

## Village Preschool of Portland, Inc. Application Packet

Date this form was submitted: \_\_\_\_\_

Please return completed forms, along with the \$75 non-refundable application fee by mail to:

Village Preschool of Portland, P.O. Box 19449, Portland, OR 97280

You may also contact the VP/Membership Chair to arrange returning completed forms in person to the school, located at:

Village Preschool of Portland, 4729 SW Taylors Ferry Rd, Portland, OR 97219

### Your Child

Child's Name (first, middle, last)			
What name does your child prefer to go by?			
Birth Date:		Gender:	Male      Female
Which class is your child applying for? (circle one)	Junior Class (3 by Sept. 1 <sup>st</sup> )	Senior Class (4 by Sept. 1 <sup>st</sup> )	

### Family and Contact Information

Name of Parent/Guardian #1	Name of Parent/Guardian #2
Address	Address (if different than #1)
Phone #1	Phone #1
Phone #2	Phone #2
email	email
Preferred Method of Communication (please circle one): Phone      Text      Email	Preferred Method of Communication (please circle one): Phone      Text      Email
*This information will be included on class rosters.	*This information will be included on class rosters.

This information might be helpful for members interested in setting up childcare exchanges, getting to know the community etc.

Sibling Name	Sibling Birth Date

How did you hear about Village Preschool of Portland?

•Scholarship funds are available for tuition. Please contact VP/Membership Chair for more information. Further forms and documentation will be required.

•Village Preschool does not discriminate on the basis of race, color, national or ethnic origin.

# Village Preschool of Portland

## Health and Emergency Authorization Form

Date completed: \_\_\_\_\_

Child's Name (first, middle, last)			
Birth Date:			Weight:
Parent/ Guardian #1	Parent/ Guardian #2		
Address	Address (if different from #1)		
Home Phone	Home Phone		
Cell Phone	Cell Phone		
Work	Work		

### Emergency Contact Numbers

(List phone numbers in the order you wish the school to call, in case of an emergency.)

	Name	Relationship to the child	Phone Number	Description of Number (Mom cell, Dad work, Grandma, etc.)
#1				
#2				
#3				
#4				
#5				

### Medical/Dental

Pediatrician	Phone
Dentist	Phone
Please list any other medical professionals your child has, that may need to be contacted by medical staff in an emergency (allergist, cardiologist ...etc.)	
Name	Phone

## Insurance

Insurance	
Employer	Employer Phone
Subscriber	Subscriber ID
Group ID	

## Consent for Medical Treatment

\_\_\_\_\_ By my initials, I hereby authorize Village Preschool of Portland, Inc. (VPS) to give consent for all medical and/or surgical treatment that may be necessary for my child during my absence or unavailability.

## Health

Existing Medical Conditions
Current Medications and Dosages
Allergies  *If your child has food allergies, please contact the VP/Membership Chair for additional forms.
Any special characteristics (physical or emotional) of your child? Any specific concerns (extended illness, speech problems, allergies, medications, death in the family, divorce, etc.)? Please attach another page if necessary.

The above-named child has had the proper immunizations and is physically fit to attend Village Preschool.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Authorized Pick Up List

Please list the **first and last name and phone number** of anyone (e.g., babysitter, neighbor, another Village parent, grandparent) who is authorized to pick your child up at school.

First Name	Last Name	Relationship to the Child	Phone Number(s)

## Village Preschool of Portland, Inc. Membership Agreement Form

Child's Name: \_\_\_\_\_

Village Preschool, a cooperative preschool, provides a wonderfully enriching experience for children and parents alike. Of course, a "cooperative" preschool by definition demands the active participation of all of its members. The following is Village Preschool's membership agreement, a covenant that ensures the smooth operation of the entire school program.

By signing below, you demonstrate your willingness to become a member of Village Preschool and fulfill your family's obligations to the school. More importantly, you make a commitment to creating the best possible learning environment for your child.

### **AS A MEMBER OF VILLAGE PRESCHOOL, I AGREE TO:**

1. Turn in registration, health and emergency authorization, immunization forms, and any other required paperwork to the Vice President or other appropriate person before my child begins attending Village Preschool.
2. Read the school handbook carefully, and complete page 1 for my records. The handbook will be distributed at the Fall Orientation Meeting. (Please contact the Membership Chair for the current year's handbook if you wish to read it before signing below).
3. Complete an Oregon Department of Education Criminal History Background Check request form for everyone who will parent help or drive on field trips. The results of the background check will be confidential and will be handled on a case-by-case basis.
4. Perform my Village Preschool job, including reading and consulting my job folder and asking for guidance from the appropriate person if I do not understand my duties.
5. Pay the operating fee, any other fees, and first month's tuition by Fall Orientation. The operating fee is typically collected at the Spring Membership Meeting of the preceding year.
6. Pay tuition by check by the 1<sup>st</sup> of each month and no later than the 10<sup>th</sup> of the month.
7. Attend all mandatory meetings (up to five) or agree to pay the appropriate fee for my absence, or make up the absence with an outside job as assigned by the Lead Teacher or Board if available.
8. Arrive at school by 8:40 a.m. on the days I am scheduled to parent help in the classroom.
9. Arrange in advance to swap parent help shifts if necessary, using the emergency alternate only in the case of a true emergency.
10. Participate in school fundraising.
11. Sign up and participate in work party requirements (2 per family per year or 1 per Board Member family per year).

Parent's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Village Preschool Job Request Form

Child's Name: \_\_\_\_\_ Parent's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_ Class: \_\_\_\_\_

Please indicate your job preference by numbering your choices 1 thru 5. Most of the jobs below only require one person. Everything possible will be done to accommodate your choices but due to varying circumstances, it may not be feasible. The job descriptions below have been condensed. All job descriptions are subject to change. For a complete and current listing of jobs and job descriptions, contact the Jobs Coordinator.

<b>Board Positions (Requires attendance at board meetings once a month)</b>		<b>Non-Board Positions</b>	
<b>President</b> Presides over all meetings and sees that board decisions are carried out.		<b>Equipment &amp; Supplies Coordinator</b> Repairs and maintains inventory of school equipment. Purchases new equipment and general supplies.	<b>Parent Help Coordinator</b> Organizes parent help sign-ups 3 times/year. Posts schedule in calendar and in classroom. Updates changes in calendar.
<b>V.P./Membership Chair</b> In charge of membership and registration.		<b>Fundraising Committee (3)</b> Assists fundraising chairs as needed.	<b>PCPO Representative</b> Attends monthly PCPO meetings and reports to membership or Board.
<b>Treasurer</b> Maintains budget, monthly financial statements, payroll, taxes, deposits and expenses		<b>Hospitality/Snacks</b> Purchases snacks for classroom. Arranges refreshments and does set up/clean up for meetings.	<b>Sr. Class Field Trips Coordinator</b> Works with Lead Teacher to organize and facilitate the field trips.
<b>Secretary</b> Takes and distributes the minutes from all meetings.		<b>Immunizations Coordinator/ Kit Maintenance</b> Handles processing of immunization records. Maintains emergency and first aid	<b>Tuition Coordinator</b> Collects, records and deposits tuition payments. Coordinates the Lunch and Play sign-up sheet.
<b>Sr. or Jr. Class Rep (1 per class)</b> Liaison between the board and membership.		<b>Laundry</b> Takes home & washes dirty laundry weekly. Mends items as needed.	<b>Website Master</b> Maintains & updates the school's website.
<b>Fundraising Chairs (2)</b> Plan, organize and oversee all fundraising events.		<b>Marketing Assistant</b> Supports Marketing Coordinator's efforts to promote marketing.	<b>Work Party Coordinator</b> Schedules, facilitates and attends work parties. Records attendance.
<b>Jobs Coordinator</b> Acts as a liaison between the parents, teachers and board. Assigns jobs.		<b>Newsletter Editor</b> Solicits articles, compiles, prints and distributes monthly newsletter.	
<b>Marketing Coordinator</b> Leads advertising and marketing needs for Village.			

Please indicate any position that you would absolutely not be willing to take: \_\_\_\_\_

Would you be willing to consider a board position? (please circle one)      Yes                      No

\*Please note that Board Members have a reduced requirement of 1 work party per year.

Please list any special skills/experience that would be particularly helpful in a specific job: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_