

# Lincoln Cooperative Preschool

876 East River Road, Lincoln, Vermont  
802.453.3113



Dear Families,

You are receiving this enrollment packet from the Lincoln Cooperative Preschool (LCP) because you have requested it, or because you live in Lincoln and have a child who will preschool age in September 2018. **We, the LCP Board, Head Teacher/Director Kerry Malloy, and Assistant Teacher Laura Hannah, are thrilled you are considering joining the preschool community!**

We strive to support the healthy development and growth of children. We promote:

- A curiosity and love of learning
- Respect for self and others
- Playfulness, independence and responsibility
- A sense of belonging and community

The Lincoln Cooperative Preschool is a delightful place for children ages 3-5 to begin their school years. As a member of a cooperative preschool you and your family are partnering in your child's experience. We provide a loving atmosphere where children are valued, safe, nurtured and respected.

In the pages that follow, we've compiled some basic information for new families. **If you wish to enroll your child or children for the 2018-2019 school year, please submit the following enclosed documents by Monday, March 12 to the preschool's address above, % the Enrollment Committee:**

- **Application for enrollment**
- **Job Preferences Form**
- **Enrollment fee (\$100)**
- **Contract/Check list**

Please do not hesitate to contact us with any questions you may have.

**Kerry Malloy, Director and Head Teacher :** preschool@gmavt.net or kerrym@gmavt.net

## 2017-2018 Parent Board Contact Info:

| Name            | Job                    | email                   | cell phone     |
|-----------------|------------------------|-------------------------|----------------|
| Katie Manaras   | President              | katie.manaras@gmail.com | (802) 999-7083 |
| Amy Masefield   | Treasurer              | amasefield@acsdvt.org   | (802) 318-3313 |
| Melanie Kessler | Parent-Job Coordinator | bikingmelanie@gmail.com | (802) 385-1039 |

## **SOME LCP BASICS:**

### **A TYPICAL DAY:**

Morning begins at 8:00am, with the end of a morning session being 11:30am. Full days go from 8:00am to 3:00pm. If parents need to drop children off earlier in the morning, because of work or any other reason, then children can come anytime after 7:30 am. Preschool children can ride the school bus, at 3:00pm, home, to an after school childcare in Lincoln, or to a friend's house.

There is a daily schedule, but all times are flexible to meet the needs and interests of the children. We also have seasonal parties, field trips, and special event days such as an indoor pool party and pajama day.

|               |   |
|---------------|---|
| 8:00 – 9:00   | Play, social development, one on one work with teachers, special activities                 |
| 9:00 – 9:50   | Clean up, followed by book browsing. Music and movement activities, followed by circle time |
| 9:50 – 10:15  | Work at the 3 tables area. The desk, painting easel, sand box, and light box also a choice. |
| 10:15 – 10:35 | Snack time  |
| 10:35 – 11:00 | Group Story Time  |
| 11:00 – 12:00 | Outdoor Play  |
| 12:00 – 1:00  | Outdoor Lunch and Outdoor Play in nice weather, or Indoor Lunch and Indoor Play             |
| 1:00 – 1:45   | Clean up, quiet rest time   |
| 1:45 – 2:05   | Afternoon snack and more table work   |
| 2:00 – 2:30   | Group Story Time  |
| 2:30 – 3:00   | Outdoor Play  |

### **TUITION:**

VT Public Preschool funding is administered through the local public school districts. Children must be three years old by Sept. 1st, and enrolled for a minimum of 10 hours a week to qualify for public funding. It is the parents responsibility to apply for the Public Preschool funding and we can help get you all of the information on that. The public funding provides money to cover the first ten hours of preschool. At our school, a session (half day) is 3.5 hours so we apply the funding to the student's first 3 sessions (so you get an extra half-hour free!). A child could be enrolled for the following configurations to meet the 10 hour minimum enrollment, 3 mornings a week, a full day and a half day, or two days attending from 8 a.m. to 1 p.m.

Most children attend for more than the minimum 10 hours. Current tuition (2017-2018) rates for sessions BEYOND the three publicly funded sessions are \$85.00/month/session (half day). One full day a week is then is \$170.00/month. That means a child attending for two full days a week (aka. 4 sessions) would only pay \$85.00 per month after the public funding is applied. A child attending 3 full days would pay \$255.00 per month after the public funding is applied, and so on. Parents can also apply for other financial assistance listed on the financial aid page (below). Tuition is the same each month regardless of holidays, inservice days, or snow day cancellations.

### **ENROLLMENT FEE:**

A \$100 enrollment processing fee is due March 15th for regular enrollees, or whenever you enroll if it's at a later date, along with your contract and job preference form, and is non-refundable. This helps cover handwriting workbooks, the paperwork by the director and accountant to set up your enrollment, complete immunization reporting, and to set up your child in the online assessment tool required to participate in the state funding program. Make checks payable to Lincoln Cooperative Preschool and mail or drop off with your enrollment forms to:

Lincoln Cooperative Preschool  
876 East River Rd.  
Lincoln, VT 05443

## **FINANCIAL AID:**

**PUBLIC PRESCHOOL FUNDING.** Access information and the application for public preschool funding on the website of your local school district. ANESU (Addison North East Supervisory Union) or ACSD (Addison Central Supervisory District). The information is usually posted on the websites beginning March 1<sup>st</sup>. We will have copies of the application available at the LCP when they become available as well. The new Public Preschool funding law guarantees funding for 10 hours per week of preschool for all children who will be 3 or 4 by September 1st of the new school year.. Parents must complete the whole application (including proof of residency) and either return it to the Lincoln Cooperative Preschool or to the address listed for your local school district. It is important that the forms be completed before the due date to ensure your funding is in place for the start of the school year.

## **OTHER FUNDING OPPORTUNITIES:**

### **CDD Subsidy**

Subsidized tuition funding is available from the State's Child Development Division CDD. Your local subsidy specialist contact is Jane Reilly at the Mary Johnson Children's Center (MJCC) in Middlebury, 388-4304. There are eligibility requirements for this funding including that parents be employed to qualify for assistance (exception may include a parent who is disabled or is attending school). You can qualify for subsidy funding IN ADDITION to the Public Preschool funding. If your child is not 3 by September 1, 2017, you might be able to get state subsidy funding. You should contact the subsidy specialist in the spring to determine if you might be eligible for subsidy funding in the fall.

We require that families apply for the public preschool funding, if your child is eligible, AND state subsidy funding before requesting financial assistance from the Preschool scholarship fund..

### **Tuition Assistance from the Preschool**

When fiscally possible, tuition assistance from LCPS is available to any family demonstrating a need for financial assistance. If you are denied assistance for state subsidy funding, you may apply for tuition assistance through the preschool. For your application to be considered, the Board may require written proof of denial from the subsidy specialist.

Applications for preschool scholarships are available from the Treasurer, President, at the preschool and for download on our website. Typically, the preschool scholarship awarded is for one session. A child attending for 2 full days (4 sessions) would pay no tuition per month after the public funding and the scholarship. Available funds will be evenly distributed among qualified applicants, regardless of

individual schedules or incomes.\*\* As the preschool is a cooperative, we reserve the right to deny tuition assistance money to any family not actively participating in required cooperative tasks.

\*\*In school years when there are limited funds, tuition assistance will be awarded to only those most in need. The tuition assistance committee (the board) will review all applications and determine which families will receive awards. We do not foresee this as a problem but must consider the possibility.

## COOPERATIVE MODEL

True to our name, Lincoln Cooperative Preschool runs on family involvement. While professional teachers Kerry Malloy, Laura Hannah and Amber Thomas do the classroom teaching, families are asked to:

1. Sign up for and carry out the responsibilities of a job or serve on the Board
2. Participate in work parties (4 hours total per year. This fall we replaced the sandbox and stained the fence. Kids welcome)
3. Provide shared snack several times each year
4. Fundraise a minimum of \$200 annually through events and sales organized by the school community (or buy out by paying \$200 - but you should come to the events, they're fun?)

This year's Board will do our best to assign jobs to families based on your preferences. Don't forget to submit your job preferences form! The Preschool's Board of Directors consists of 3 or more parents, and serving on the Board counts as a job. Serving on the Board is on average a greater time commitment than the other jobs; for this reason LCP offers one free session to families with a parent on the Board (worth \$85/month). If you're interested in serving on the Board - great! Feel free to indicate this on the job preference form. We'll vote to elect next year's Board at an all-school meeting in May.

### Non-Board Jobs:

- Wreath Sale Fundraiser (2 families)
- Spaghetti Dinner Fundraiser (3 families)
- Seed Sale Fundraiser (2 families)
- Kid's Night Out Fundraiser (2 families)
- Building and Grounds Leader (1 family)
- Building and Grounds support (3-4 families)
- Website (1 family)
- Snack Schedule (1 family)
- Grant writing (3 families)

### ● Members At-large (0-2)

\*Serving on the Board is, on average, a greater time commitment than other jobs. For this reason, LCP offers an incentive of one free session to families with a parent on the Board (\$85/month)

### Board Position Jobs\*:

- President
- Treasurer
- Parent Job Coordinator