

Welcome to CHUP

Being a member of a co-op preschool means that we all work together to run a school that will greatly benefit our children. We work in the classroom helping the teacher, interacting with the children, and sharing in the teaching. In return we get to participate in an experience we will never be able to duplicate.

We do go on field trips occasionally. Parents are responsible for their own transportation to the outing and are to remain with their child. We also have a Halloween party and a Christmas party where all the parents and other special guests can attend.

On your scheduled work day, you will be assigned a duty for that day. You may be asked to bring a snack; and these assignments are rotated among the parents. Parents of the four-year-old classes will occasionally make homemade play dough. Parents of the three-year-old classes will take home the paint smocks to wash. You will be scheduled to work in the class approximately two or three times per month depending on class size.

We do have fundraisers. Each family is required to participate in the fundraisers. Ways to meet this fundraising obligation are outlined in the constitution. The funds raised are used to operate the school and help keep tuition costs down. We need help from all our co-op families and friends.

The constitution contains the rules for the school. Please take time to read the constitution. It offers answers to commonly asked questions. Everyone will receive the constitution at the August Orientation Tea as well as a school calendar which loosely follows the Dearborn Public Schools schedule. We follow their snow day policy. If they do not have school because of snow, then CHUP does not either.

Each family is assigned a job to do in the co-op. It may be a board position, committee chairperson, committee assistant, or one of several miscellaneous positions. Please read the "Job Preference Sheet" found in this packet and the constitution for more information regarding your assigned job.

In this packet, you will find several forms that need to be completed before your child attends CHUP. **If you enrolled your child before or during May, please turn these completed forms in by the due date listed below to the Membership Chairperson. If you enrolled your child after May, please return these forms to the Membership Chairperson as soon as possible. The only form that may be returned later is the green health form if your child does not see the doctor until the summer. Please return the green health form as soon as it is completed by the doctor. At the latest, you may return the green health form at the Orientation Tea held in the latter part of August.** Some of these forms are required by the State of Michigan as we are governed and inspected by the Department of Human Services. We are

fortunate to have them for guidance. Following their rules helps to keep our school a safe place for our children. We ask that when a forms states "Signature of Both Parents" that both parents sign the form. If the forms are not filled out completely, they will be returned to you.

The completed forms are due by May 21st. (If you enrolled your child after May, please return these forms to the Membership Chairperson as soon as possible.)

Please return them to:

**Jeni Cole (313) 792-8224
24631 Carlisle St
Dearborn, MI 48124**

You can place them in her CHUP mailbox (through May), drop them by her house, or mail them to her.

Enclosed in this packet you will find a Child Information Record. The Department of Human Services requires that **ALL** sections be filled out. Please refer to the instruction sheet when completing the form. **REMEMBER THIS FORM IS THE LINK TO YOU IF AN EMERGENCY HAPPENS IN SCHOOL. THEY ARE EXTREMELY IMPORTANT TO YOUR CHILD, YOU AND THE TEACHE**