



KIDS' CO-OP PRESCHOOL

playing to learn, learning through play

As a parent cooperative, our organization depends on the involvement of the caregivers of our students. By joining our community, you agree to:

- Attend a parent training program provided by the Kids' Co-op. Times and location TBD. Requires additional costs. Must be taken and completed the 1st semester your child is enrolled.
- Attend 7 monthly parent business meetings held in the evening on the 2nd Monday of each month (September through May). You must arrive promptly at 6:30 pm in order to be counted present. This is an adult only meeting. Exception for nursing infants.
- Participate monthly (3-5 times per month) in your child's classroom and complete assigned responsibilities which are posted in the classrooms. Parent Participation Schedules are distributed and posted by the class coordinator. Duties are divided evenly between classroom families. You must be prepared to start by 8:45 am on your scheduled work day for set-up and stay at school approximately 30 minutes after class for clean-up.
- Participate as a member of committee or as a member of the Board of Directors.
- Participate in the mandatory yearly fundraisers (See Tuition and Fee Schedule in handbook for Buy-out option/Nonparticipation fee)
 - Additional mandatory fundraisers may be added at the discretion of the Board of Directors.
 - Participation is encouraged for all sponsored fundraisers.
- Pay all buy-outs (such as Set-Up, Fall Fundraiser, Weekend Cleaning) and fines no later February 1st to remain in good standing.
- Clean one classroom 2 times during the school year. (See Tuition & Fee Schedule for Buy-out/Nonparticipation Fee).
- Assist 3 hours per child enrolled during Set-up Week in August.
- Pay monthly tuition payment and any other fees incurred. Tuition is due on the 1st of each month, no later than the 15th. Tuition is paid one full month in advance. \$10 Returned Check Fee.
- Submit a Certificate of Tuberculosis (TB) Skin Test Results for all Working Caregivers.
- Keep all child immunizations up-to-date or sign the Immunization/Enrollment Agreement.
- Keep current address and telephone numbers on file. Any changes in emergency information must be reported to the office immediately.
- Acutely sick children must be kept at home. Please notify Kids' Co-op when child is home sick. Children must be free of fever and vomiting for 24 hours before returning to school.
- Automatic Tuition Late Fee of \$10 will be included if your Tuition is received after the 15th of the month.
- A Sub Fee will be charged for any time a caregiver is unable to work their scheduled shift in the classroom. This fee is paid directly to the sub.
- Serve as the Alternate Caregiver 2-3 times per year. This day is scheduled in advance. Alternate Caregiver must check in with the office at 9:00am on their assigned day. As this time, they may be assigned to work in any classroom in the school or may be given permission to leave for the remainder of the day.