

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 be 3 or 4 in September 2019. **We, the LCP Board, Head Teacher/Director Kerry Malloy, and Assistant Teacher Laura Hannah, are thrilled that you are considering joining the preschool community!**

LCP is a delightful place for children ages 3-5 to begin their school years. We provide a loving atmosphere where children are valued, safe, nurtured and respected. As a member of a cooperative preschool, you and your family are partnering in your child's experience. In the pages that follow, we've compiled some information for new families, in an effort to give you a basic introduction to the school. **If you wish to enroll your child or children for the 2019-2020 school year, please submit the following enclosed documents by Monday, March 11 to the preschool's address above:**

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

To visit the school, you can join us for an open house on February 12 between 5:30 and 7:30 or contact Kerry to make an alternate plan. 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.

Sincerely,
Katie Manaras and the LCP Board

2018-2019 Parent Board Contact Info:

Name	Job	email	cell phone
Katie Manaras	President	katie.manaras@gmail.com	(802) 999-7083
Deina Olstad	Treasurer	dluberts@nordlandstudio.com	(802) 453-2955
Melanie Kessler	Parent-Job Coordinator	bikingmelanie@gmail.com	(802) 385-1039
Erin Buckwalter	Secretary	erin.buckwalter@gmail.com	(802) 343-5396

LINCOLN COOPERATIVE PRESCHOOL 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 are choices.
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 covers 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 \$170.00/month. That means a child attending for two full days a week (aka 4 sessions) would only pay out of pocket \$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 non-refundable 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. This helps cover handwriting workbooks, paperwork by the director and accountant to set up your enrollment, complete immunization reporting, and setting 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

PUBLIC PRESCHOOL FUNDING. Access information and the application for public preschool funding on the website of your local school district. ANESU (Addison Northeast Supervisory Union) or ACSD (Addison Central Supervisory District). The information is usually posted on the websites beginning March 1st. We will have copies of the application available at 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 LCP 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.

FINANCIAL AID:

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 LCP scholarship fund.

Tuition Assistance from the Preschool

When fiscally possible, tuition assistance from LCP 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 are 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 filling one of the 3 officer positions on the Board (i.e. the first 3 positions noted in the list below, worth \$85/month). If you're interested in serving on the Board - great! Feel free to indicate this on the job preference form. Our bylaws require us to elect next year's Board at an all-school meeting in May. All current members are "graduating" as their kids move on to kindergarten, so we are recruiting new members to help run the school!

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 & technology (1 family)
- Snack Schedule (1 family)
- Grant writing (3 families)

Board Position Jobs:

- President
- Treasurer
- Parent Job Coordinator
- Members At-large (0-2)