

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 2023.

We, the LCP Board, Head Teacher/Director Kerry Malloy, and Assistant Teachers Amber Thomas, Laura Hannah & Christine Birong-Smith 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. The full parent/caregiver handbook and additional registration documents will be sent to enrolled families during the summer. Information on universal pre-k funding, state subsidy preschool financial aid, and Lincoln Co-op Preschool financial assistance scholarships are included in this packet.

Enrollment is now open. Please submit your application now, or as soon as you make your enrollment decisions. The enrollment deadline is March 3rd for priority consideration. There is open enrollment after that date until all spots are filled. Please submit the following enclosed documents by Friday, March 3rd to the preschool's address above:

- **Application for enrollment**
- **Job Preferences Form**
- **Enrollment fee (\$50) (This will only be cashed if your child gets enrolled)**
- **Contract/Checklist**

We will have an Open House for new prospective families to see the school and meet teachers on Wednesday Feb. 1st from 5-7pm. If you can not make it at that time please contact Kerry to set-up another time to visit. 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,

Coco Moseley and the LCP Board

Parent Board Contact Info:

Name	Job	email	cell phone
Coco Moseley	President	snowyfjord@gmail.com	(802) 477-3973
Megan Hannah	Treasurer	mjones634@gmail.com	(802) 349-5986
Jenny Bates	Parent-Job Coordinator	jennylawson23@gmail.com	(978) 895-5491

LINCOLN COOPERATIVE PRESCHOOL BASICS:

A TYPICAL DAY:

Morning begins at 8:00am, 7:30 for early arrivers. Full days go from 8:00am to 3:00pm. The majority of enrolled children attend for full days. If parents need to drop children off earlier in the morning, because of work schedule or any other reason, or have children stay a little later, then **children can come anytime after 7:30 a.m. and stay until 3:30 p.m.** Preschool children can ride the school bus at 3:00pm to a Lincoln home, to an after school childcare in Lincoln, or to a friend's house. (the bus availability may change with Lincoln becoming its own district) Half day is generally 8:00 to 11:30 but we can be flexible with children staying until 12:00 or 1:00 pm.

There is a daily schedule, but all times are flexible to meet the needs and interests of the children. We also have seasonal/holiday parties, field trips, and special event days such as pajama day or Teddy Bear Picnic. We usually are inside from 7:30 to 11:00, and outdoors from 11:00 to 3:00. Children's play is our priority.

7:30- 8:00	Early arrivers get settled in and start play
8:00 – 9:00	Play, social development, one-on-one work with teachers, special activities
9:00 – 9:50	Everyone cleans up, followed by children's book browsing. Music and movement activities, followed by group circle time.
9:50 – 10:20	Free choice of activities/project work at the 3 tables area; the writing desk, painting easel, sand box, or light table.
10:20 – 11:00	Group story time while tables are cleared, snack time, finish stories
11:00 – 12:00	Outdoor play
12:00 – 1:00	Outdoor lunch and outdoor play (at our picnic area or in our outdoor classroom) Gardening and other outdoor activities available.
1:00 – 1:45	Clean up, quiet rest time (rest time in our outdoor classroom most of the year)
1:45 – 2:05	Afternoon snack
2:15 – 2:30	Group story time outside
2:30 – 3:00	Outdoor play

TUITION:

VT Universal Preschool funding (UPK) 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 (2023-2024) rates for sessions BEYOND the three publicly funded sessions are \$93.00/**month**/session (half day). One full day a week is then \$186.00/month. That means a child attending for two full days a week (aka 4 sessions) would only pay out of pocket \$93.00 per month after the public funding is applied. A child attending 3 full days would pay \$279.00 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.

Children who turn 3 after the Sept. 1st cut off for Public PreK funding pay \$93 per half day per month or \$186 per full day per month. A child attending 2 full days per month, with no public funding would pay \$366 per month. All families can apply for state subsidy funding and there are a limited number of preschool scholarships available.

ENROLLMENT FEE:

A \$50 non-refundable enrollment processing fee is due March 3rd 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, and complete immunization reporting. **Families that will be sending their children only for 10 hours per week and who will receive Public PreK funding do not need to pay this \$50 enrollment fee.** All other families, please make checks payable to Lincoln Cooperative Preschool and include with your enrollment forms to:

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

*If enrollment is full and your child does not get a spot, we will return your enrollment fee.

VT UNIVERSAL PRESCHOOL FUNDING, UPK. Information and the application for UPK funding is **on the website of your local school district.** *For families in the Lincoln School District: Please stay tuned for the enrollment application for Public Preschool Funding (Universal Pre-K).* *For families in the MAUSD (Bristol, Monkton, Starksboro, New Haven) the enrollment/application for Public Preschool Funding (Universal Pre-K) can be found at the MAUSD Early Education website [here](#).* 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 UPK 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 **return it 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 at the Mary Johnson Children's Center (MJCC) in Middlebury, (802) 388-4304. There are eligibility requirements for this funding including that parents be employed to qualify for assistance (exceptions 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, 2022, 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 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, Amber Thomas, Christine Birong-Smith & Laura Hannah 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. One year, we replaced the sandbox and stained the fence, applied mulch where needed. Kids are welcome. (There is an option to buy out.)
3. Provide shared snacks 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 as an officer on the Board counts as a job. Serving as an officer on the Board is on average a greater time commitment than the other jobs; for this reason LCP offers one free session worth \$93/month to families with a parent filling one of the 3 officer positions on the Board (President, Treasurer, and Parent Job Coordinator). This free session is not provided to Board Members-At-Large. 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.

Non-Board Jobs:

- Wreath Sale Fundraiser (2 families)
- Spaghetti Dinner/50-50 Raffle Fundraiser (3 families)
- Seed Sale Fundraiser (2 families)
- Online Auction Fundraiser (2-3 families)
- Building and Grounds Leader (1 family)
- Building and Grounds support (3-4 families)
- Website & technology (1 family)
- Assistant to Kerry - think errands, laundry, etc (1 family)
- Snack Schedule (1 family)
- Grant writing (3 families)

Board Position Jobs:

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