



2023-24 School Year Enrollment Application

Please mail or drop off this form to 850 Masonic Ave, Albany, CA 94706, or scan and email to info@albanypreschool.org. A \$50 non-refundable application fee (one per family) must also be submitted either by check payable to Albany Preschool with your child's name and "application fee" in the subject line, or online via [PayPal](https://www.paypal.com) to accounting@albanypreschool.org.

Child's name:	Birthdate:	Gender:
Address:	City:	Zip:
Parent contact name:	Parent phone number:	
Parent email:	Returning family?	// Years attended:
Please initial here to indicate you agree to the cooperative responsibilities listed on the back of this application: _____	A tour is required for new families (can be done before or after applying). Have you already toured?	

SCHEDULE PREFERENCE

HALF DAY: 8:30 am - 12:30 pm. Please see the other side regarding Half Day classroom participation.

- Choose one: **3 AM days/week** **5 AM days/week**
- On the following grid, please choose ALL of the days that work for both your child's schedule and your family's participation. You can use "1" and "2" to indicate 1st and 2nd preferences.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<input type="checkbox"/> Attend	<input type="checkbox"/> Attend	<input type="checkbox"/> Attend	<input type="checkbox"/> Attend	<input type="checkbox"/> Attend
<input type="checkbox"/> Participate	<input type="checkbox"/> Participate	<input type="checkbox"/> Participate	<input type="checkbox"/> Participate	<input type="checkbox"/> Participate

AFTERNOON ONLY: 12:30 pm - 6:00 pm

- Choose one: **3 PM days/week** **4 PM days/week** **5 PM days/week**
- On the following grid, please choose ALL of the days that work for your child's schedule. You can use "1" and "2" to indicate 1st and 2nd preferences.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<input type="checkbox"/> Attend	<input type="checkbox"/> Attend	<input type="checkbox"/> Attend	<input type="checkbox"/> Attend	<input type="checkbox"/> Attend

FULL DAY: 8:00 am - 6:00 pm, Monday through Friday

Any information you'd like to share? If your schedule choice is full, can you do another option (for ex. afternoons instead of mornings)?

We do our best to accommodate everyone's schedule preferences. You will receive notice by March 1, 2023 as to your enrollment status. A school calendar with details on the School Year Session (mid-August - May), Summer Session (June - July), and the 2023-24 tuition schedule will be sent with the Parent Agreement at that time. The Summer Session application will be available in April, with priority given to School Year Session families. Please contact info@albanypreschool.org with questions.

Family Cooperative Requirements

- **Classroom participation - Half-day families only:**
 - Half-day families have mandatory classroom participation. If attending 3 mornings/week, one adult per family participates one morning every other week. If attending 5 mornings/week, participation is one morning every week.
 - Participation shifts are 8:15 am - 12:40 pm. New participators will need to attend a 1.5 hr participation orientation.
 - California child care regulations require that participators submit proof of the pertussis and measles immunizations, a current flu shot (optional), and a negative TB test. Albany Preschool also requires participators to be up-to-date on Covid vaccination (primary shots plus eligible boosters).

- **All families:**
 - *Family Job:* Each family has a family job . Family jobs vary widely and include tasks that can be done at home or on the weekends, such as laundry, pet care, school maintenance, serving on the board, publicity, fundraising, coordinating classroom activities, giving tours etc. Time commitment varies for each job, but each family is required to commit at least 30 hours per school year through family job duties or other ad hoc tasks offered throughout the year.
 - *Parent Meetings:* (Sept - May) Currently held on the 2nd Wednesday of each month via Zoom. Meeting dates are subject to change with each new school year or with a holiday adjustment. One adult per family must attend (infants in arms are OK when meetings are in person) to discuss preschool happenings, vote on preschool issues, or hear special speakers related to child development and safety/first aid. Meetings last approximately 1.5 hours. After the birth of a child, families are allowed to miss up to 3 Parent Meetings. When meetings are in person each family provides drinks or snacks to one of the monthly parent meetings.
 - *Maintenance Day:* Once per year, with 3 Saturdays to choose from, one adult from each family attends a 4 hour work party to do big clean-up or building projects, and maintenance of the school.
 - *Spring Fair:* The Spring Fair is our largest and most exciting fundraiser and all families contribute by donating time in some way to this fundraiser.
 - *Orientation:* Attend an evening parent orientation the week prior to the start of school. Currently via Zoom.