



Registration Procedures – 2009- 2010 School Year

Thank you for your interest in Amador Cooperative Preschool (ACP)! If you would like to enroll your child in ACP and become a member of our nonprofit cooperative organization for the 2009-2010 school year, please follow the steps listed below:

1. Obtain a “Request for Admission Packet” form, available at our Open House in April, or by request thereafter by calling (209) 257-0622.
2. Complete the form and submit it at the Open House or by mail to the address on the form. Be sure to include your non-refundable \$25 registration fee. A separate form and fee should be submitted for each child you’re interested in enrolling.
3. Upon receipt of your request and fee, you will be given an Admission Packet. Complete the entire Admission Packet, including the doctor visit for your child(ren) and TB test for all participating adults, and return the completed packet to the address indicated as soon as possible. Be sure to include payment as directed. Please contact us if you are having trouble completing any portion of the Admission Packet.
4. Once we have received your completed Admission Packet, we will notify you by phone within two (2) weeks as to whether or not you and your child(ren) have been admitted to the preschool. Enrollment will occur on a first-come, first-served basis, will final enrollment decisions at the discretion of the Board of Directors.
5. If you have completed all admission requirements and are not granted membership, you may be placed on a waiting list (in order of date of receipt of completed Admission Packet), and you will be contacted if space becomes available. If you do not wish to be put on a waiting list, or if space does not become available during the school year, you can request that your registration fee be refunded.
6. Once your membership has been accepted, you will receive a Welcome Packet and a Membership Binder which will contain important information regarding your membership (including whether or not you received a tuition scholarship). Please review this information carefully and contact us with any questions.
7. All members are required to attend an Orientation Meeting in August prior to the first day of school. An individual meeting with the Director will be scheduled for members starting after the beginning of the school year. Each adult who wishes to participate in the classroom must attend an orientation meeting.
8. School starts in August. All required paperwork for children and adults must be completed before children can attend the school.

If you have any questions, please don’t hesitate to call (209) 257-0622.

Please Note: Children must turn 2 years 9 month by their first day of class to attend ACP during the 2009-2010 school year. If your child will turn 2 years 9 months after the first day of class, please do not complete the steps above. Contact us to be added to our interest list and you will be notified before we begin accepting registration for the school year in which your child may enroll. Children do NOT need to be potty-trained to enroll in ACP.