kindergarten	4's	$460	Once a week	About 30 per year

4. **Tuition Includes** all materials for class & cooking projects, field trips, etc. and pays for teacher salaries, supplies, insurance, improvements and rent.
5. **Payments** PayPal or Personal Check: Include child's full name in the memo/note.
6. **Placement** Children are placed in classes by lottery, based on postmark dates/time stamp. Every effort is made to place families in their first-choice class. When demand does not allow this, we reserve the right to place a child in a class that has space. Families not placed in their first choice of class are automatically placed on our internal waitlist in the order their registration was received. Families will be notified if an opening in their first choice becomes available.
7. **Acceptance Letters** with Admission Form instructions are mailed to families in early March.
8. **Admission Forms** will be due May 1, 2020 and will include your April 2021 Tuition & cleaning deposit.
9. **Fundraising**: Spring Bake Sale (required) & optional community building fundraisers throughout the year.
10. **April & May 2021 Tuition** are not refundable & won't be used for your "last month's" tuition if you withdraw early.

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Volunteer Form

All families serve at the preschool, either on the Preschool Board or with a Classroom Job, outside the assigned classroom work days.

Name: _____Best Way to Reach You: _____

- ❑ **EXECUTIVE CHAIR** Helps prepare an annual budget, Helps hire new employees*
- ❑ **FUNDRAISING CHAIR** Fundraisers, Serves as an aide to the executive chair*
- ❑ **SECRETARY** Takes Minutes of all meetings, Conducts all necessary correspondence*
- ❑ **TREASURER** Helps Prepare budget**,** Pays bills, Record receipts & reimbursements*
- ❑ **MARKETING** Recruiting fairs, promoting the school, observations, signage*
- ❑ **SOCIAL MEDIA** Responsible for on-line presence, posting often to Facebook, etc.
- ❑ **TUITION COLLECTOR** Receives and records tuition and deposits in the bank*
- ❑ **WEBMASTER** Maintains Laurelwood Preschool website*
- ❑ **CALENDAR/NEWSLETTERS** Create monthly & annual calendar, updating events on share sites *
- ❑ **PARTIES** Responsible for purchasing and distributing the party items
- ❑ **HOSPITALITY** Responsible for organizing items for preschool meetings: refreshments, etc.*
- ❑ **YEARBOOK** Creates & maintains Share Sites. Co-ordinates class pictures, orders yearbooks, heads committee of classroom yearbook representatives
- ❑ **BOOK ORDERS** Collects & places book orders
- ❑ **T-SHIRT SALES** sells and orders t-shirts, assists VP
- ❑ **ROOM PARENTS** Helps families who enter the preschool after school starts, assists teachers
- ❑ **CLASS PHOTOGRAPHER** Takes photos of class events, coordinates uploading of photos to share site from all parents
- ❑ **SIGNAGE CHAIR** Ensures preschool banners on fences are up and in good condition.
- ❑ Fundraiser Lead for Class
- ❑ Bake Sale Team Lead
- ❑ General repair
- ❑ Room Parent
- ❑ Yearbook
- ❑ Other Classroom Job

*** Attendance at Monthly Board Meeting Required**

OPEN Registration Form

1. **Choose Class/Age**				
☐ Early Childhood	3's	Must be 3 by Dec. 1, 2020	2 days	Tuesday/Thursday
☐ Pre-Kindergarten	4's	Must be 4 by Dec. 1, 2020	3 days	Monday/ Wed/ Friday
☐ 5 Day Pre-K	4's	Must be 4 by Dec. 1, 2020	5 days	Mon/Tues/ Wed/Thurs/Fri

2. **Choose Class Time**		
Early Childhood	☐ 8:30-11:00 AM	☐ 11:45-2:15 PM
Pre-Kindergarten	☐ 8:30-11:30 AM	☐ 12:00-3:00 PM
5 Day Pre-K		☐ 12:00-3:00 PM

3. **Teacher Preference**		4. **Priority**	
	☐ None	☐ Teacher	☐ Time

5. **Payment**			
Total Due with Registration: $75 registration fee plus May 2021 Tuition:			
☐ **Check** written to Laurelwood Preschool	Early Childhood Total Due: $275.00	Pre-Kindergarten Total Due: $330.00	5 Day Pre-K Total Due: $535.00
☐ **PayPal** to LaurelwoodPreschool@yahoo.com			

6. **Print Neatly**				
Child's First Name Last Name		Telephone		circle one male female
Street Address	City	Zip	Birth date	What language does child speak at home?
Mother's name	e-mail (required)			
Father's name	Volunteer Positions I am most interested in:			Check # Amount Online

7. **Mail Form & Check**

Laurelwood Preschool - Registration
P.O. Box 54238
San Jose, CA 95154-4238

Alumni Name _____ ***Year(s) of attendance*** _____

How did you first hear about Laurelwood Preschool?

☐ Friend/Family _____ ☐ Preschool Website ☐ Preschool Fair ☐ Google ☐YELP ☐Facebook ☐ Other_____