



PEOPLEPLACE
COOPERATIVE PRESCHOOL

REGISTRATION FORM 2024 - 2025 SCHOOL YEAR

CHILD'S NAME _____ BIRTH DATE _____

MAILING ADDRESS _____

STREET ADDRESS (IF DIFFERENT) _____

PARENT/GUARDIAN _____ E-MAIL _____

ADDRESS (IF DIFFERENT FROM ABOVE) _____

PHONE: HOME _____ WORK _____ CELL _____

EMPLOYED BY (INCLUDE ADDRESS) _____

PARENT/GUARDIAN _____ E-MAIL _____

ADDRESS (IF DIFFERENT) _____

PHONE: HOME _____ WORK _____ CELL _____

EMPLOYED BY (INCLUDE ADDRESS) _____

EMERGENCY CONTACT (OTHER THAN PARENT) _____

TELEPHONE _____ ADDRESS _____

NAMES OF PERSONS PERMITTED TO REMOVE CHILD FROM PEOPLEPLACE: _____

*(Peopleplace **must** be notified by the parent/legal guardian when regular transportation or pick-up methods vary.)*

MORNING PROGRAM

TODDLER: MONDAY THRU FRIDAY MON/TUES/THURS WEDS/FRI

UPSTAIRS: MONDAY THRU FRIDAY MON/TUES/THURS WEDS/FRI
 MON/WED/FRI

ARE YOU FLEXIBLE WITH WHICH DAYS YOUR CHILD ATTENDS? YES OR NO (CIRCLE ONE)

(PLEASE CIRCLE)

EXTENDED DAY EARLY AFTERNOON - 3PM MON TUE WED THURS FRI

EXTENDED DAY LATE AFTERNOON - 5PM MON TUE WED THURS FRI

BRANCHING OUT – OUTDOOR CLASSROOM (UPSTAIRS ONLY) 1 2

(CIRCLE YOUR PREFERRED NUMBER OF BRANCHING OUT DAYS)

1ST PRIORITY GOES TO 4 OR 5 YR OLD, 2ND YR UPSTAIRS CHILDREN

2ND PRIORITY GOES TO 5-DAY UPSTAIRS CHILDREN

OPEN TO ALL 3 OR 5-DAY UPSTAIRS CHILDREN – NUMBER OF DAYS DEPENDS ON ENROLLMENT AND AVAILABILITY
MUST MEET BASIC CRITERIA DETERMINED BY TEACHERS (SEE SEPARATE DESCRIPTION) & SIGN-UP UNTIL AT LEAST 1 PM

(CONTINUED ON BACK)

MEDICAL INFORMATION:

CHILD'S DOCTOR _____
DOCTOR'S ADDRESS & TELEPHONE _____
DATE OF LAST PHYSICAL _____
PEOPLEPLACE MUST BE PROVIDED WITH A COPY OF YOUR CHILD'S CERTIFICATE OF IMMUNIZATION.

FAMILY DENTIST _____
DENTIST'S ADDRESS & TELEPHONE _____

HEALTH INSURANCE COMPANY _____ PHONE _____
POLICY NUMBER _____ GROUP NUMBER _____

PEOPLEPLACE PERSONNEL WILL ATTEMPT TO REACH YOU SHOULD YOUR CHILD REQUIRE MEDICAL ATTENTION. HOWEVER, IF WE ARE UNABLE TO DO SO, WE WILL TAKE STEPS TO MEET HEALTH OR MEDICAL EMERGENCIES IN CASES WHERE THERE IS A DELAY IN REACHING PARENTS OR THE FAMILY PHYSICIAN (REFER TO THE PARENT HANDBOOK FOR THE PEOPLEPLACE EMERGENCY POLICY).

ARE THERE ANY ALLERGIES, MEDICAL PROBLEMS OR SPECIAL NEEDS? IF SO, PLEASE PROVIDE US WITH INDIVIDUAL CARE PLANS.

PEOPLEPLACE DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, GENDER, RELIGION, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION OR ANY OTHER LEGALLY PROTECTED CHARACTERISTICS.

TUITION AGREEMENT

I AGREE TO PAY PEOPLEPLACE THE SUM OF \$ _____ FOR THE SCHOOL YEAR, AND ANY ADDITIONAL CHARGES FOR AFTERCARE. I UNDERSTAND THAT IF I OPT TO PAY IN 10 INSTALLMENTS, PAYMENT IS DUE WITHOUT NOTICE ON THE 30TH OF EACH MONTH BEGINNING IN JUNE AND ENDING IN MARCH. A DEPOSIT OF \$275 MUST BE PAID UPON ENROLLMENT TO BE GUARANTEED A SPOT. THIS WILL BE APPLIED TO THE LAST MONTH'S TUITION IN MARCH. FIRST MONTH'S TUITION IS DUE JUNE 30TH. IF APPLYING FOR TUITION ASSISTANCE, DEADLINE IS 3/18/2024. AWARDS WILL BE ANNOUNCED BY APRIL 1ST. (FOR ADDITIONAL INFORMATION REGARDING TUITION AND FEES PLEASE REFER TO THE PARENT HANDBOOK.)

EVALUATION PERIOD

THE FIRST SIX WEEKS OF A CHILD'S ATTENDANCE AT PEOPLEPLACE SHALL BE CONSIDERED A PERIOD OF EVALUATION TO DETERMINE THAT THE PROGRAM IS APPROPRIATE FOR THE NEEDS OF THE CHILD. IT IS IMPORTANT THAT BOTH THE FAMILY AND PEOPLEPLACE FEEL CONFIDENT ABOUT THE PLACEMENT OF THE CHILD IN THE PROGRAM. AT ANY TIME DURING THESE SIX WEEKS, EITHER THE FAMILY OR PEOPLEPLACE CAN DETERMINE THAT THE PROGRAM IS INAPPROPRIATE AND TERMINATE THE ENROLLMENT. IF, AT ANY TIME, PEOPLEPLACE FEELS IT NECESSARY TO TERMINATE ENROLLMENT AT ANY POINT IN THE YEAR, IT MAY DO SO.

I HAVE READ AND AGREE TO THE ABOVE INFORMATION (PARENT OR LEGAL GUARDIAN)

SIGNED _____ DATE _____

SIGNED _____ DATE _____

NOTE: DEPOSIT, REGISTRATION FEE, AND ALL COMPLETED PAPERWORK MUST BE RECEIVED AT TIME OF ENROLLMENT IN ORDER TO SECURE A SPOT.

FOR PEOPLEPLACE OFFICE:
DATE ENROLLED: _____ *START DATE:* _____ *WITHDRAWN:* _____
DEPOSIT RECEIVED _____ *REGISTRATION PAID* _____