



# Red Barn Cooperative Preschool

*Where children make discoveries  
and build their knowledge*

**2022-2023**

www.redbarnpreschool.com  
info@redbarnpreschool.com  
503-630-2365

396 NE Pierce St  
PO Box 1309  
Estacada, OR 97023

## **ABOUT US:**

Established in 1977, Red Barn School is a non-profit, non-sectarian, private cooperative preschool. Governed by a board of parents, the school offers families an opportunity to be involved in their child's first education experience. Red Barn is a member of the Parent-Child Preschools Organization (PCPO), a statewide association of cooperative preschools.

## **CURRICULUM:**

Red Barn offers extensive curriculum materials and experiences. Art media of all kinds, role playing, music, creative movement, stories, table toys, building blocks, outside large-motor development and field trips provide the wide variety of learning important to children in the early childhood years. Community visitors and parents sharing their special interests and talents enrich the child's daily experience at school.

## **TEACHERS:**

Teachers at Red Barn are experienced, caring and compassionate. And most of all they LOVE their job! Our goal is to hire teachers with a degree in Early Childhood Education or working towards one.

## **CHILDREN:**

Develop curiosity, imagination, creativity and new interests. Gain social skills, independence, and self-confidence. Learn language, listening, pre-writing, pre-reading, math, science, fine and gross motor skills.

## **PARENTS:**

Cultivate parent-child relationships. Watch their children grow. Share their skills and talents. Build a lasting network of friendships.

## **OUR LOCATION:**

Our school at 396 NE Pierce was custom designed with the preschool child in mind. The indoor environment allows for quiet spaces, active spaces, art areas, and dramatic play. It is bright and open and much larger than it appears. Our playground has climbing structures, swings, activity tables, a planting bench, sand box and lots of supplemental toys to rotate for ever-changing activities. It is fenced on all sides for safety.

## **Pre-Kindergarten Session:**

The morning session is for children who are four years old by September 1st. Students attend school on Tuesdays, Wednesdays, and Thursdays from \*8:00 – 11:00 for a full **3 hours** per day.

## **Preschool Session:**

The afternoon session is for children who are three years old by September 1<sup>st</sup> and are potty trained. Students attend school on Tuesdays, Wednesdays and Thursdays from \*12:00 – 2:30 for a full **2 1/2 hours** per day.

\*Times subject to change based on Estacada School District start and stop times.

Red Barn does not discriminate on the basis of race, color, National and ethnic origin or religion. Red Barn is a 501(c)(3) non-profit organization.



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## 2022-2023 SCHOOL YEAR ENROLLMENT APPLICATION

Child's name: \_\_\_\_\_  
(First and Last)

Nickname \_\_\_\_\_ Birth date: \_\_\_\_\_ Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP Code \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Address (if different): \_\_\_\_\_

Occupation: \_\_\_\_\_ Business Phone \_\_\_\_\_

E-mail address: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Address (if different) \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Occupation: \_\_\_\_\_ Business Phone \_\_\_\_\_

E-mail address: \_\_\_\_\_

Sibling Names: \_\_\_\_\_ Age: \_\_\_\_\_ Boy/Girl: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other adults living in the home:

Name: \_\_\_\_\_ Relationship \_\_\_\_\_  
\_\_\_\_\_

Child's previous school or group experience: \_\_\_\_\_

Parent's previous experience with groups of children: \_\_\_\_\_

**TUITION AND FEES:**

	<b>Option A</b>	<b>*Option B</b>	<b>*Option C</b>	<b>*Option D</b>
<b>AM Monthly Tuition (Pre-K) (4yrs by Sept 1) :</b>	<b>\$120</b>	<b>\$150</b>	<b>\$180</b>	<b>\$210</b>
<b>PM Monthly Tuition (Preschool) (3yrs by Sept 1):</b>	<b>\$105</b>	<b>\$130</b>	<b>\$155</b>	<b>\$185</b>
<b>Monthly Class Helper Days:</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Job Required:</b>	<b>Yes</b>	<b>Yes</b>	<b>#Yes</b>	<b>No</b>
<b>Annual Cleaning Days Required:</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>Attend Fall/Spring Meetings:</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Yearly Registration/Supplies Fee*:</b> <small>(*this fee is NON-REFUNDABLE)</small>	<b>\$75</b>	<b>\$75</b>	<b>\$75</b>	<b>\$75</b>

(# Must choose job marked with # symbol)

**Your preferred enrollment option:** \_\_\_\_\_

\*If the enrollment for a class is at 9 or less students there could be a max of 3 option "B" and a max of 1 option C & D combined.

If the enrollment for a class is 10 - 15 students there could be a max of 4 option "B" and a max of 2 option C & D combined.

If the enrollment for a class is 16 - 18 students there could be a max of 6 option "B" and a max of 2 option C & D combined.

**Class Session:**

**AM (Pre-Kindergarten emphasis) (4yrs by Sept 1):** **\*8:00 AM – 11:00 AM, T-W-Th** \_\_\_\_\_

**PM (Preschool emphasis) (3yrs by Sept 1):** **\*12 NOON – 2:30 PM, T-W-Th** \_\_\_\_\_

\*Times subject to change based on Estacada School District start and stop times.

**TUITION/ REGISTRATION** – The registration fee is due at the time of registration. First and last months are due the first class session. Remaining months are due the first class session of each month. If a child is to be withdrawn, thirty days notice of the withdrawal must be given in writing and tuition for the last month will be used for that month. Your tuition will be determined by your selection of enrollment option. Payments not received by the 5<sup>th</sup> of the month will be charged a \$10.00+ late fee. Tuition is based on a 9 month average; there are no discounts for shorter months.

**MONTHLY CLASS HELPER DAYS** – Parents will act as in-class aides during their child’s class. Roles include snack helper, juice helper, and assistant teacher. Snack helpers will be responsible for providing healthy snacks for the class on that day. Juice helpers will be responsible for providing juice for the class on that day.

**JOBS** – Parents will be responsible for either regularly-occurring school jobs or Board Member positions. Board meetings will be held monthly; participation is mandatory. Board jobs have specific additional responsibilities- please see the listing that follows for details. Generally time spent on Board/jobs is 1-3 hours per month.

**ANNUAL CLEANING DAYS** – Red Barn conducts three cleaning days throughout the school year. Each day usually requires 1-2 hours of work; Red Barn will provide all cleaning supplies.

**FALL/SPRING MEETINGS** – All parents are required to attend the fall Orientation session (usually held in August or September) and the General Meeting in Spring. Additionally, parents are encouraged to attend monthly class meeting for updates regarding class events, field trips, etc.

**FUNDRAISING** – Each family is required to help at the annual auction and raise a minimum of \$175 thought-out the year.

**DISCOUNTS** - There is a 10% discount for families with multiple children enrolled.

A 5% discount will be given if entire year’s tuition is paid up front.

<b><u>ADDITIONAL FEES</u></b>	Parent Help - No Call/No Show	\$ 35.00
	Late to Parent Help Fee	\$ 10.00 (helpers arrive 20min early, 5min grace period)
	+Late Tuition Payment Fee	\$ 10.00 1 <sup>st</sup> time \$20.00 thereafter

Red Barn tuition is subject to change at the beginning of each school year. I have read this application carefully and understand my obligations as a parent in the Red Barn Cooperative Preschool.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Date Received** \_\_\_\_\_

## HEALTH INFORMATION

CHILD'S NAME: \_\_\_\_\_

Your child's up-to-date immunization record must be submitted no later than October 1st.

Does your child have any known allergies: Yes \_\_\_\_\_ No \_\_\_\_\_ (if yes please complete the following)

My child is allergic to the following medicine(s): \_\_\_\_\_

My child is allergic to the following food(s): \_\_\_\_\_  
(List only those foods your child is unable to eat.)

Does your child have any special needs we should be aware of?

(I.e. physical, medical, etc.): \_\_\_\_\_

(Do you wish this information to be kept confidential? Yes \_\_\_\_\_ No \_\_\_\_\_)

## EMERGENCY INFORMATION

**In the event of an emergency and I am unable to be reached, I give my consent for the teacher or another responsible adult to obtain medical aid for my child.**

PARENT/GUARDIAN: \_\_\_\_\_ Date: \_\_\_\_\_

Physician's Name \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

In case of an emergency please list where you can be reached along with two other people you would like us to contact during school hours if you are unavailable:

Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## FIELD TRIP PERMISSION

\_\_\_\_\_ (CHILD) has my permission to go on Red Barn Preschool field trips. I understand that the school's liability insurance does not cover accidents during the transport of children. All drivers on school field trips shall carry liability insurance and that is the coverage applicable when you child is being transported to field trip locations.

PARENT/GUARDIAN: \_\_\_\_\_ Date: \_\_\_\_\_

(Individual field trip forms will be completed prior to each event)

**FIELD TRIP AUTOMOBILE AND DRIVER  
LIABILITY INSURANCE INFORMATION**

(Please list your auto insurance)

Name of insured: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Policy #: \_\_\_\_\_ Agent: \_\_\_\_\_ Phone \_\_\_\_\_

I understand that the school's liability insurance does not cover accidents which might occur while transporting children on field trips. I understand that my personal automobile liability insurance would be the coverage in force in that event. My liability coverage for bodily injury is a minimum of 100,000/300,000.

**The above information is true and accurate to the best of my knowledge.**

Signature of insured: \_\_\_\_\_ Driver's license # \_\_\_\_\_  
Expiration Date \_\_\_\_\_

Signature of insured: \_\_\_\_\_ Driver's license # \_\_\_\_\_  
Expiration Date \_\_\_\_\_

**Please check here if you do not drive \_\_\_\_\_.**

**CHILD RELEASE PERMISSION**

The following people have my permission to pick up: \_\_\_\_\_  
(Your child's name)

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

PARENT/GUARDIAN: \_\_\_\_\_ Date: \_\_\_\_\_

**PHOTO RELEASE FOR:** (Child's name) \_\_\_\_\_

I give permission for photos of my child to appear in: (check all that apply)

- \_\_\_\_ Red Barn online photo storage      \_\_\_\_ Red Barn website  
\_\_\_\_ local newspapers      \_\_\_\_ Other newspapers or print media  
\_\_\_\_ Thank you posters around town      \_\_\_\_ Social Media (such as but not limited to Facebook)  
\_\_\_\_ I do not want any photos of my child to be taken

PARENT/GUARDIAN: \_\_\_\_\_ Date: \_\_\_\_\_

**PUBLICITY SURVEY**

How did you find out about Red Barn Preschool? Please check all that apply.

- \_\_\_\_ Phone book      \_\_\_\_ friends or relatives      \_\_\_\_ flyers or brochures  
\_\_\_\_ School sign      \_\_\_\_ Local Parades      \_\_\_\_ newspaper article  
\_\_\_\_ Newspaper advertisement      \_\_\_\_ Other: \_\_\_\_\_

Parent's Name(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alumni: \_\_\_\_\_ New Member: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Child's Name: \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_

**BOARD AND NON-BOARD POSITIONS**

- \* *President*
- Treasurer/Payroll*
- Asst. Treasurer*
- \* *Fundraising Chairperson*
- # *Vice President*
- # *Secretary*
- Class Representative (2)*
- Registrar/Job Coordinator*
- Librarian*
- Publicity*
- Earthquake Preparedness*
- Field Trip Coordinator*
- + *Parent Help Coordinator (2)*
- # *Housekeeping (4)*
- # *Fundraising Committee (3)*
- # *PCPO Representative*
- Seamstress / Laundry*
- + *Curriculum Assistant*
- # *Hospitality/Childcare*
- # *Maintenance In / Out*
- Pet Care*
- + *Substitute Teacher (2)*
- Supply Person*
- + *Decorating Assistant*

**KEY**

*Board position*

- \* Alumni preferred
- + Option A parent
- # Option C parent or Working parent

All Members who have selected **Option A, B or C** on their registration form will be assigned a job.

Please list 3 preferences from the categories above and return with your application.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**A brief description of each job is listed on the following 2 pages.**

## **ALPHABETICAL LIST OF BOARD POSITIONS**

**Board Members meet monthly at Red Barn School.**

**ASSISTANT TREASURER** – Shall be responsible for collecting, logging and depositing money (tuition, registration, fundraising), and assisting the treasurer as needed.

**CLASS REPRESENTATIVES** – (one per class) Shall be responsible for organizing all class parties, welcoming new members, acting as liaison between parents, teacher, and board members.

**FUNDRAISING CHAIR** – Shall be responsible for organizing and planning all school fundraisers and auctions. Shall have a committee of three additional members to help fulfill these responsibilities.

**PRESIDENT** – Shall be responsible for setting the agenda and presiding at all executive Board and General meetings, assisting any board member with a problem in his/her job or any individual having difficulty fulfilling his/her responsibilities for the school, attending all PCPO President meetings.

**REGISTRAR/JOB COORDINATOR** – Shall be responsible for maintaining sufficient copies of registration forms, enrolling all new and returning students, and keeping teacher, board members and class representatives aware of enrollment status. Shall also be responsible for assigning jobs to all registered parents. And producing and distributing current telephone lists.

**SECRETARY** – Shall be responsible for writing, preserving, copying and distributing accurate meeting minutes for members attending board meetings and general meetings. Minutes should be completed by the next board meeting.

**TREASURER** – Shall be responsible for maintaining the school budget, keeping accurate records of monthly banking transactions, payroll, tax records, and insurance. Position will serve as a member on the scholarship committee.

**VICE PRESIDENT** – assumes responsibilities in the absence of the President. Vice President shall be responsible for overseeing the property at 396 NE Pierce including but not limited to contact with the City of Estacada and Clackamas County.

## **ALPHABETICAL LIST OF NON-BOARD POSITIONS**

**CHILDCARE/HOSPITALITY** – Shall be responsible for arranging for childcare during school functions and collecting of childcare fees, set-up and clean up of refreshments, and providing snacks for General Meetings and assists the fundraising committee.

**CURRICULUM ASSISTANT** – (one per class) Shall be responsible for completing teacher requests that support the taught curriculum prior to the arrival of the parent helpers. Including the mixing of paints, monthly making of play dough, decorating bulletin boards and other tasks assigned by the teacher.

**DECORATING ASSISTANT** – Shall be responsible to assist the Teacher in decorating the school for the various themes or holidays.

**EARTHQUAKE & EMERGENCY PREPAREDNESS** – Shall be responsible for distributing information letters to parents, checking off to confirm receipt of emergency kits for each child and returning them at the end of the school year.

**FIELD TRIP COORDINATOR** – (one per class) Shall be responsible for all necessary arrangements for monthly class field trips, including the preparation of announcements and sign-up sheets for drivers and helpers.

**FUNDRAISING COMMITTEE** – (3 members) Shall be responsible for assisting the Fundraising Chair in the organizing and planning of school fundraisers and auctions.

**HOUSEKEEPERS** – (4 members) Shall share responsibilities of the weekly cleaning of the indoor facility. A complete list of duties is on file with the President.

**LAUNDRY/SEAMSTRESS** – Shall be responsible for collecting dirty towels once a week, washing and drying and returning them to school. Shall be responsible for sewing needs of the school, including the creating of clothing for the special areas and the repair of existing materials.

**LIBRARIAN** – Shall be responsible for the selection and maintenance of the library books and providing for a monthly book review published in the newsletter.

**MAINTENANCE IN/OUT** – Shall be responsible for maintaining interior and exterior school play area. Including repairing equipment, toys, and furniture. Work done by organized work parties or the contracting of professional help needs board approval.

**PARENT HELP COORDINATORS** - (one per class) Shall be responsible for preparing and distributing the monthly parent help calendar.

**PET CARE** – Shall be responsible for all care of any live organisms. Included in the duties shall be the purchasing of the organism, supplies and needed contracted services following approval of the board.

**PUBLICITY** – Shall be responsible for writing and placing advertisements as needed for Red Barn Preschool events, reviewing and renewing ads in yellow pages and Clackamas County News as per board approval.

**PCPO REPRESENTATIVE** – Shall be responsible for attending monthly Parent Child Preschools of Oregon (PCPO) meetings and sharing all pertinent information with the board members. Position will involve travel.

**SUBSTITUTE TEACHERS** – (one per class) Shall be responsible for all duties of the assistant teacher during their absence.

**SUPPLY PERSON** – Shall be responsible for maintaining the supplies needed for cleaning and for classroom use. Costco card required.