

5. Parent Orientation will be held at the end of August and is mandatory for all families attending in the fall.
6. There are four mandatory Parent Meetings throughout the school year. They will be held the 3rd Tuesday of October, January, February and April. The meeting dates are occasionally subject to change. Childcare is provided during these meetings for \$2/child.
7. A 14 day notice must be given before withdrawing from school. If a student must leave for any reason before March 1st, the Executive Board must be petitioned for a refund.

Each Family agrees to:

- Adhere to the rules, policies and procedures as outlined in the Oregon City Preschool Handbook. The Handbook can either be viewed online or a hard copy can be checked out from the school.
- Work a prescribed number of days according to the needs of the respective class. This includes arriving 10 minutes before class start time and bringing their assigned healthy snack.
- Serve on one committee and perform one Parent Job per family during the school year.
- Participate in our 3 major fundraisers or pay applicable fees.

In Addition:

- No refunds of tuition will be given due to a student's absence, teacher's absence, inclement weather or other circumstances.
- An annual background check (cleared through the state of Oregon) is mandatory for each co-opping person working in the classroom. One background check is included in the registration fee. Additional background checks can be requested for a small fee.

This contract is for one school year, from September to May, or any portion of one school year. A child's space is not guaranteed in a class until Oregon City Preschool receives this form and the registration fee. **Rates are subject to increase annually based on Board approval.

I have read and agree to the information contained in this contract.

Signature _____ Date _____

Oregon City Preschool Registration Form

Requirements:

Children must be three years old by the first day in which they enter Preschool. All children enrolled at Oregon City Preschool must be toilet-trained. All applications must be submitted with the \$85 non-refundable registration fee.

Child's Full Name _____

Nickname _____

Date of birth _____ Age _____ Sex _____ M _____ F

Home Address _____

City _____ State _____ Zip Code _____

Parent/Guardian's Name _____

Email _____ Cell Phone _____

Home Phone _____ Work Phone _____

Occupation _____ Employer _____

Parent/Guardian's Name _____

Email _____ Cell Phone _____

Home Phone _____ Work Phone _____

Occupation _____ Employer _____

Please submit completed registration form and fee to:

**Oregon City Preschool
ATTN: Registrar
517 Jefferson Street
Oregon City, OR 97045**

All checks should be made out to: Oregon City Preschool