

TRINITY PRESBYTERIAN PRESCHOOL

FAMILY PREFERENCES

We will make every effort to accommodate requests. In the event a conflict arises, it is your responsibility to arrange a swap with another Trinity parent. Your requested preference days will not be considered unless all paperwork is complete and turned in by August 1.

CHILD(REN)'S LAST NAME: \_\_\_\_\_

CLASS: \_\_\_ Twos \_\_\_ Threes \_\_\_ Mixed Age \_\_\_ Pre-K Plus \_\_\_ PM Pre-K

CO-OP PLAN (Threes, Mixed Age & Pre-K only): \_\_\_ 1-Day \_\_\_ 2-Day

IF PREGNANT, please indicate your due date: \_\_\_\_\_. We offer a six-week Maternity Leave.<sup>1</sup>

\_\_\_ I do not need a leave; I have family members who will co-op for me.

CO-OP WORK DAYS

Any adult family member/caregiver may co-op. All co-oping adults are required to attend mandatory Co-Op Meetings (2-3) throughout the school year.

Please list only those adults with complete medical records attached or on file. Do not include adults who "may" help co-op. Additional co-operators may be added at any time by submitting the required Co-Op Adult Participation documents.

Primary Co-Op Adult Name: \_\_\_\_\_ Relation to child(ren): \_\_\_\_\_

Co-Op Adult Name: \_\_\_\_\_ Relation to child(ren): \_\_\_\_\_

Co-Op Adult Name: \_\_\_\_\_ Relation to child(ren): \_\_\_\_\_

Please note: Every attempt is made to honor the 1-day or 2-day co-op preference per month for our Threes, Mixed Age and Pre-K families. According to the actual number of school days per month, families may be scheduled for more, or fewer days per month, but never more than nine or eighteen total days during the school year.

Twos I prefer to work on: \_\_\_ Tuesday \_\_\_ Thursday \_\_\_ Either

Threes I'm available to work on: \_\_\_ Monday \_\_\_ Wednesday \_\_\_ Friday
I CANNOT work on: \_\_\_ Monday \_\_\_ Wednesday \_\_\_ Friday

Mixed Age I'm available to work on: \_\_\_ Monday \_\_\_ Wednesday \_\_\_ Friday
I CANNOT work on: \_\_\_ Monday \_\_\_ Wednesday \_\_\_ Friday

PM Pre-K/ Pre-K Plus I'm available to work on: \_\_\_ Tues \_\_\_ Weds \_\_\_ Thurs \_\_\_ Fri
I CANNOT work on: \_\_\_ Tues \_\_\_ Weds \_\_\_ Thurs \_\_\_ Fri

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1 MATERNITY LEAVE Mothers may take six calendar weeks maternity leave from co-oping (holiday weeks are included in the leave time). Co-oping parents may bring young infants in front or back packs, car seats, etc., until they are mobile.

## MAINTENANCE DAYS

We understand the busy lives of our families sometimes warrant the need for flexibility. Maintenance Days are not required but may be completed to earn a deposit refund. Maintenance Days are held on Saturdays from 8:00am – 11:00am. **Please review the options below and indicate a preference for each parent:**

\_\_\_\_\_ **Opt Out**

I/we prefer to opt out. I/we understand the \$150 Maintenance Fee(s) will be applied toward the cost of hired personnel.

\_\_\_\_\_  
**Parent / Guardian Name** *(please print)*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Parent / Guardian Name** *(please print)*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_ **Complete a Maintenance Day**

I/we will commit to completing a Maintenance Day. I understand upon completion of a workday, my/our \$150 Maintenance Fee will be refunded. The schedule will be distributed in September.

**Parent / Guardian Name:** \_\_\_\_\_  
*Please print.*

**Email:** \_\_\_\_\_

**Parent / Guardian Name:** \_\_\_\_\_  
*Please print.*

**Email:** \_\_\_\_\_