



Northshore Cooperative Preschool REGISTRATION CHECKLIST

Thank you for choosing NCP! Please review this checklist to ensure your registration packet is complete upon submission.

STAGE 1: APPLICATION

The application form is required for:

- Families new to NCP
- NCP Alumni
- Current NCP families wanting to enroll a new student
- Current NCP families wanting to enroll in Honeybee Family class
- Current NCP families wanting to enroll a Honeybee Family class student in an age-specific class

The application is NOT required for:

- Students currently enrolled in an age-specific class (Inchworms, Caterpillars, or Ladybugs). These students are guaranteed a spot in the next age group during the annual registration week in January/February. Please skip to Stage 2 if your student is continuing to the next age group.

A. NCP Application Form

- Please complete one form per child.
 - * If you are applying to the Family class, and have an infant under 6 months of age that will be attending class with their older sibling(s), please register the infant as well.
- Indicate which parent/guardian will work in the classroom most often by checking the “Primary Classroom Parent” box by their name. If another non-parent adult will be attending with your child on a regular basis, please list them as an “Other Primary Classroom Adult”.
- Read the registration information.
- Sign and date the bottom of the page.

If your application is accepted, and a spot is available in your chosen class, you will be asked to complete an enrollment package (Stage 2). (During the annual registration week, current families whose children are not moving up to the next age group may submit the enrollment package along with their application. However, this is optional, and does not guarantee your child a place in class.)

STAGE 2: ENROLLMENT

A completed enrollment package is required for to secure your child’s spot in a class. If our volunteer Registrar has NOT offered you a spot in your chosen class, you are NOT required to submit any of the following items.

A. Enrollment Contract

- Please complete one contract per class.
 - * If you have more than one child in the **SAME** class, please complete one contract.
 - * If you have a child in multiple classes, please complete one contract per class for that child.
- Review the school policies and enrollment checklists on page 1 and 2.
- Enter the tuition amount for the class at the top of page 3, under AUTHORIZATIONS. If applicable, subtract the student discount. (See tuition and discount amounts for each class below.)
- Read and initial all of the AUTHORIZATIONS statements on page 3.
- Sign and date the signature field below the AUTHORIZATIONS on page 3.
- Leave the "Specific Classroom and School Responsibilities" box **BLANK**. You will complete and sign this at your class orientation.

B. Medical Information and Emergency Release Form

- Please complete one form per class.
 - * If you have more than one child in the **SAME** class please complete one form.
 - * If you have a child in multiple classes, please complete one form per class for that child.
- Please choose at least one preschool member adult, OR provide contact information for at least one local adult.
 - * You will have an opportunity to update this form at your class orientation (or at any time during the school year) if you wish to add names of preschool member adults allowed to take your child home.
- Sign and date the bottom of the form.

C. Lake Washington Institute of Technology (LW Tech) Registration Form

PLEASE NOTE: This form is required to register a PARENT / CAREGIVER in the LWIT-funded parent education component of our program.

- Please complete one form per **class** with the PARENT or CAREGIVER's information.
 - * If you have two children in the **SAME** class, two adults must register with LWIT.
 - * If you have a child/children registered in more than one class, one form for each class must be completed, but the same adult can register for each class.
- Please leave the "Student ID" and "Requested Class" sections **BLANK**. Families returning to NCP can skip the questions on the second page.
- Sign under "Student Signature" and date the form.

D. Immunization Status Form

- Please complete one form per child.
 - * If your child needs to be exempted from one or more immunizations, please complete the immunization exemption form.
- Sign the two boxes at the top right of the Certification of Immunization form.

IF APPLICABLE: Immunization Exemption Form

- Follow the step-by-step instructions on the form.
- Have the form signed by your child’s doctor.
- Sign at the bottom of the form.

Registration Fee (one-time annual fee, nonrefundable)

- \$50 is required for the each child.
- Make checks payable to NCP.
- Write your child/children’s name and class in the memo line.

Tuition Amounts and Discounts

Class	Regular Tuition	*Sibling Discount (15% off)	Tuition after Discount	**Sibling Tuition Rate
Honeybee (Family)	\$60	\$9.00	\$51.00	\$30
Inchworm (1/2s)	\$60	\$9.00	\$51.00	N/A
Caterpillar (2/3s)	\$100	\$15.00	\$85.00	N/A
Ladybug (3/4s)	\$150	\$22.50	\$127.50	N/A
Butterfly (4/5s)	\$165	\$24.75	\$140.25	N/A

*When siblings are enrolled in different classes, the discount is applied to the class with lower tuition. A student enrolled in both an age-specific class and Family class is eligible for the 15% discount on Family class.

** The sibling tuition rate applies only to families with multiple children in the Honeybee Family class. Tuition for the first child is \$60, and \$30 for each additional child (50% discount). Tuition will be waived for infants in Family class, until the month they turn 6 months of age.

Tuition Examples

Family A: One child in Ladybug (3/4) and other child in Inchworm (1/2).

Ladybug tuition	PLUS	Inchworm discount rate	EQUALS	TOTAL
\$150	+	\$51	=	\$201

Family B: One child in Caterpillar (2/3) and SAME child plus sibling in Honeybee (Family).

Caterpillar tuition	PLUS	Honeybee discount rate	PLUS	Honeybee sibling rate	EQUALS	TOTAL
\$100	+	\$51	+	\$30	=	\$181

Family C: Two children in Honeybee (Family).

Honeybee tuition	PLUS	Honeybee sibling rate	EQUALS	TOTAL
\$60	+	\$30	=	\$90

Family D: Two children in Butterfly (4/5).

Butterfly tuition	PLUS	Butterfly discount rate	EQUALS	TOTAL
\$165	+	\$140.25	=	\$205.25