

**Registration Form
Speedway Cooperative Preschool
3000 N. High School Rd., Indianapolis, IN 46224**

Date _____

How did you hear about Speedway Co-op? _____ Have you previously belonged to a co-op? _____

Name of co-op? _____ Date last attended _____

Committees or officers held _____

PARENTS/GUARDIANS

Last name _____ First name _____

Relationship to child _____ Home phone _____

Address _____ Cell phone _____
Street City ZIP

Occupation _____ Work phone _____

..... Email address _____

Last name _____ First name _____

Relationship to child _____ Home phone _____

Address _____ Cell phone _____
Street City ZIP

Occupation _____ Work phone _____

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CHILDREN

Please fill out a separate registration form for each child enrolled

Name _____ Sex _____ Birth date _____
Given/nickname

Please check the class for which you would like to register:

___ Rookies: Age 2 by August 1 M/W 9:30 – 11:30

___ Racers: Age 3 by August 1 Tu/Th/F 9:15 – 11:45

___ Sparkplugs: Age 4 by August 1 M/W/F 9:00 – 12:00

Speedway Cooperative Preschool is open to all children regardless of race, religion, creed, or national origin.

Please circle any areas with which you have had previous experience:

Art/Painting/Drawing Carpentry Computer Journalism Music Publicity Sewing Typing Volunteer work

Please list hobbies and special interests: _____

Please see other side for committee preferences and registration fee information

Each family serves on one committee per child enrolled. Please number your top 3 choices: 1 being the 1st choice, etc. Be aware that some jobs require attendance at monthly board meetings.

The following are executive board position, require attendance at all executive and regular board meetings, count as 2 jobs, and are filled as needed:

___ President ___ 1st Vice President/Membership ___ 2nd Vice President/Parent Ed. ___ Secretary ___ Treasurer

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The following are board position and are required to attend ALL board meetings:

- ___ Equipment Chair: Leads the equipment committee and organizes the fall and spring playground safety days. See description of committee below.
- ___ ICPC delegate: Represents our preschool at Indianapolis-wide meetings every other month and performs one ICPC committee assignment, as directed by ICPC; requires monthly participation; attends all board meetings; must be preschool member for one full year.
- ___ Newsletter Editor: Creates and distributes the school newsletter via e-mail and limited hard copy; requires monthly participation and knowledge of computers.
- ___ Parent/Teacher (PT) Representative: One per class. Acts as liaison between teacher and parents, presides at buzz sessions, sets up class calendar, organizes Christmas, birthday, and end-of-year gifts for the teachers. Writes the monthly article for the newsletter.
- ___ Publicity: One person serves in this position. Writes and submits all press releases to the local media and distributes posters and brochures advertising school events.
- ___ Purchasing: Purchases and maintains the school's supplies, works closely with the teachers and treasurer the entire school year.

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The following are committees:

- ___ Equipment committee: this committee is responsible for maintenance of outside playground area and inside equipment. The chair serves on the board.
- ___ Hospitality committee: This committee helps organize and set up refreshment for parent meetings and board meetings, as well as plans and hosts Holiday Tea and May Dinner (Parents-only celebration). The chair serves on the board.
- ___ Ways and Means committee: This committee organizes the fundraisers for the school. The committee members solicit donations from area businesses as well as set up and prepare for fundraisers. The chair serves on the board. Members of this committee work on fundraising the entire school year.

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The following are one-person positions unless noted:

- ___ Babysitting coordinator: Baby-sits at school during board meetings and Buzz sessions. Arranges for assistance and maintains a list of parents who are willing to help during parent participation days. (2 person position)
- ___ Community Outreach: is responsible for organizing representation at annual Speedway Community Day (booth, volunteers, delegate parade entry planning, etc.), and PBS in the Park, if at no cost; assists 1st VP with Open Houses (assists with flyer handout to public and members and is present at Open Houses), and with forms collection at Orientation meeting; assists with Safety Fair; and is responsible for ongoing search for free or low-cost outreach projects to represent our preschool to the public (community fairs, church booths, safety fairs, etc.)
- ___ Health and Safety: Checks that all participating parents and children have met mandatory health requirements, files vaccination reports with the Dept. of Health, and arranges vision, speech, and hearing screening for the students. *ATTENDS the May and August board meetings.*
- ___ Housekeeping: Sets up and organizes monthly cleaning of preschool areas. This position requires monthly activity. *ATTENDS the May and August board meetings.*
- ___ Photography coordinator: Arranges for school pictures and is responsible for saving photos from the school's digital camera on CD-ROM and for putting together a CD/DVD slide show to be shown at the May Dinner. *ATTENDS the May and August board meetings.*
- ___ Sparkplugs Field Trip Coordinator: Assists the teacher in arranging class field trips, implements and enforces all; field trip driving regulations, and arranges for identification of children on field trips.

A registration fee of \$50.00 per family must accompany this application. This fee is non-refundable and will not be applied toward tuition. Please make checks payable to SPEEDWAY COOPERATIVE PRESCHOOL, INC. A child is not officially enrolled until this registration form and the fee are received by the 1st Vice President/Membership chair. Classes will be filled according to the date on which this form is received.

Speedway Co-op reserves the right to cancel a session due to lack of sufficient enrollment. Affected members will be notified by August 15th. Registration fees will be refunded to those who cannot change sessions.