



# ASHLAND COMMUNITY PRESCHOOL

## CLASSES

### **2+ Days a Week**

9:00 a.m. to 1:00 p.m.

Ages 33 months by September 30 and up

Optional Kindergarten Prep

1:00 - 2:00 p.m., October - May

For rising kindergartners

## TUITION & FEES

### **Monthly Tuition**

2 days a week-\$122/month

3 days a week-\$173/month

4 days a week-\$230/month

5 days a week-\$285/month

### **Enrollment Fees**

First Month Tuition

Application Fee = \$55

Cleaning Supply Fee = \$20

Background Check Fee= \$10\*

Fingerprinting= TBD\* (\$50)

ACP Shirt Fee = \$15\*

### **Additional Fees**

Family Fundraising, due May 1 = \$100/family

Sibling Fee = \$5/month for siblings over 18 months old

\*One Time or Time Based fees

## PAYMENT METHODS ACCEPTED

We accept the following methods of payment for tuition and fees:

- \* Jovial (electronic family portal, \$2 fee)
- \* Bank Bill Pay (mail to PO Box 430)
- \* Personal Check
- \* Cash

## COOPERATIVE PRESCHOOL

As a cooperative preschool, ACP is administered and maintained by member families. Each family is expected to participate in the following ways:

- \* Working Parent shifts (1-4 days/month)
- \* Monthly Co-op Meetings (4/yr required)
- \* Working Parent Training (4hr/yr required)
- \* Committee/Service Position (1 per family)
- \* Volunteer participation hours in Grounds & Maintenance, Events, HAAC events (2 each, per family)
- \* Laundry (2-3 times per year)

## WORKING PARENTS

Working parents must fulfill the following requirements before they can participate in the classroom:

- \* DSS Sworn Statement (3 yrs)
- \* Fingerprint Background Check (5 yrs)
- \* DSS Background Check (3 yrs)
- \* Clear Tuberculosis Screening (2 yrs)
- \* Adult/Pediatric CPR & First Aid Training (always current)
- \* Two Letters of Reference (non-family)

Working parents generally work in the classroom 1-2 days per month, and serve as “alternate” (on-call) 1-2 days per month.

Each day, working parents follow the Working Parent Checklist posted in the classroom. The checklist includes duties such as:

- \* Preparing the classroom for the day
- \* Guiding children and assisting the Directress as needed
- \* Cleaning and maintaining the classroom daily, according to DSS requirements
- \* Preparing and serving snacks
- \* Supervising outdoor activities/recess

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## COMMITTEES & SERVICES

Each family is required to serve on a committee or service position. Not all positions are available each year, but every effort is made to place families based on their preferences, however, assignments will be made based on the greatest need.

Service positions:

- \* Board of Directors (elected annually)
- \* Scheduler
- \* Field Trip Coordinator
- \* Licensing Assistant
- \* Historian & Social Media
- \* Outdoor Education
- \* Playgroup Facilitator
- \* Supply Coordinator
- \* Fundraising Committee
- \* Events & Hospitality Committee
- \* Grounds & Maintenance Committee
- \* Snack Committee

## ALLERGIES & MEDICAL

The Directress and VP of Licensing works directly with families who have children with food allergies. Individualized allergy plans are required for children with severe allergies. Foods may be restricted in the classroom as needed. The Directress and substitute teachers are trained in emergency medication administration. Working parents are usually trained on anaphylaxis and EpiPen/AIQ procedures at one of the required training sessions during the school year. All substitutes are AMAT certified.

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## REGISTRATION

To register, scan the QR code below or go to <https://www.jovial.org/acp/hello>



## ASHLAND COMMUNITY PRESCHOOL

Inside the Hanover Arts & Activities Center  
500 South Center Street, Ashland 23005  
Mailing: PO Box 430, Ashland 23005  
Entrance/parking lot on Duncan Street  
(804) 798-0403

[www.ashlandcommunitypreschool.com](http://www.ashlandcommunitypreschool.com)

Facebook: AshlandCommunityPreschool

Instagram: @ashlandcommunitypreschool