



# Spring-Mar Welcomes You!

## Welcome to Spring-Mar Preschool!

We are so happy you've chosen to send your little one to Spring-Mar for the 2019-2020 school year! We are looking forward to getting to know your family! Please don't hesitate to ask questions of our staff and our parents, we've ALL been in your shoes.

As a cooperative preschool, we depend on parent participation and chances are you've chosen a co-op so that you can be a big part of your child's earliest education. Together, our parents, teachers, and children build a strong sense of community that we're most proud of and welcome you to experience it with us as well.

In this packet, you'll find many forms that ask many questions. Each form serves a specific purpose and each is needed to ensure that our children have a happy, healthy, and safe school experience.

This year, **ALL FORMS AND FEES ARE DUE MAY 17<sup>th</sup>, 2019**. Some of these forms may need some extra time (e.g. the Student Health form requires a doctor visit/signature/immunizations), so we suggest you review them and send us any questions right away so we can help guide you before the May 17<sup>th</sup> deadline. Any exception to the May 17<sup>th</sup> deadline must be sent in writing and approved by a membership chair by May 14<sup>th</sup>, 2019 or a \$30 fee will be charged.

To ensure your paperwork is complete, we require all families to turn-in their completed paperwork directly to a Membership Co-Chair. We will be available **Tuesday May 14<sup>th</sup>, Wednesday May 15<sup>th</sup> and Friday May 17<sup>th</sup> during school hours (9:30am to 12:00pm)** at Spring-Mar to accept and review your paperwork. Any exception to this drop-off time period must be sent in writing and approved by a membership chair by May 14<sup>th</sup>, 2019.

Have any questions? Please reach out to [membership.springmar@gmail.com](mailto:membership.springmar@gmail.com)

Thank you!

Debby Carver & Tracy Rossi  
Membership Chairs, 2019-2020



# Checklist

**ALL FORMS AND FEES ARE DUE BY MAY 17th, 2019. Exceptions must be in writing and approved by May 14th, 2019.**

## FEES

- First Tuition Installment (May 2020)** (See contract)
- Supply/Field Trip Fee** (See contract)
- Background Check Fee** (\$10 for each parent helper; accompanies Central Registry Release of Information Form
  - Background checks are good for five years; Returning members: Contact membership if you are unsure if you are due for another background check.

**PLEASE complete all forms in FULL including all information and signatures.**

## STUDENT FORMS

- Family Contract**
- Student Health Form**
- Family Information Form** (two copies)
- Blue Emergency Information Card** (attach small photo of your child)
- Yellow Emergency Information Card** (attach small photo of your child)
- Identity Verification Form** (must be completed in person with membership chair/Director)
- Photo Permission Form**

## PARENT HELPER/TEACHER ASSISTANT FORMS

**All of the below forms are needed for EACH cooping adult/teacher assistant**

- Adult Health Form** (TB test needed; TB Tests are good for two years. Returning members-contact us if you're not sure if you are due for another TB test)
- Sworn Statement**
- Fingerprinting Information Form** (Details on how to schedule your required fingerprints with the State of Virginia. You will need to provide membership with your scheduled appointment date when you turn in your paperwork)
- Central Registry Release of Information Form** (Fill out Parts I and II in front of a notary public. Fee is \$10. Returning members – contact us if you're not sure if you are due for another background check.)
- Teacher Assistant Obligation Statement**

All checks can be made payable to SPRING-MAR PRESCHOOL and all fees can be combined in one check. (Any member whose forms are not completed IN FULL and RECEIVED by 5/17/19 subject to a \$30 late fee.) Please turn in all checks and forms in person to Debby Carver or Tracy Rossi by **MAY 17th, 2019**. Contact [membership.springmar@gmail.com](mailto:membership.springmar@gmail.com) with questions.