



Membership & Payment Agreement

Thank you for your interest in joining Enrichment Cooperative of the East End. Our collaborative originated out of think tanking, out of need and out of creating an alternative resource for homeschooling families to gather, share and collaborate in our learning journey. It takes a tribe.

All our members are subject to application review and background check and are encouraged to participate in covering at least one "offering" per month.

FEES

Application fee of \$50 is due at time application

The Membership is \$300 per Family Per MONTH

*Families greater than two siblings additional \$35 monthly

Materials Fee \$20 per month

ALL memberships are on prepay basis, first month is due on enrollment

Tuition payments are due on the 1st of every month

Late payments are subject to a \$100 late fee

Group Tutoring is an additional \$12 per session.

You must commit to a minimum of two-day per week attendance.
There are no refunds.

Child(ren)'s Name : _____

By signing below, I am stating that I understand and agree to the terms of the above fee agreement. Fees are subject to increase quarterly.

PARENT'S SIGNATURE: _____

DATE: _____

Please complete the credit card authorization form provided for billing.



PICK UP PERMISSION AND EMERGENCY CONTACT FORM

Name of child(ren): _____

I hereby give permission for my child to leave the center with the following persons named below. It is the responsibility of the parents to notify the center, in writing, of any change. (Even Mother and Father's name need to be listed!)

Name: _____

Relationship: _____

Home/Cell phone Work Phone: _____

Name: _____

Relationship: _____

Home/Cell phone Work Phone: _____

Name: _____

Relationship: _____

Home/Cell phone Work Phone: _____

If there is a separation or divorce custody problem of which ECEE should be aware, please explain. (attach custody documentation)

Names of persons who may not pick up the child:

Date _____ Signature of Parent or Guardian _____



ECEE Co-op 2020 Membership Agreement

Our Approach

ECCE has a unique approach to learning. The structure of our co-op requires both children and parents to take an active role in learning and building our community. We believe that people learn best when they are invested and engaged in topics that are meaningful to them and allowing the child to independently choose their interests.

We meet this philosophy through our learning experiences called "offerings".

Offerings are classes, workshops, or projects suggested by our families and often led and/or assisted by parent mentors.

Offerings can cover a wide and diverse range of subjects and interests.

Typical offerings are about an hour long and run weekly, lasting 4-6 weeks, with either an ongoing area of study (eg. Minecraft; Plant Biology) or a sampler type of course (eg. 3D art mediums; Science Experiments). Some offerings may be targeted at certain age-groups, while others can embrace a range of ages learning together.

ECCE is cooperatively run and supported by the parents of the children we serve and supplemented by bringing in outside mentors or instructors as appropriate.

Parents participate by leading and assisting offerings, signing up for team jobs, and helping maintain our space both inside and out.

Families pay modest fee and tuition which covers operational costs such as renting space, insurance, resources, and supplies.

Member Expectations

We are member-governed which means we have an elected Board of Directors responsible for directing the overall policy and direction of ECEE and ensuring day-to-day operations run smoothly. In addition, the Board works cooperatively with families to coordinate and delegate specific duties to members and teams.

Member parents are expected to participate by helping in various roles. You may be asked to jump in and help facilitate activities or offerings, organize, clean, plan, support, discuss, collaborate and care for our space, our daily tasks and each other.

Below is a list of specific member expectations that we ask of each family to go over with each person (including children) who will be attending ECEE.

This will help keep everyone engaged, accountable, respected and included in our co-op:

1. Join and be an active member of one of our main teams:
 - Facilities Team ● Offerings & Activities Team ● Outreach & Community Team ● Fundraising Team
2. Lead/facilitate at least one offering or event per month. This can be a full session offering, a rotate lead offering or a special event (i.e. Dance Party). Each offering and event will be presented with a budget prior to the start of the session.
3. Parent attendance is required at two family meetings during the school year. The dates will be announced Orientation/Family Meeting, End of Year Family Meeting
5. Join and be an active member on our ECEE Member Families Facebook Group. Most co-op communications are currently through our Facebook Member Group. Parents are expected to check the group regularly for planning, announcements, and signups.

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6. Child Facility, who we rent our space from, is a no alcohol and no smoking facility so we need to honor that rule.
7. Inform the Board President if anyone attending ECEE in your family has ever been convicted of any abuse of a child. Our parents work directly with children and for this reason we need to know this information ahead of time. Background checks will be conducted on all parents to ensure the safety of our children.
8. Be considerate, inclusive and respectful of everyone around you. Respect the personal space and belongings of others and practice asking before we touch anyone's body or personal things. We also ask that members work together to help everyone feel included and safe.
9. Respect our space, supplies and toys. Be proactive in keeping our space and equipment in good, safe condition by using only what you need, and putting things away when finished. We also ask that only toys designated for outdoor use be taken outside.
10. Do not disrupt offerings/activities. Be respectful of the learning of others by not disrupting offerings or activities while in progress. Show appreciation for the material prepared by listening, participating and waiting for your turn.
11. Children are not permitted on the side or front of the building unless an adult is with them. This is to help keep everyone safe and accounted for while also respecting the property.
12. Report dangerous or uncomfortable behavior to a trusted adult. If you see or experience something that makes you feel uncomfortable or unsafe please tell a trusted adult or board member right away.

Conflict Resolution Process At ECEE

We strive to maintain a positive environment where children and parents enjoy their time together and treat each other with mutual respect and graciousness. We are a diverse group of people working together to provide a safe, respectful, and rich learning environment, but as with any diverse community conflicts will arise.

Should anyone experience a disagreement or conflict within the co-op, please follow these steps toward resolution and uphold confidentiality whenever possible.

1. Have a One-on-one Discussion: Go to the person with whom you have a conflict at a time when you can have a private conversation. Express your concerns and discuss possible solutions. Both parties can listen to each other, say how they feel and what they want to happen next to help resolve the conflict and hopefully agree upon a resolution.
2. Ask for Board Mediation: If the conflict is not resolved via one-on-one discussion, parties involved should reach out to a board member to ask for mediation. The board member will then schedule a meeting to mediate discussion between the two parties so that both feel heard and then find a resolution that all can agree to.
3. Involve Entire Board: If the conflict still has not been resolved after a board member mediates, then that board member or people involved in conflict will present the issue to the entire board for discussion amongst the board. The board will then reach out to the parties involved with suggestions from the entire board to help reach a resolution that all can agree to.

Attendance ECEE is a drop off co-op. There will be an adult present for every 7 children present at all times. Individual families sometimes make arrangements between themselves to take responsibility for each other's kids on certain days to provide some flexibility for parents. This is accepted as long as each family continues to contribute fairly to the co-op and meets their Member Expectations.

Attendance is expected at least two days out of the three, Being prompt in your arrival and ready to participate in opening circle, offerings and activities will help the day run smoothly.

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Offerings are scheduled based on current enrollment interest and your family's regular attendance shows appreciation for what has been prepared.

Food Allergy Policy

Several of our members have food allergies and intolerances. To ensure the safety of all members, we ask that everyone honor the following guidelines: – Check with an adult before sharing food – Eat only at designated areas – Do not leave open containers of food unattended – Clean all surfaces, including chairs, after eating – Wash hands and face thoroughly

Schedule

Our regular hours are Mondays and Wednesdays from 10 am until 2 pm. We open our doors by 9:30 am each morning and start our Opening Circle at 10 am, where we will start with meditation and discuss plans and activities for the day.

The daily flow can be a mix of scheduled offerings (classes) and unscheduled free time where families can collaborate on projects or individuals can work independently. Lunch hour is from 11 am to 12 pm. We will have a Closing Circle at 2 pm only as needed. We all work together in the afternoon to clean up before leaving.

Example of Daily Schedule 9:30am: Arrival & Setup 9:45 – 10:00am: Opening Circle 10:00 – 10:50am: First Offering 11:00am – 12:00pm: Lunch & Free Time 12:00 – 12:50pm: Second Offering 1:00 – 1:50pm: Third Offering 2:00 – 2:30pm: Clean Up & Departure

****We will work towards adding offerings so that there are four offerings daily, two occurring simultaneously to employ the child's interest and lead in their learning process.*

Weather Closures

In case of dangerous weather, the decision to close may be made the preceding day, or in the early morning. We will follow public school directives pertaining to weather closures. Please check the ECEE Member Facebook Group to monitor closure status.

Refunds:

Our application fee, family membership fee, materials fee is non-refundable,

Financial Hardship/ Single Parents: If you would like to join ECEE, but have financial hardship, please contact us about qualifying for a payment structure. ECEE will use money from fundraisers to provide financial assistance to families in need and on a case by case basis. All financial matters are strictly confidential between applicant and Co-op director.



ECEE Co-op 2020 Membership Agreement

I have read, understand and agree to the ECEE Co-op Member ByLaws.

I have also read, understand and agree to the General Information and Policies listed above. I agree to be responsible for the behavior and safety of the children in my charge while attending ECEE Co-op.

I understand that ECEE Board of Directors reserve the right to deny participation to any child or family.

I agree that by signing this agreement and submitting my non-refundable ECEE Co-op application and membership Fee, I establish my family's membership in the ECEE Co-op.

By signing this document I am stating I have read, understood, and agree to the ECEE Co-op Agreement for myself and my family, as well as any other legal guardians of my child(ren).

I agree to fulfill my responsibilities to the best of my abilities.

I understand that if my family does not abide by the items on this Member Agreement, then it is grounds for denial of renewal for the following year or, in extreme cases, removal from the group during the year.

Print Name: _____

Signature: _____

Date: _____



ECEE Homeschool Co-op 2020 Waiver of Liability

Assumption of Risks and Indemnity Agreement WAIVER:

In consideration of my child(ren) or ward(s) or me being permitted to participate in any way in any and all activities of ECEE Co-op at 502 North Sea Road or at any and all locations where such ECEE activities take place (collectively, the "Activities"), I, for myself, my child(ren) and/or ward(s), my heirs, personal representatives or assigns, do hereby covenant not to sue, and release, waive, and discharge, ECEE, its directors, officers, staff members, volunteers, advisors, property owners, and/or agents, from liability and of and from any and all claims including the negligence or default of ECEE its directors, organizers, officers, staff members, member families, volunteers, advisors, property owners, and/or agents, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in the Activities.

ASSUMPTION OF RISKS: Participation in the Activities carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from (1) minor injuries such as scratches, bruises, and sprains, (2) major injuries such as eye injury or loss of sight, joint or back injuries, broken bones or teeth, asthma or heart attacks, and concussions, to (3) catastrophic injuries including paralysis and death.

I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent in the Activities, which may include without limitation parties, picnics, hiking, swimming, field trips to museums, plays, or parks, recitals, or practices. I hereby assert that my participation and/or the participation of my child(ren) or ward(s) is voluntary and that I knowingly assume and accept all risks. I also understand that I may participate in activities that are not sponsored or supported by ECEE but are private activities of Members and that I assume all risks associated with such private activities ("Non-ECEE Activities").

INDEMNIFICATION AND HOLD HARMLESS: I also agree to INDEMNIFY AND HOLD ECEE, its directors, officers, staff members, volunteers, member families, advisors, property owners, 502 North Sea Rd and/or agents, HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorneys' fees, brought as a result of my involvement in the Activities or Non-ECEE Activities or both, and/or the involvement of a minor child(ren) or ward(s) of mine in the Activities or Non-ECEE Activities or both, in any location where Activities or Non-ECEE Activities or both are conducted, and of and from all claims which may hereafter develop or accrue to them on account of injury, loss or damage, which may be suffered by said minor or to any property, because of any matter, thing, or condition, negligence or default whatsoever, and to reimburse them for any such expenses incurred. **SEVERABILITY:**

The undersigned further expressly agrees that the foregoing waiver, and assumption of risks, indemnification and hold harmless, agreement is intended to be as broad and inclusive as is permitted by the law of the State of New York, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

ACKNOWLEDGMENT OF UNDERSTANDING: I have read this Waiver of Liability, Assumption of Risks, and Indemnity Agreement, fully understand its terms, and understand that I am giving up substantial rights, including my right to sue. I acknowledge that I am signing this agreement freely and voluntarily and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

Signature of Parent/Guardian of Minor Printed Name Date



PHOTO RELEASE AND SURVEILLANCE FORM

I understand that ECEE may take pictures of the children playing from time to time for use on their cubbies or for use with a project.

I understand that pictures are sometimes used to help show parents what their children are doing during the day.

I realize that photos may be displayed in the room from time to time and could possibly include my child. I also realize that my child might be in the background or play area with another child when a picture is taken and that it is possible that that particular picture might be sent home with the other child to show their parent what they are doing.

I agree to give permission for ECEE to take photographs or video of my child. I agree to allow these photographs to be displayed in my child's room, on room or center bulletin boards, or to be used as mentioned above.

I further agree to allow the center to use these photographs or video images limited to internal use.

Child's Name: _____

Child's Name: _____

Child's Name: _____

Parent's Name: _____

Parent's Signature: _____ Date: _____

Enrichment Cooperative of the East End



Credit Card Authorization Form Billing

One-Time & Recurrent

CARDHOLDER INFORMATION

Name: _____

Billing Street Address: _____

Street Address (cont.): _____

City: _____ State: _____ Postal Code: _____

Country: _____ Email _____

Address: _____

Direct Telephone: (_____) _____ - _____

GIFT INFORMATION

Fund Name or Gift Purpose: _____

☐ I authorize a one-time charge against my credit card for the follow amount \$ _____

☐ I authorize a recurring charge against my credit card for the following amount

\$ _____ once every _____ day(s)/week(s)/month(s)/year(s) beginning

_____/_____/_____ and ending after _____ payments.

CREDIT CARD INFORMATION

Credit Card Type: ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover Card

Number: _____

Expiration Month: _____ Expiration Year: _____

Cardholder Signature X _____ Date ____/____/____

Security Code: _____

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Application form

Family Last Name: _____

Childs First Name and age: _____

Birthdate: _____

Grade: _____

Does your child have special needs? Please specify

Does your child have allergies? Please specify

Address: _____

Contact Numbers: _____

Are you able to receive text messages: yes no

Are you willing to play a helping role in our co-op? _____

How many sessions would you require? _____

(Two minimum)

Parent Email: _____

List any special gifts or talents you possess that you want to share at the co-op

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What age group or class would you like to be involved in while working at the co-op?

Prek

First grade

Second Grade

Third Grade

Fourth / Fifth Grade

Sixth/ Seventh grade

Eighth Grade

Art/ Craft

Pe, dance, yoga

Music

Morning devotional and meditation

Are you CPR/ First Aid certified? _____

How did you hear about us and why do you want to join?

Do you agree to a background check? This is to ensure the safety of our children
