



# Spring-Mar Welcomes You!

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## Welcome to Spring-Mar Preschool!

We are so happy you've chosen to send your little one to Spring-Mar for the 2022-2023 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.

As part of your enrollment, you'll be asked to complete 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 20<sup>th</sup> 2022**. 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 May 20<sup>th</sup> deadline. Any exception to the May 20<sup>th</sup> deadline must be sent in writing and approved by a membership chair by May, 16<sup>th</sup> 2022 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 Chair. We will be available on Thursday, May 19<sup>th</sup> and Friday, May 20<sup>th</sup> from 9:30 am – 10:30 am 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 16<sup>th</sup>, 2022.

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

Thank you!  
Chelsi Shalal  
Membership Chair, 2021-2022



# Checklist

**ALL FORMS AND FEES ARE DUE BY MAY 20<sup>th</sup>, 2022. Exceptions must be in writing and approved by May 16<sup>th</sup>, 2022.**

## FEES

- First Tuition Installment (May 2022)** (See contract)
- Supply Fee** (See contract)

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

## STUDENT FORMS

- Spring-Mar Enrollment Contract**
- Student 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, President, or Director; please bring appropriate document)
- Race and Ethnicity Form**
- Photo Permission Form**
- Health Screening Commitment Form**
- COVID Waiver & Policies**
- Parent Handbook Acknowledgement**

## CO-OPING PARENT FORMS

**All of the below forms are needed for EACH parent who will be helping in school**

- 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. Proof of COVID-19 vaccinations and boosters required – please bring copy.) \*
- 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.) \*
- Interstate Background Checks**

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 May 20<sup>th</sup>, 2022 is subject to a \$30 late fee.) Contact [membership.springmar@gmail.com](mailto:membership.springmar@gmail.com) with questions.