



# 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 2020-2021 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 JULY 8, 2020**. Some of these forms may need some extra time (e.g. the School Entrance 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 July 8<sup>th</sup> deadline. Any exception to the July 8<sup>th</sup> deadline must be sent in writing and approved by a membership chair by June 30, 2020 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 on Monday, June 29<sup>th</sup> from 10am-12pm and Wednesday, July 8<sup>th</sup> from 10am-12pm at Spring-Mar at our summer play dates 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 June 30<sup>th</sup>, 2020.

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

Thank you!

Meaghan Dunn and Chelsi Shalal  
Membership Chairs, 2020-2021



# Checklist

**ALL FORMS AND FEES ARE DUE BY JULY 8th, 2020. Exceptions must be in writing and approved by June 30th, 2020.**

## FEES

- First Tuition Installment (May 2021)** (See contract)
- Supply/Field Trip Fee** (See contract)
- Background Check Fee** (\$10 for each co-oping adult; 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

- Spring-Mar Enrollment Contract** (this form was emailed to everyone individually)
- School Entrance Health Form \***
- Family Information Form** (please make two copies)
- Emergency ID Card** (attach small photo of your child)
- Identity Verification Form** (new students only; must be completed in person with membership chair/Director)
- Race and Ethnicity Form** (for returning members only)
- Photo Permission Form**

## CO-OPING PARENT FORMS

All of the below forms are needed for EACH co-oping adult

- Co-oping Parent Obligations Form**
- Adult Health and Emergency 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 for each co-oping adult.) \*

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 July 8, 2020 is subject to a \$30 late fee.) Contact [membership.springmar@gmail.com](mailto:membership.springmar@gmail.com) with questions.

**\*These forms have portions that will need to be completed outside your home after the quarantine.**

*Returning Members: If you are not adding any additional co-ops, you do not need to complete the following forms:*

- *Sworn Statement*
- *Fingerprinting Information Form*
- *Central Registry Release of Information Form*
- *Identity Verification Form (unless you have a new child entering school)*