



# Red Barn Cooperative Preschool

2023-2024

[www.redbarnpreschool.com](http://www.redbarnpreschool.com)  
[info@redbarnpreschool.com](mailto:info@redbarnpreschool.com)  
503-630-2365

396 NE Pierce St  
PO Box 1309  
Estacada, OR 97023

Thank you for considering Red Barn preschool. You should know that Red Barn operates in a true co-op fashion. This is unique for a preschool because as the caregiver in a co-op, you are a part “owner” of the preschool and will share in maintaining the preschool, decision making, fundraising, attending meetings and can serve on a committee responsible for a specific task that enables our school to continue to run smoothly. We offer tuition options that are based on the level of involvement the caregiver chooses. Parents become partners in their child’s education by working as teacher assistants and participate in the hands-on learning environment of the classroom.

The benefits of a cooperative preschool include:

- comparatively low tuition
- the opportunity to work directly with children (including your own) in an environment geared to their needs
- to discover positive ways to interact within our families
- meeting new families and developing friendships
- Learning invaluable information and gaining insight and various viewpoints regarding child development and relevant topics pertaining to your child(ren)

## 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 believes in the learning and growth through play. 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.

## 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, and lots of supplemental toys to rotate for ever-changing activities. It is fenced on all sides for safety.

## Pre-Kindergarten Session:

This session is for children who are four years old by September 1st. Students attend school on Tuesdays and Thursdays from 9am – 12pm for a full **3 hours** per day.

## Preschool Session:

This session is for children who are three years old by September 1<sup>st</sup> and are potty trained or working towards it. Students attend school on Mondays and Wednesday from 9–11am.

\*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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## 2023 - 2024 SCHOOL YEAR ENROLLMENT APPLICATION

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

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

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

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

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 & Registration

	Option A	Option B	Option C*	Option D
Monthly Tuition (Pre-K) (4yrs by Sept 1):	\$130	\$160	\$210	\$250
Monthly Tuition (Preschool) (3yrs by Sept 1):	\$115	\$140	\$200	\$225
Monthly Class Helper Days:	2	1	0	0
Job Required:	Yes	Yes	Yes	No
Annual Cleaning Days Required:	2	1	1	None
Annual Fundraising Requirement \$100:	Yes	Yes	Yes	Yes
Attend Fall/Spring Meetings:	Yes	Yes	Yes	Yes
Yearly Registration/Supplies Fee**:	\$100	\$100	\$100	\$100

\*If the enrollment for a class is at 9 or less students there will be a max of 3 option "B" and a max of 1 option C.  
 If the enrollment for a class is 10 - 15 students there will be a max of 4 option "B", a max of 2 option C and 1 option D.  
 If the enrollment for a class is 16 - 18 students there will be a max of 6 option "B", a max of 3 option C and 2 option D.

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

**WE CAN CUSTOM TAILOR ENROLLMENT OPTIONS FOR YOU – PLEASE ASK!**

### Class Session:

3 Years by Sept 1<sup>st</sup> (Preschool emphasis) 9-11am Mon & Wed \_\_\_\_\_

4 Years by Sept 1<sup>st</sup> (Kindergarten readiness) 9am-12pm Tues & Thurs \_\_\_\_\_

**TUITION/ REGISTRATION** – The registration fee is due at the time of registration. First month tuition is due at the first class session. Remaining months are due the first class session of each month. There is a 10% discount for families with multiple children enrolled. If a child is to be withdrawn, thirty days notice of the withdrawal must be given in writing. Your tuition will be determined by your selection of enrollment option. Payments not received by the 10<sup>th</sup> of the month will be charged a \$10.00 late fee.

**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 require about 30 minutes 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 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** – All parents are required to help at the annual auction fundraiser. All other fundraisers are optional but are used to meet a \$100 yearly fundraising minimum.

### **ADDITIONAL FEES**

Parent Help - No Call/No Show	\$ 30.00
Late to Parent Help Fee	\$ 10.00 (after 8:50am)
Late Tuition Payment Fee	\$ 10.00

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 December 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 \_\_\_\_\_

Location: \_\_\_\_\_ 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: \_\_\_\_\_

In the event of a bathroom accident and I am unable to be reached I give permission to the following adults to assist my child in changing clothing. This list can be updated at any time.

Name: \_\_\_\_\_ 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**

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)

This list can be updated at any time and the teacher may be reached by cell phone if there needs to be last minute changes.

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: \_\_\_\_\_

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

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

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

Child's Name: \_\_\_\_\_ 3 Year old (Preschool) \_\_\_\_\_ 4 Year old (PreK) \_\_\_\_\_

### **BOARD AND NON-BOARD POSITIONS**

- |                                    |   |
|------------------------------------|---|
| * <i>President</i>                 | # <i>Housekeeping (2)</i>                                     |
| <i>Treasurer/Payroll</i>           | # <i>PCPO Representative (must attend 2 monthly meetings)</i> |
| <i>Assistant Treasurer</i>         | # <i>Supply Person</i>  |
| * <i>Fundraising Chairperson</i>   | + <i>Curriculum Assistant</i>                                 |
| # <i>Vice President</i>            | # <i>Maintenance In / Out</i>                                 |
| <i>Secretary</i>                   | + <i>Decorating Assistant</i>                                 |
| <i>Class Representative</i>        | + <i>Substitute Teacher (2)</i>                               |
| * <i>Registrar/Job Coordinator</i> | # <i>Field Trip Coordinator</i>                               |

### **KEY**

*Board position*

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

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 page.

## **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. Maintaining the monthly parent help calendar.

**FUNDRAISING CHAIR** – Shall be responsible for organizing and planning all school fundraisers and auctions.

**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. Be responsible for assigning jobs to all registered parents. Produce and distribute current telephone lists. Distribute Earthquake preparedness information letters to parents and checking off to confirm receipt of emergency kits for each child and returning them at the end of the school year.

**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. Performs publicity duties including advertising, updating the website and social media platforms and any local news articles.

**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. The vice president collects and submits the immunization reports required by Clackamas County Health.

## **NON-BOARD POSITIONS**

**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.

**HOUSEKEEPERS** – (3 members) Shall share responsibilities of the weekly cleaning of the indoor facility. A complete list of duties is on file with the President and will be given to each person. During the assigned week the person shall be responsible for collecting dirty towels once a week, washing and drying and returning them to school.

**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.

**PCPO REPRESENTATIVE** – Shall be responsible for attending one monthly Parent Child Preschools of Oregon (PCPO) meetings via zoom and attending all the monthly board meetings to share all pertinent information with the board members. Position can eventually involve travel but at the moment PCPO meetings are performed over zoom.

**SUBSTITUTE TEACHERS** – (2 Members) Shall be responsible for all duties of the teacher during their absence.

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

**FIELD TRIP COORDINATOR** - Shall be responsible for contacting the establishment at least one month prior to field trip to confirm the date and time. Be responsible for copying the insurance paperwork for each child to place in the field trip backpack and making sure all necessary supplies is included.