

# KEY WEST PRESCHOOL COOPERATIVE

## MEMBER HANDBOOK & NON-PROFIT BYLAWS

2026–2027 SCHOOL YEAR

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### MISSION STATEMENT

Key West Preschool Cooperative (KWPC) provides children with a supportive, nurturing, and high-quality learning environment using developmentally appropriate educational practices. As a cooperative preschool, parents and guardians play an integral role in our community and actively participate in their child's introduction to school.

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### 1. INTRODUCTION

Key West Preschool Cooperative was established in 1988 by six families seeking a unique early childhood learning environment strengthened by family involvement. More than 30 years later, we continue that mission at our original location at Peace Covenant Presbyterian Church and remain the only non-profit preschool in Key West, Florida. We believe that family involvement is essential to children's academic and developmental success.

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### 2. STATE LICENSING

Key West Preschool Cooperative complies with all licensing requirements and regulations of the Florida Department of Children and Families (DCF).

**Florida DCF License #: C16MO0026**

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### 3. CONTACT INFORMATION

**Executive Director:** O'Brieka Allen  
**Board President:** Sara Squire  
**Board Vice President:** Lauren Steele  
**Board Treasurer:** Jessica Kerr  
**Board Secretary:** Irena Kalvel

**Office Phone:** (305) 296-4749  
**Email:** keywestpreschool@gmail.com  
**Website:** keywestpreschool.com  
**Address:**  
2610 Flagler Ave  
Key West, FL 33040

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## 4. HOURS OF OPERATION

Key West Preschool Cooperative is open **Monday through Friday, 9:00 AM – 3:30 PM.**

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## 5. STUDENTS SERVED & NON-DISCRIMINATION

Enrollment is open to children from infancy through age six, serving families from Big Pine Key through Key West. KWPC complies with the Americans with Disabilities Act (ADA). No child is excluded based on race, color, religion, disability, sex, sexual orientation, national origin, or any other protected status.

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## 6. ADMISSION REQUIREMENTS

To enroll, families must provide:

- A completed registration packet
- Birth certificate
- Immunization record (or approved waiver)
- School physical form completed and signed by a physician
- \$150 registration fee per child (excluding VPK with voucher)
- \$75 annual membership fee per family
- Selection of membership option at enrollment
- Proof of custody if applicable

Children enrolled in the **3-Year-Old** and **VPK** programs must be fully potty trained.

All required paperwork must be submitted within **30 business days of enrollment** or membership may be forfeited without refund.

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## 7. VPK PROGRAM

- VPK instructional hours: **9:00 AM – 12:00 PM**
- VPK is free with a valid voucher
- No registration fee with voucher (membership fee still applies)
- Extended Day fees apply
- VPK age cutoff date: **September 1**

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## 8. WAITLIST POLICY

If enrollment is full, the child will be placed on a waitlist. Families will be contacted in order as openings become available.

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## 9. TUITION & PROGRAM OPTIONS

### Monthly Tuition (Full-Time unless noted):

Infant: \$1,050

1-Year-Old: \$955

2-Year-Old: \$840

3-Year-Old: \$735

VPK (9:00–12:00): \$0 with voucher

VPK Extended Day (12:00–3:30): \$345

VPK Full Day (No Voucher): \$735

**Sibling Discount:** 15% off tuition for each additional sibling currently enrolled.

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## 10. ADDITIONAL FEES

- Registration Fee: \$150 per student (excluding VPK voucher)
- Annual Membership Fee: \$75 per family
- Recommended Supply Donation: \$30 per student

- Volunteer/Fundraiser Opt-Out Fees: See Opt-Out Table
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## 11. PAYMENT POLICY

Tuition and fees are due on the **1st of each month**. A **\$20 late fee** applies after the **7th**.

Returned checks incur a **\$50 NSF fee**. After two NSF checks, payment must be made in cash.

A family is considered delinquent after the 7th. Accounts must be settled by the 7th of the following month or membership will be canceled and the spot may be filled.

KWPC does not issue refunds. Overpayments are applied as credits.

**Late Pick-Up Fee:** \$30 after 15 minutes past enrolled dismissal time.

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## 12. CO-OP MEMBERSHIP RESPONSIBILITIES

Each family must:

- Read and comply with this handbook and bylaws
  - Pay all required fees on time
  - Maintain current enrollment paperwork
  - Complete one year-long job, two classroom volunteer shifts per month, or pay the opt-out fee
  - Participate in fundraising requirements
  - Attend one of two annual all-school cleanups or opt out
  - Attend two required in-person meetings
  - Communicate respectfully at all times
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## 13. FUNDRAISING REQUIREMENTS

Each family must complete **five (5) fundraising obligations per year**:

1. **Bake Sale** – 4 baked goods OR 2 shifts OR opt-out

2. **Poinsettia Sales** – \$240 minimum OR opt-out
3. **KWPC/Director’s Choice Fundraiser**
  - 4–5. **Two additional fundraising commitments of choice**

Failure to complete obligations results in applicable opt-out fees.

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## **14. OPT-OUT FEES**

(As listed in approved Opt-Out Fee Table)

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## **15. DROP-OFF & PICK-UP**

Children must be signed in and out daily by authorized adults. Photo ID may be required. Children may arrive up to 10 minutes before opening. All families must leave campus by **4:00 PM**.

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## **16. ATTENDANCE POLICY**

Tuition secures a child’s spot regardless of attendance. No prorated rates are given. Vacations are not excused absences.

Two weeks’ notice is required for withdrawal or schedule changes.

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## **17. HEALTH & ILLNESS**

Children with fever (100°F), vomiting, diarrhea, or symptoms of illness will be sent home and must be picked up within one hour. A physician’s note may be required for return. (*Please see illness policy for more details.*)

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## **18. MEDICATION POLICY**

KWPC does not administer medication except in life-threatening situations. Prescription medication requires written authorization and original labeled containers.

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## **19. INCIDENT REPORTS**

Incident reports are completed for injuries requiring more than gentle comforting. Parents must sign reports.

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## **20. MANDATORY REPORTING**

KWPC staff are mandatory reporters under Florida law. Suspected abuse must be reported to the Florida Abuse Hotline immediately.

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## **21. ITEMS FROM HOME**

Families must provide lunches, snacks, labeled water bottles, extra clothing, diapers, and wipes as applicable. Toys from home are not permitted.

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## **22. CURRICULUM**

KWPC uses the **Creative Curriculum** and follows **VPK standards**. Lesson plans are posted by classroom.

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## **23. CLASSROOM STRUCTURE & RATIOS**

KWPC meets or exceeds state-mandated student-to-teacher ratios at all times.

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## **24. CAMPS**

Seasonal camps may be offered. Fees are separate from tuition.

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## **25. GOVERNANCE & ORGANIZATION**

KWPC is governed by an Executive Board and Director. Board meetings are held monthly and are open to members.

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## **26. BEHAVIOR & DISCIPLINE**

KWPC uses a tiered behavioral intervention approach emphasizing positive reinforcement. Chronic or dangerous behavior may result in suspension or termination.

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## **27. COMPLAINTS & GRIEVANCES**

Complaints should first be addressed with the Director. Formal grievances follow a defined written process and may be brought to the membership for a vote if unresolved.

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## **28. DEFINITIONS**

Member, student, visitor, volunteer, and intruder definitions apply as outlined in this handbook.

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## **29. DISSOLUTION**

Upon dissolution, remaining assets will be distributed to qualifying 501(c)(3) or 501(c)(4) organizations per IRS regulations.

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## **30. HANDBOOK CHANGES**

KWPC reserves the right to amend this handbook as needed. Members will be notified of changes.