

Emergency Contact #1

First Name: _____ Last Name: _____

Address: _____

Phone Number: _____ Email: _____

Relationship to the Child: _____

Emergency Contact #2

First Name: _____ Last Name: _____

Address: _____

Phone Number: _____ Email: _____

Relationship to the Child: _____

Volunteer Information

As a member of DCP, you are required to serve on a committee while your child is enrolled in the school. Parents who volunteer as members of the Board of Trustees are exempt from serving on Committees. Please indicate the Committee on which you prefer to serve, ranked from 1 to 3 in order of preference. Descriptions and definitions of each Committee and Board Position are listed below. Please review this information before indicating your preferences. Committee designations will be finalized by the Board of Trustees in time for the first General Meeting of the DCP Membership in September.

Committee Volunteers:

_____ Marketing & Communications Committee

_____ Facilities & Maintenance Committee

_____ Fund Raising & Events Committee

Please check this box if you are interested in being a Committee Leader. Committee Leaders are required to attend all monthly Board Meetings.

Board of Trustees:

If you are interested in serving as a volunteer on the DCP Board of Trustees, please indicate which position(s) you are interested in by checking one or more of the boxes below:

President Vice President Treasurer Registrar Secretary Parent Leader

Committee Information

- **Marketing & Communications Committee is responsible for:**
 - All communications that are generated by the Board of Trustees, Committees, Teachers, and Parents.
 - All marketing that is required to support DCP Events, Fund Raisers, and other events associated with the school and local community.
 - Specific responsibilities and designations include:
 - Monthly or Quarterly DCP Electronic Newsletter to All Members
 - Webmaster of www.dcpreschool.org
 - Paid advertising campaigns
 - PR and community outreach
 - Creation and maintenance of creative collateral and branded assets
- **Facilities & Maintenance Committee is responsible for:**
 - Managing relationship with cleaning service providers
 - Maintaining relationship with the City of Duvall for facilities upkeep, maintenance, health and safety issues
 - Scheduling and coordinating “deep cleanings” of the facilities
 - Ensuring DCP is compliant with State Health & Safety Regulations
 - Inventory of DCP Assets for curriculum and insurance purposes
 - Purchasing of capital materials, curriculum materials, and other items deemed necessary by the Board of Trustees
- **Fund Raising & Events Committee is responsible for:**
 - Achieving revenue / fund-raising targets set by the Board of Trustees
 - Managing on-site and remote events (set-up, coordination, tear-down) for fund-raising and/or marketing purposes
 - Assistance with Annual Meetings and Assemblies of the Membership

Board of Trustees Information:

President: The President shall be the principal executive officer of the corporation and shall in general, supervise and control all of the business and affairs of the corporation. The President shall preside at all meetings of the members and all meetings of the Board of Trustees and in general shall perform all duties as may be prescribed by the Board of Trustees.

Vice President: The Vice President must ensure that the Committee Leaders attend each Board Meeting and present/facilitate at Parent Ed Meetings as appropriate. In the event that a Committee Leader is unable to attend a scheduled meeting, the Vice President must represent the work of that Committee Leader at the meeting.

Registrar: Responsible for enrolling students and answering questions of potential participants. The Registrar term is from January to January.

The Secretary: Responsible for keeping the minutes of the meetings of the members and of the Board of Trustees, ensuring that all notices are duly given in accordance with the provisions of the bylaws, is the custodian of the corporate records, and in general perform all the duties incident to the office of Secretary.

Treasurer: Responsible for the budget of the Cooperative, receiving and managing the tuition and registration fees set by the Board, delivering a budget statement at the monthly board meetings, and coordinating with the Registrar for enrollment-related activities.

Parent Leaders: Responsible for serving as a liaison between the parents, instructors, and DCP Board. Since instructors are not members of the Board of Trustees, Parent Leaders represent teachers and students at monthly board meetings. Parent Leaders are also responsible assisting instructors with specific communications, activities, and work items associated with their individual classes.

Legal and Compulsory Information:

Enrollment & Membership

Acceptance into the program is subject to review and approval of the Board of Trustees. Payment of the registration fee to Duvall Cooperative Preschool enrolls your child as a student in the program and ratifies one parent as a member of the Cooperative. DCP reserves the right to conduct background and criminal history checks on any existing or pending member for the purpose of ensuring the safety of the children, parents, instructors and volunteers associated with the Cooperative. All required documentation and fees due must be received by the start of the first day of school. If this material is not complete, your child may not be admitted to the school until it is received.

Contact Information

Registration materials, payments, and official documentation must be mailed to:

Duvall Cooperative Preschool
PO Box 1311
Duvall, WA 98019

You can submit your inquiries to dcpreschool@gmail.com or visit the website at www.dcpreschool.org.

Revision Date: May 15, 2011