



Lollipop Cooperative Preschool
1280 East Aurora Road
Macedonia, OH 44056
(330) 467-6849
www.lollipoppreschool.com

Dear Parents:

Welcome to Lollipop Cooperative Preschool! We are so happy that your family will be joining us for the 2017-2018 school year. Lollipop Cooperative Preschool aligns our curriculum with Ohio's Step Up to Quality state standards thus ensuring that you and your child's experiences with us will be both educational and fun. Your first obligation for the school year will be the April parent meeting. This meeting will be held on **Monday, April 24th at 7:30 pm** in the church's fellowship hall. One parent is **REQUIRED** to attend, although both are certainly welcome. Please remember that children do not attend this meeting.

Enclosed you will find five (5) forms that must be filled out and returned to me along with a nonrefundable registration fee of \$55.00. Please make your check payable to Lollipop Cooperative Preschool. Completed forms and registration check can be dropped off at school or mailed to the following address.

Lollipop Cooperative Preschool
Attn: Deanna Bendlak
1280 East Aurora Road
Macedonia, OH 44056

**Registration Form
Working Parent Form
Maintenance Project Form
Position to Fill Form
Family Information for SUTQ Form**

Again, welcome to Lollipop for a fun filled year and I'll look forward to meeting you at the April parent meeting. Please feel free to contact me at (440) 223-5165 or email me at vicepresident@lollipoppreschool.com with any questions you may have.

Sincerely,

Deanna Bendlak

ENROLLING CLASS: _____



LOLLIPOP COOPERATIVE PRESCHOOL REGISTRATION FORM

Welcome to Lollipop Cooperative Preschool Year _____

PLEASE PRINT CLEARLY

Child's Name _____ Class _____

Child's DOB _____ Boy _____ Girl _____

Mother's Name _____

Father's Name _____

Address _____ Phone _____

City _____ Zip _____

Email _____

Mom's Work # _____ Mom's Cell# _____

Dad's Work # _____ Dad's Cell # _____

Participating Parent in Class _____ Yes _____ or check _____ No: _____

(Participating Parents commit to work 10% of the school days in the classroom and one additional maintenance project. If you choose not to work in the classroom you are required to complete two maintenance projects.)

**Ethnic Origin _____ Race _____

***Ethnic Origin refers to your child, not yourself. We are required to ask this information by the IRS. If you object to these questions the school cannot require you to fill them in.*

I DO _____ I DO NOT _____ give my permission to have my name, phone number, address, child's name & birthday listed on the class roster.

(Distributed to Lollipop members only)

SIGNATURE OF PARENT

DATE

Date Received: _____ Check#: _____



**LOLLIPOP COOPERATIVE PRESCHOOL
WORKING PARENT FORM**

Lollipop recognizes the value of our parents as "TEACHERS" in the classroom! As a member of Lollipop, you will be working with the children to help them gain as much as possible from the preschool experience. The CLASS PARENT will be using this form to make the **Working Parent Schedule** for the upcoming school year.

Child's Name: _____ Date of Birth: _____

Enrolled Class(es) (please circle at least one):

- 3's AM or 3's PM (*must be 3 by August 1st*)
- 3-DAY PRE-K AM or 3-DAY PRE-K PM (*must be 4 by October 1st*)
- 4-DAY PRE-K AM or 4-DAY PRE-K PM (*must be 4 by August 1st*)
- ENRICHMENT (*available to Pre-K students only*)

Mother's Name: _____

Father's Name: _____

Address: _____

Home Phone: _____ Email Address: _____

Work Phone: _____ Cell Phone: _____

**Who will be the primary working parent?: _____

**Phone Number: _____

Preferred days for participation: _____

Do you have a car at your disposal daily?: _____

If we would need to cancel class whom should we notify?: _____

Phone Number and email: _____ Relationship to child: _____

PLEASE CIRCLE ONE:

New Parent

Returning Parent (enrolled last year)

Alumni Parent

****PLEASE NOTE:** This name and phone number will be listed on the Working Parent Schedule.

Maintenance Committee Selection Form

One of the ways Lollipop keeps our tuition costs down is by having our members perform various maintenance tasks or work on various maintenance projects throughout the year. Members who work in the classroom are required to serve on one maintenance committee for the year for each child who is enrolled at Lollipop. Members who do not work in the classroom are required to serve on two maintenance committees or two projects for one committee for the year for each child who is enrolled at Lollipop.

Please indicate your first (1), second (2), and third (3) choices for maintenance committee. While we cannot guarantee that you will be assigned to one of your top choices, every effort is made to accommodate member preferences. Descriptions of each maintenance committee and associated projects are detailed on the attached sheet.

Parent(s) Name(s): _____

Child's Name: _____

(If you have multiple children enrolled, please fill out a separate sheet for each child.)

Class _____ **AM or PM**

Maintenance Committee Choices

_____ Building & Grounds Maintenance Committee

_____ Class Pets Committee

_____ Family Events Committee

_____ Library Maintenance Committee

_____ Marketing & Publicity Committee

_____ Web Maintenance Committee

_____ Fundraising Committee

Please indicate if you have any technical or practical experience in computers, carpentry, electrical, plumbing, etc. for special projects that may come up.

Maintenance Committee Descriptions

These are descriptions for the responsibilities of each maintenance committee as a whole for the entire year. You are not required to participate in every maintenance project within your committee. Parents who work in the classroom will be assigned to one maintenance project within their committee. Parents who do not work in the classroom will be assigned to two maintenance projects within their committee. For example, if you work in the classroom and you are assigned to the Building & Grounds Maintenance committee, you may be assigned to the school opening maintenance project. You would not also be assigned to playground clean-up.

Building & Grounds Maintenance: (COORDINATED BY BUILDING REP)

Maintains our playground throughout the year. Existing responsibilities include spray for bees, pull weeds, mulch, and wash playground equipment. Also, thoroughly cleans all rooms, toys, and equipment before school opening. *(20-25 people needed)*

Class Pets Committee: (COORDINATED BY FAMILY EVENTS)

Cleans class pet cages once every 10-14 days for 2-3 months. **NOTE:** The responsibilities of this committee are performed during the school/work day. Please do not sign up for this committee if you are unable to be at the school during normal school hours. *(3-4 people needed)*

Family Events Committee: (COORDINATED BY FAMILY EVENTS)

Assist the Family Events coordinator with the fall and spring family events (setting up and tearing down). Completes general cleaning throughout the year and thoroughly cleans all rooms, toys, and equipment at mid-year. **NOTE:** The responsibilities of this committee are performed during the school/work day. Please do not sign up for this committee if you are unable to be at the school during normal school hours. *(20-23 people needed)*

Fundraising Committee: (COORDINATED BY FUNDRAISING CHAIR)

Oversee the annual fundraising for the school through a parent voted fundraiser(s). Not to exceed more than two fundraising events per year. *(1-6 people)*

Library Maintenance Committee: (COORDINATED BY LIBRARIAN)

Maintains organization of library and re-shelves all books on a weekly basis according to themes labeled on the shelves. Dusts library shelves and keeps library looking generally tidy. **NOTE:** The responsibilities of this committee are performed during the school/work day. Please do not sign up for this committee if you are unable to be at the school during normal school hours. *(3-4 people needed)*

Marketing & Publicity Committee: (COORDINATED BY MARKETING/PUBLICITY CHAIR)

Promotes Lollipop and helps to bring in new members through marketing events throughout the year. Existing events include Trunk or Treat (October), Open House (February), Eggstravaganza (March/April), and the Rec Center Egg Hunt (March/April). *(12-15 people needed)*

Web maintenance: (COORDINATED BY PRESIDENT)

Assist the President with updating and maintaining Lollipop's website and social media presence. Members of this committee must have web development and or maintenance experience. *(One person needed.)*



Date: _____

Positions to Fill Form

Parent(s) Name: _____ Phone #: _____

Child's Name: _____ Class: _____

Parents are needed to fill the above positions listed below. Please place a check mark (✓) next to any of the positions that you are interested in volunteering for. Selections of the Executive Board will be voted on via ballot at the upcoming parent meeting. The incoming Executive Board will select the executive committee and other positions listed.

Executive Board Positions (Meet Monthly)

- _____ President
- _____ Vice President
- _____ Secretary
- _____ Treasurer
- _____ Asst. Treasurer
- _____ Curriculum Director
- _____ Family Events Director

Executive Committee Positions (Meet Monthly with Exec. Board)

- _____ Purchasing Chair
- _____ Fundraising Chair
- _____ Building Representative
- _____ Marketing/Publicity Chair
- _____ Tuition Clerk

Other Positions

(Not required, but encouraged to attend monthly meetings)

Class Parent:

- | | | |
|--------------------------|----------------------|----------------------|
| _____ Newsletter Chair | _____ 3AM | _____ 3PM |
| _____ Librarian | _____ 3-DAY PRE-KAM | _____ 3-DAY PRE-K PM |
| _____ Philanthropy Chair | _____ 4-DAY PRE-K AM | _____ 4-DAY PRE-K PM |

_____ I am not interested in volunteering for any of the above positions. Please sign me up for a maintenance project only, based upon my choices from the Maintenance Project Form.

Please indicate which of the above positions you have previously held at Lollipop:

EXECUTIVE BOARD

Note: The executive board is exempt from a Maintenance Project for the school year.

- President:** Serves as official representative of the school. Presides over all meetings. Serves as Director of the Board and the Co-op. Orders the preparations of, receives and correlates reports of officers, committees, etc. Responsible for researching policies when required. Oversees Website Maintenance Committee, Facebook page and company email.
- Vice President:** Registrar – responsible for enrollment and membership lists. Handles all correspondence. Coordinates with President and Marketing Committee Chair: Parent Orientation, Open House and registration. Fulfills President's duties when President is unavailable. Supervises class parents.
- Secretary:** Keeps minutes of all meetings. Submits meeting minutes to Newsletter for publication. Takes roll call. Files and maintains student medical, health and transportation forms. Tracks fingerprinting results along with the Administrator for teachers.
- Treasurer:** Responsible for financial matters of the school including insurance, filing tax forms, and financial reports. Oversees payroll. Keeps the books and arranges audit at fiscal year end. Supervises Assistant Treasurer.
(CPA preferred for this position)
- Asst. Treasurer:** Pays expenses of school. Audits petty cash.
- Cirriculum Director:** Coordinates lesson plans of teachers. Acts as liason between teaching staff and Board. Initiates hiring procedure when necessary. Secures substitute teachers when necessary.
(Position requires a background in education)
- Family Events Dir:** Initiates all committee positions. Responsible for maintaining and improving the physical setting of the school, the toys and the equipment (inside and outside) through the scheduling of various maintenance projects assigned of members. Orders and distributes Lollipop t-shirts/sweatshirts and tote bags. Organizes fall/spring family outings.

EXECUTIVE COMMITTEE

Note: These positions are exempt from a Maintenance Project for the school year.

- Purchasing Chair:** Purchases supplies and equipment for the school. Keeps updated inventory on all supplies. Procures bids on all major purchases.
- Fundraising Chair:** Oversees Fundraising Committee. Organizes and oversees all fundraising projects for the school, both mandatory and optional with the help of the fundraising committee (1-2 per year).
- Building Rep Chair:** Oversees Building Rep Committee. Liaison between the school and the building owner. Handles all building problems. Clears dates and room locations for any Lollipop meetings and/or functions. Sets up annual building, health and fire inspections. Responsible for weekly maintenance (refills cleaning solutions, checks vacuum cleaners, makes copies of snack registers and clean-up duties). Assists President with any negotiations.
- Marketing/Publicity:** Oversees the Marketing and Publicity Committee with help of the Vice President. Responsible for all school publicity of Registration, Open House, School Happenings, etc. through local newspapers, magazines, flyers, posters, etc.
- Tuition Clerk:** Collects tuition, registration fees, and fines. Deposits all monies. Keeps a record of all monies received.

OTHER POSITIONS

Note: These positions are exempt from Maintenance Project for the school year.

- Newsletter Chair:** Publishes monthly newsletter to parents by gathering information from teachers, Board and Committee Members. Responsible for emailing the finished publication out to all members and posting one copy on each of the classroom's bulletin boards.
- Librarian:** Oversees the Librarian Committee. Keeps school library lists up-to-date. Orders and distributes Scholastic/See Saw books. Responsible for the Birthday Book Club.
- Philanthropy Chair:** Organizes projects (2-3 per year) as an outreach to help others in the community. Past projects have included (but not limited to) Thanksgiving and Easter food baskets, Toys for Tots, and collections for nonprofit organizations.
- Class Parent:** Schedules working days for parents. Assists teachers with parties and special events. Makes birthday crowns and collects items for holiday treat bags. Acts as "Sunshine Representative." May do other special projects throughout the year as requested by teachers. Notifies parents in class via telephone and/or email at the request of teacher or President when necessary. Must be able to email and/or have computer access. Coordinates Teacher Appreciation Week.
(One (1) parent required per class)

Ohio Department of Job and Family Services
FAMILY INFORMATION
FOR STEP UP TO QUALITY PROGRAMS (SUTQ)

Child's Last Name	First Name	Nick Name (if any)	Gender M/F
<i>By providing complete information about your child, you will be assisting staff in creating a positive experience for him/her while in care. List any information about your child's habits, abilities or personality that you feel will be helpful to the staff while caring for your child.</i>			
Who is in the child's immediate family?			
Who lives at home with your child?			
Do you have any pets at home? If so, what are they and what are their names?			
What is the primary language spoken in your child's home?			
Are there any special family arrangements, such as shared parenting, living in two homes, or custody specifications, etc.? Additional Details?			
What special talents/hobbies/occupations do you or other members of your family have that they would be willing to share?			
Are there any changes or transitions that your child has recently experienced or is experiencing? (moved from crib to bed, divorce, new home, death of family member, friend or pet) Additional Details?			
Are there any cultural or religious practices of your family we should be aware of? (Dietary restrictions, clothing, head coverings, etc.)			
Are there any religious objections to a none sectarian prayer before snack?			
Has your child had a previous care arrangement? Yes or No Additional Details? (Center based, in home, with family, with parents, etc.)			

Is your child on any kind of daily medication or have any medical issues that we should be made aware of?
Are there any foods your child should not be fed? (Licensing requires documentation be completed for children with food allergies and/or dietary restrictions)
Please list words that best describe your child's personality and behavior?
Are there additional personality and behavior characteristics that would be useful to know about your child?
Does your child use his or her right hand or left hand?
What are your child's special interests?
Are there things that frighten your child? If so, how does he/she react and what do you do to comfort him/her?
What routines/actions or items do you use to comfort your child?
What causes your child to feel angry or frustrated?
What methods do you use to respond to your child's negative behavior?
Is your child toilet trained? If not, have you started the toilet training process? Please explain the process used.
Does your child need assistance when using the toilet? If so, how?
What words, gestures or signs does your child use if he/she needs to use the bathroom?
Does your child have trouble sleeping (Night terrors, trouble going to sleep, etc.)? Please explain.

What might you and/or your child be anxious about as he/she starts in this program?	
What are you and/or your child excited about as he/she starts in this program?	
What are your expectations of this program?	
What other information would be helpful for the staff caring for your child to know?	
Parent/Guardian's Signature	Date