



evergreen kids corner cooperative preschool

201 South 8th Street, Hamilton, MT, 59840 • 406-363-1688 • evergreenkidscorner.org

Registration Form (Please Print)

Date _____ Gender: M / F School Year: 2017-2018

Child's Birthday _____ Child's Current Age _____

Child's Full Name _____

Guardian: Mom
 Dad
 Other _____

Address _____
(Street) (City/State/ZIP)

Phone # _____ Email Address _____

Additional Guardian: Mom
 Dad
 Other _____

Address _____
(Street) (City/State/ZIP)

Phone # _____ Email Address _____

Child lives with: mom dad both parents other: _____

Does your child have any known allergies? _____

Emergency Contact _____ Phone # _____

How did you hear about us? _____

I would like to enroll my child in the following class:

_____ **2 Year Old Class**
(children must be 2 at start of school year)

Tuesday and Thursday
9:00am-12:00pm
\$95 per month

_____ **3 Year Old Class**
(children must be 3 at start of school year)

Monday, Wednesday, Friday
9:00am-12:00pm
\$140 per month

_____ **Pre-K Class**
(children must be eligible for kindergarten the following school year)

Monday through Thursday
12:30pm-3:30pm
\$185 per month

Evergreen Kids Corner Preschool does not discriminate in its admission policies or in the administration of its program.

Please Read and Sign Reverse Side

FOR OFFICE USE ONLY

\$35 Registration Fee Rec'd by: _____ Date: _____ Entered In QB: _____

FOR STUDENTS WHO START MID-MONTH:

Start Date: _____ Prorated Tuition: _____ Rec'd by: _____

Evergreen Kids Corner Cooperative Preschool

Policy Overview

Parent Participation

Evergreen Kids Corner is a non-profit, parent-run cooperative school. Co-op members serve as the school's Board of Directors which is responsible for making budget decisions, hiring teachers and setting school policy. The EKC Parent Handbook is given to all enrolled families at the beginning of the school year. It is our belief that a child thrives in a community of respect and benefits by learning from a variety of adults from whom they can gain confidence, independence and love. As a means of nurturing our community, all parents assist in their child's classroom on a rotating basis, serve on a minimum of one school committee, complete seasonal block hours, contribute to fundraising programs and are *encouraged* (not obligated) to attend monthly Board Meetings. Families may opt out of their committee and/or parent helper obligations by agreeing to pay an additional monthly tuition fee (as stated in the Parent Handbook) prior to starting classes.

Tuition Policy

1. Priority enrollment is reserved for currently enrolled children and takes place throughout the month of March. Beginning on April 1st, siblings of current students and alumni have second priority through April 15th, after which time registration is open to the public and continues throughout the school year on a first-come, first-served basis until full enrollment is achieved.
2. Each school year EKC requires a non-refundable registration fee of \$35 per child. If you are enrolling more than one child per family, registration is \$35 for the first child and \$25 for the second. **Payment must accompany the registration form in order to reserve a place at the school.** Please mail the registration form and fee to: **Evergreen Kids Corner, c/o Secretary, 201 South 8th St, Hamilton, MT 59840.** Applications are considered in the order in which they are received.
3. **Tuition payment is due the first day of every month from September through May. Payments received after the 15th will incur a \$35 late fee.** Please make tuition checks payable to Evergreen Kids Corner (EKC) and place in the Tuition Box located in the school's entryway or mail c/o Treasurer to the above mentioned mailing address. There will be no reduction in monthly tuition for individual days missed due to illness, holidays, weather, extended vacation, etc. Scholarships may be available depending on the financial condition of the school. If you have any questions, please contact the Secretary or Treasurer at 363-1688.

School Records

The registration paperwork must be completed and turned in by the first week of school. As a reminder, every child is **required** to have the Certificate of Immunization *or* Affidavit of Exemption from Montana Immunizations completed **before** they start school. The state of Montana requires that the Certificate of Immunization is filled out and signed by a doctor, the health department or school. Due to the turnover in our board of directors we ask that you have the form completed by a Doctor or the Health Department. Attaching copies of your child's immunization records to the form will not be accepted. EKC will only review immunization records under special circumstances. If you have any questions, please contact the Secretary at 363-1688. Thank you.

I have read the EKC Policy Overview and understand that my child will not be considered for registration until this form is completed and signed and a non-refundable \$35 registration fee is received (all fees subject to change).

Signature _____ Date: _____